



# Global Board Meeting

## Minutes – digital meeting

26<sup>th</sup> March 2020

### Board Participants:

Claire Tiffen (Trustee), Dr Emad Adly, Emma Hillyard (Trustee), Emmanuel Seck, Farah Kabir (Chair), Getro Mathieu, Graciela Salaberri (Vice Chair), Jose-Ramon Avila, Lewis Makurumure, Nicole Stolz, Oenone Chadburn (Trustee), Peter Curran (Trustee), Prime Nkezumukama, Ruiti Aretaake, Rumana Kabir (Chair of the Trustees), Sarah Henly-Shepard, Tolekan Ismailova, Zenaida Willison.

### Apologies:

Kees Zevenberger (Stichting GNDR), Loreine Dela Cruz, Thea Hilhorst (Stichting GNDR), Rod Snider, Ruud van den Hurk (Stichting GNDR)

### In attendance from the Secretariat:

Bijay Kumar (ED), Domitille Francois (BLO), Emma Kerr (NDM), Lucy Pearson (PM), Nick Roberts (FM)

### Support

Jesus Cordero (CC)

Florencia Pasquale (Interpreter)

Key:

Resolves in blue text

Actions in green text

**Links to documents are highlighted**

### 1. Welcome from the Chair:

The Chair Farah welcomed the Board members to the Board meeting organised through virtual means. She urged the members to take note of the Covid19 pandemic affecting the world today especially impacting the poor and vulnerable. As GNDR she emphasised we should play our role to prevent and prepare for the pandemic.

### 2. Recording Apologies:

It was noted that apologies were received from Rod. Kees, Thea and Ruud from Stichting GNDR also advised that they could not attend. Loreine was also absent.

### 3. Agenda

The agenda was presented. The agenda was approved - proposed by Emmanuel and seconded by Nicole.

#### **2020.03.26 Agenda 3 Draft Agenda of Global Board meeting March 26th 2020**

#### 4. Introduction of new Board members:

The Chair requested ED to introduce the new Board members. Emmanuel and Claire introduced themselves and ED gave a brief introduction for Lewis (as he had issues connecting to the meeting). ED also gave a warm welcome back to the Board to Dr Emad and Loreine.

#### **2020.03.26 Agenda 4 Introduction of new Board members**

#### 5. a. October 2019 Face-to-Face meeting minutes

The meeting minutes was reviewed page by page. And the minutes was approved - proposed by Peter and seconded by Nicole.

#### **2020.03.26 Agenda 5.a October 2019 Face-to-Face meeting minutes**

#### b. February 6th 2020 Special Board meeting minutes

Peter thanked the Secretariat for taking on board the comments made by the Board and taking the actions agreed on February 6<sup>th</sup>.

The approval of the Special Board meeting minutes was proposed by Rumana and seconded by Emmanuel.

#### **2020.03.26 Agenda 5.b February 6th 2020 Special Board meeting minutes**

#### 6. a. Summary actions from October 2019 Face-to-Face Board meeting

ED requested the Board to read through the document and give their comments.

#### *Comments:*

*Peter (Point 13) – When will the findings of the membership survey be put on the Community Platform?*

#### *Action:*

*ED – The membership survey report has already been reviewed by the SMT and will be put on community platform*

#### *Comments:*

*Peter (Point 22) – At what stage are we on the Safeguarding policy?*

#### *Action:*

*ED – We received a few comments from the Board members and it is now being incorporated. Our HR Advisor and an external consultant are working on it.*

*Farah then advised that the finalisation of the safeguarding policy is critical and urgent.*

*Comments:*

*ED (point 8) – ED advised the Board members to read Stichting GNDR FAQs and come back with questions if they have any.*

**2020.03.26 Agenda 6.a Summary actions from October 2019 Face-to-Face Board meeting**

**2020.03.26 Agenda 6.a.I Stichting GNDR FAQs**

**b. Summary Actions from February 6th Special Board meeting**

ED advised the Board to read through the document (Agenda 6.b) as it was highlighted on which page changes have been incorporated. There was no comment from the Board. The Chair Farah insisted that we should make reference to the Covid-19 situation when launching the new strategy and all Board members agreed.

**2020.03.26 Agenda 6.b Summary actions from February 6th Special Board meeting**

**2020.03.26 Agenda 6.b.I GNDR Global Strategy 2020-2025**

**7. a. Updates from Secretariat**

No comments were made by the Board.

**c. Covid-19 Risk Matrix**

ED shared that SMT have worked on initiating some necessary process to cover the situation with Covid-19, and ED added that SMT would step up and take actions. The Chair Farah asked ED to take the Board thought the documents.

PM explained that SMT has identified different risks due to Covid-19 as well their likelihood, impact and risk level. SMT then identified some actions that could alleviate the impact on GNDR, so that a contingency plan can be put in place.

ED advised that SMT will update the Board on those actions and will develop a business continuity contingency plan, as suggested by Rumana.

*Comments:*

*Farah asked the Board to give suggestions on the actions that could be taken and she highlighted that we need to make sure that GNDR is bale to deal with the situation as different parts of the worlds are affected at different times. She also agreed with negotiating no cost/cost time extension with donors.*

*Sarah asked SMT to develop a contingency plan under 3 different scenarios (more tailored plan). She also advised that the Community Platform is a great opportunity for people to work together and share, and added that it could also be shared with donors. She suggested we should get ahead of everyone else linking public health preparedness, pandemic preparedness and DRR.*

*Response:*

*PM responded that it was a great idea to create some scenarios and SMT was planning to do that with the activities in the work plan. She also responded to Farah, advising that we were already given a no cost extension for CBDRM and VFL project.*

*PM agreed with Sarah that we should come forward as a thought leader and use the Community Platform as such. She explained that we would make reference to the current context with activities such as stories of DRR workers still responding to disasters while having to work under restriction due to Covid-19, how they are continuing the preparedness work in the era of Covid-19 and what are the challenges of doing DRR in the world of Covid-19. Sarah added that it would be a good idea to share video stories as well.*

*PM stated that it would be a good opportunity for Board members to facilitate some of the discussion on the Community Platform. Rumana agreed with PM and advised that it would also be interesting to hear Global Board members' stories and how their regions are responding to the Covid-19 situation.*

*Comments:*

*Nicole that we should make sure to link Covid-19 with the strategy in order to reduce GNDR reputational damage. She added that Covid-19 needs to be reflected in the strategy and in the 6 risk drivers.*

*Peter – Where does the pandemic fit in the 6 risk drivers?*

*Response:*

*PM advised that the pandemic is a threat complicated to address when this is linked with the other risk drivers and it is mentioned in that context in the strategy. PM insisted that we would make sure to reflect it in the message of the new strategy.*

*Comments:*

*Farah - WHO and UN are announcing new packages. Can we help vulnerable communities to access those funding? Can we take action at the local and national level?*

*Response:*

*ED advised that we need to find ways to motivate donors to give funds locally-targeted for Covid-19 responses.*

*Comments:*

*Rumana – what is the situation in Bangkok and other regional offices?*

*Response:*

*FM advised that they are subject to the rules of their own country. NDM responded that RDCs and their assistants are all fine and most of them are in some sort of lockdown. The challenge is for them to learn how to manage their assistant remotely.*

*Comments:*

*Peter - 80% salary is guaranteed in UK, but is there a point where we could take that up?*

*Response:*

*FM advised that we are not ruling out anything.*

*Comments:*

*Prime – does GNDR has any plan to support members affected by Covid-19?*

*PM – We are helping members technically by sharing knowledge and help them to keep doing their DRR work under Covid-19 restrictions. We have no plan to support them financially at the moment. We are also helping our project partners to adapt to the situation and not feel pressured by donors' commitments.*

*Comments:*

*Tolekan – how will we continue activities for VFL project due to the lockdown?*

*PM – We have requested no cost extension for VFL project. We will be taking a temporary pause and will take this opportunity to think strategically about the future. The donors have been very understanding.*

*Comments:*

*Emmanuel – We should add the word of epidemic/pandemic in the new strategy.*

*Response:*

*ED advised that it is there in the introduction if the 6 risk drivers.*

The Chair concluded the discussion by highlighting that the risk matrix is a living document and it will be updated weekly. She requested for SMT to share the contingency plan with the Board regularly. She also added that we should look at new funding to address Covid-19.

**ACTION:** ED agreed that SMT will continue to review, update and keep the Board posted.

**2020.03.26 Agenda 7.a Updates from Secretariat**

**2020.03.26 Agenda 7.b Scenario planning for Coronavirus**

**2020.03.26 Agenda 7.c Covid-19 Risk Matrix**

## **8. Plans and Budget 2020-21**

ED apologised for the delay in receiving this document.

### **a. Plans by the Secretariat**

PM went through the work plan of the activities for April 2020 to March 2021. She explained the process that was followed in order to create this plan: Members were consulted throughout the year during multiple workshops around the world and the Secretariat staff also met face to-face in London in October 2019.

The activities have been carefully thought through following the below criteria:

- We will focus on the 3 goals of the strategy,
- we will start with a new activity,
- we will build on existing work,
- we will complement new activities with fulfilling our prior commitments,
- we will empower the RAGs and NCMs.

It was noted that the work plan has been created with the assumption that the restrictions would be lifted in August. In the meantime, PM advised that we are going to review each activity and come up with online options or alternatives (new activities).

PM stated that we have funding for most the activities or we are in the proposal stage.

Page 5 of 8

*Comments:*

*Rumana commented that it was well thought through.*

*Peter agreed and was pleased to see some cross-cutting activities.*

b. Recommendations of Finance & Audit Working Group on Budget

FM explained the document in divided in 5 parts:

- budget narrative
- work plan of activities
- activities cost
- consolidated budget
- overheads

FM summarised the key points as follows:

- The total expenditure for the year is budgeted at £2.557 million. This budget is based on grants already approved such as OFDA CBDRM and VFL project, the Swiss government, SIDA, University of Edinburgh, Christian Aid (consolidated budget).
- The salaries and overheads budget combined totals £1.27 million. Salaries total £1,070k, of which £751k are UK secretariat salaries and £319k regionally-based staff. Overheads costs are estimated to total £130k.
- Based on grant income already secured, the budget as it stands indicates a core cost deficit of £27,976. However, this total excludes a number of grants where we are in advanced stages of negotiation with our donors, and we believe are likely to be approved. These include the following:
  - USAID OFDA
  - German Government BMZ (funded through German NGO)
  - German Government GIZ
  - Swiss government SDC (50% of the costs of our Global Summit)

Given the current situation, we cannot move forward with the realignment but the new structure has not been included in the budget as we do not have the fund yet. However, The secretariat believes that, as and when these new agreements have been signed, income for the year will be more than sufficient to cover both the existing core cost deficit and the additional costs which will be required to implement the organisational realignment referred to above.

*Comments:*

*Farah – We have to think of how flexible the donors will be.*

*Response:*

*PM advised that we will create a contingency plan for each activities with 3 different scenarios. She also stated that USAID OFDA confirmed they would still like to fund us. We did not receive any indication from GIZ and the fund might be delayed due to prioritising the process of grants for responses to Covid-19. However, PM insisted that it is a small deficit and one grant will cover it.*

*ED also reiterated that due to the travel restriction, we will find alternative ways of implementing the project activities and submit them to our donors.*

*Comments:*

*Peter noted that there was a lower spent in Goal 1 and that the balance on Goals would be*

*uneven if there is no Summit.*

*Response:*

*PM advised that NDM has worked on alternative options for the Global Summit and they would be around the same cost. Besides, PM added that some activities, such as online training, might be less costly but it is time consuming for staff.*

Resolution: The Plans and Budget for 2020/21 was approved - proposed by Peter and seconded by Rumana

#### **2020.03.26 Agenda 8 Plans and Budget 2020-21**

##### 9. Recommendations from Governance Working group

Due to Graciela (Chair of GWG) having connectivity issue, Rumana presented the GWG update. She advised that following the Board elections, the new Board members are Emmanuel and Lewis. She also welcomed back Dr Emad and Loreine to the Global Board. It was noted that we have a new trustee Claire.

In regards to National Focal points, it was noted that we have members present in 125 countries. In 63 countries where we have more than 5 members, we initiated the election process. From 15 countries of these 63 countries, we received only one application or no applications at all. That means there is no need to go for election and we will be notifying the members that the nominated candidate has been elected. In the remaining 63 countries, where we have less than 5 members, the process will be an agreement among the members (called selection - not election).

In Iran, we have made an exception because all members are associate members due to the restrictive civil society environment. The elected member will act as an observer and they will be able to provide their country's perspective.

The election process for national focal person is expected to be over by 5th April'20.

**ACTION:** NDM to review the election process to check if it needs to be extended beyond 5<sup>th</sup> April because of Covid19.

**ACTION:** Rumana requested for the GWG to meet regularly.

#### **2020.03.26 Agenda 9 Recommendations from Governance Working Group**

##### 10. Membership Working Group update

Peter (Chair of MWG) advised that there is good progress on increase participation and member capacity measured through the membership survey. It was also noted that the membership grew by 20%.

Peter highlighted that there is tension between established and new members in terms of opportunities given by GNDR. Many members expect the Secretariat to fund but it is important to remind them that it is the network that needs to provide opportunities and funding.

Peter encouraged Board members to lead by example and comment/post something on the Community Platform.

*Comments:*

*Farah stated that this encouraging to have a growth in membership. She then asked how we would manage the members' expectations.*

*Response:*

*Peter advised that we need to be clear in our message that GNDR is a network and the members need to provide opportunities as well as the secretariat.*

*NDM added that we should be thinking of moving away from growth to engagement and make sure we have a balanced approach between new and established members.*

*ED stated that the network belongs to everyone, we can raise funding all together. GNDR is not the Secretariat, it is the network.*

*Farah insisted that the Secretariat and especially the Comms team should make sure to reflect this message in the new strategy.*

**ACTION:** During the global strategy launch share the identity of the GNDR – as it belongs to the network not to the secretariat.

*Comments:*

*Getro agreed that it is a good point to focus on growth and strengthening of member engagement since members are the ones that have to act. He also noted that it important to explain who GNDR is and what GNDR has been doing. He insisted that we need to highlight what connects us together.*

*Response:*

*ED advised that the strategy will bring us together as it was developed by the network and its members were highly involved.*

**2020.03.26 Agenda 10 Recommendations from Membership Working Group**

**11. AOB**

Getro requested to have feedback on how the voting situation is in each country of his region. He advised that he would like to be more active and mobilise members to vote.

*Response:* NDM shared that there are multiple reminders send to the members. However, she welcomed the support from Getro.

**ACTION:** NDM to send information in regards to percentages of vote from various countries in Caribbean Region to Getro – so that he can motivate more members.