



# Global Board Meeting

## Minutes

Wednesday 3rd July 2019

### Board Participants:

Dr Emad Adly, Farah Kabir (Chair), Graciela Salaberri (Vice-Chair), Jose-Ramon Avila, Oenone Chadburn (Trustee), Peter Curran (Trustee) Prime Nkezumukama, Rod Snider, Rumana Kabir (Chair of the Trustees) Sarah Henly-Sheppard, Zenaida Willison

### Apologies:

Emma Hillyard (Treasurer and Trustee), Kheswar Beeharry Panay, Loreine Dela Cruz, Nicole Stolz, Papiloa Foliaki, Peter Akanimoh **Absent:**

Getro Mathieu

### In attendance from the Secretariat:

Bijay Kumar (Executive Director), James Heyward-Chaplin (Board Liaison Officer – minute taking), Nick Roberts (Finance Manager)

### Support

Florencia Pasquale (Interpreter), Jesus Cordero (Communications Support)

Key:

Resolves in blue text

Actions in green text

**Links to documents are highlighted**

Item	Agenda item:	Purpose:	Lead:	Submissions:
1.	Welcome from the Chair		Chair	
2.	Recording Apologies	Noting	Chair	Board Liaison Officer
3.	Agenda Approval	Approval	Chair	

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Global Network of Civil Society Organisations for Disaster Reduction

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4.	May 16 <sup>th</sup> 2019 Minutes review	Approval	Chair	Executive Director
5.	Summary actions from May 2019 Board Meeting	Review	Chair	Executive Director
6.	Updates from Secretariat	Noting	Chair	Executive Director
7.	Recommendations from the Governance Working Group (GWG)	For noting and approval	Chair	GWG Chair
8.	Recommendations from Finance & Audit Working Group (FAWG)	For noting and approval	Chair	Treasurer
9.	Recommendations from the Membership Working Group (MWG)	For noting and Approval	Chair	MWG Chair
10.	Trustees Meeting Update	For Noting	Chair	Chair of Trustees
11.	Suggested Agenda for October Faceto-Face meeting.	Review	Chair	Executive Director
12.	A.O.B		Chair	

Due to issues connecting to Kudo, the software that was used for the meeting, Farah Kabir the chair of the Global Board had connection issues. Although she could hear us, the Board could not hear her. In view of this, Rumana Kabir volunteered to chair in the meeting.

The chair thanked the Global Board (GB) members for attending this meeting despite initial challenges related to connection.

### 3. Agenda Approval

The agenda was reviewed by the members of the GB. [The Agenda was then approved.](#)

(Attached Approved agenda – Reference: [2019.07.03 Global Board - Agenda 3 Agenda for GNDR Global Board meeting](#))

### 4. Approval of May 16<sup>th</sup> 2019 minutes

The Chair asked the Board if there is anything that needs to be corrected or added. [The Board confirmed that they were happy with the minutes which were then approved.](#)

(Attached Approved agenda – Reference: [2019.07.03 Global Board - Agenda 4 May 16th Meeting Minutes DRAFT](#))

### 5. Summary actions from May 16th 2019 Board meeting

#### Action Point 4

## Discussion

- Peter C asks if the table containing the tenure lengths of the Board Members has been created. The Executive Director (ED) confirms that this has been done and is located in agenda item 7
- Oenone requested that the GB should about the structure and effectiveness of these meetings to ensure the board is getting the best out of our governance.
- She also asked if rolling action points can be included as some of these points won't be valid till October so they should be carried over.

These two points were agreed to be part of the agenda for the October Board Meeting

(Attached Approved agenda – Reference: **2019.07.03 Global Board - Agenda 5 Action Points from May 16th Meeting**)

## 6. Secretariat Update

The ED stated that there was nothing specific to mention from the Secretariat.

- The ED informed the GB about the two complaints that were received
- The ED briefed the GB on updates from the Strategy Development Process
  - There will be 13 regional workshops in the 13 different regions represented by the Global Board
    - Oenone asked the ED about the availability of Board Members during these workshops. Some may be unavailable. Is there any alternative representation?
      - ED explained the process of developing the Strategy. There will be multiple opportunities for Board Members to provide their input.
- Registering GNDR in the Netherlands
  - The Process has been initiated as approved by the Trustees. The registration is being initiated by a legal firm from the Netherlands, Van Doorne
    - When will the registration happen? - ED shared that efforts are made to complete the registration process by the end of August but most definitely before Brexit happens in late October.
      - This is provided that the supervisory board and the executive board can finalise this quickly. **Members of both boards must send their data cards so the process can be expedited**
    - Will we still be registered in the UK?
      - The ED confirmed registering GNDR in the Netherlands will not impact our overall registration in the UK.
      - The registration of GNDR in the Netherlands is to ensure that we can continue to access funding from the European Commission. Stitching GNDR Netherlands will be governed by the UK GNDR.
      - It has been ensured that the governance structure becomes a subset of the GNDR UK structure though legally being a different entity.

(Attached Approved agenda – Reference: **2019.07.03 Global Board - Agenda 6 Secretariat Update**)

## 7. Recommendations from the Governance Working Group (GWG)

- Election Update ○ The Governance Working Group (GWG) are currently calling for extra nominations in the Central Asia and Pacific regions and have called for the election in South Asia to go on as three candidates have been shortlisted.
- The location of the October face-to-face Global Board meeting will be in Bangkok.
  - There is a proposal to dedicate a half day for inducting the newly elected Board Members. This would happen on the 1<sup>st</sup> October before the face-to-face meetings.
  - 1<sup>st</sup> October afternoon - This is to be attended by the Chair, the Vice-Chairs, the Chair of the Trustees, the Treasurer, Chair of the Membership Working Group to induct the new members. These members will include Getro from the Caribbean and the newly elected members from Central Asia, Pacific and South Asia.
  - 2<sup>nd</sup> day and half day of 3<sup>rd</sup> Day (2<sup>nd</sup>-3<sup>rd</sup> October) will be the Global Board meeting.
  - 2<sup>nd</sup> half of the 3<sup>rd</sup> Day (3<sup>rd</sup> October) will be the training sessions on safeguarding and finance orientation for the non-finance board members.
  - 4<sup>th</sup> Day (4<sup>th</sup> October) will be dedicated to the Strategy Development Process discussion.
  - An email will be sent asking the GB to confirm whether they can attend.
- Also included in the update was GB member tenure table containing the starting years of all the Board members ○ The ED requests that the Board Members check that this is correct. ○ Dr Emad pointed out that he was not included in this table. The ED apologises for this oversight. The table will be updated to include Dr Emad's tenure time

(Attached Approved agenda – Reference: 2019.07.03 Global Board - Agenda 7 Governance Working Group Update)

## 8. Recommendations from the Finance & Audit Working Group (FAWG)

The Finance Manger (FM) briefly mentions the main points covered in the update in the absence of the Treasurer and the FAWG chair. There were no further comments.

(Attached Approved agenda – Reference: 2019.07.03 Global Board - Agenda 8 Finance & Audit Working Group Update)

## 9. Recommendations from the Membership Working Group (MWG)

The chair of the Membership Working Group (MWG) briefly mentions the main points covered in the update.

- Discussion
  - Oenone asks if there are any figures on how many members are connecting to the Community Platform.
    - Peter C confirms that there are percentage figures of those who go on the Community Platform (CP) but no information on what specific members have not been on the CP.
  - Rumana asks what is meant by “Diversity”. Is this related to their background or the type of work that they do?
    - Peter C confirmed that he meant both. The MWG do not record on how diverse groups are and who they represent.
  - Graciela asked how we reach the members who don’t have regular access.
    - The ED added that not everyone will have access to the CP due to poor internet connection. Members are also contacted via email. Are there any other alternatives?
    - Rumana suggested the possibility of Facebook? She added that plenty of members are informally sharing things on Facebook and Whatsapp. Graciela added that members from South America would like to use Facebook
    - ED said that this will be looked into and will be initiated if feasible.

(Attached Approved agenda – Reference: [2019.07.03 Global Board - Agenda 9 Membership Working Group Update](#))

## 10. Trustees Meeting Update

The chair of the Trustees briefly covered what was mentioned in the Trustees Update. There were no further questions from the GB.

(Attached Approved agenda – Reference: [2019.07.03 Global Board - Agenda 10 Trustees Update](#))

## 11. Suggested Agenda for October Face-to-Face Board Meeting

The ED asked the GB to provide their feedback on this Discussion

- Oenone believes that there are two major points which must be discussed in the October meeting
  - 1. We must discuss how we function as a Global Board. We need to separate the business side of GNDR with the strategic discussions.
  - 2. We also need to re-articulate the separation of function between Global Board and Secretariat. The Secretariat needs some more guidance about what is to be delegated to them.
    - ED said that it may be best to touch base on the Governance Manual again which clearly defines who does what. The Trustees discussed creating a RASCI (Responsibility, Accountability, Support, Consulting, Information).
- **The Secretariat will propose a RASCI to share with the Board Members .**
  - Peter C confirmed that using the RASCI during the Senior Management Team (SMT) meeting was very helpful. It helped the Secretariat understand where

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they are accountable. It would be good to have further clarity on this as it would help the SMT as well as making things clearer for the GB. **Rumana believes we should have a session allocated to this.**

- Peter C thinks it is a good idea to have a day allocated for the Strategy development process. This will allow us to dedicate days to strategic visioning and thinking and others for more business related matters.
- Graciela asked about the membership survey and getting the perspectives from different regions
  - The ED confirmed that the MWG have talked about this. The Membership Survey will be open in late July. This will allow the Secretariat to capture the views of the members on a lot of different issues. This is also part of the Strategy Development Process as it is imperative that the views of the members are incorporated into the strategy.
- Rumana asked about the timeframe for the October face-to-face Global Board Meeting
  - The meeting will last 3 ½ days.
  - Inductions for the newly elected Board Members is proposed for the 1<sup>st</sup> October before the actual meeting begins
  - The Global Board meeting will occur on the 2<sup>nd</sup> day and the first half of the 3<sup>rd</sup> Day (2<sup>nd</sup>-3<sup>rd</sup> October) will be the Global Board meeting.
    - The second half of the 3<sup>rd</sup> Day (3<sup>rd</sup> October) will be the training sessions on safeguarding and finance orientation for the non-finance board members.
    - 4<sup>th</sup> Day (4<sup>th</sup> October) will be dedicated to the Strategy Development Process discussion

**More details for this agenda must be added two weeks before the board meeting on 17<sup>th</sup> September**

- Sarah confirmed that she is unable to attend and asked if it is possible for remote participation.
  - It was done in Istanbul with relative ease so it shouldn't be a problem for this meeting.

**(Attached Approved agenda – Reference: 2019.07.03 Global Board - Agenda 11 Suggested Agenda for October Face-to-Face Board Meeting)**

## 12. A.O.B

- Peter C thought the meeting in terms of quality and connectivity was better than it was before when other software was used.
- Dr Emad asked when the election process in North Africa, West Asia (NAWA) will begin so he can start preparing the members in the region for it.
  - The ED clarified that there is no election in NAWA for this year, only in Central Asia, Pacific and South Asia. Nominations have re-opened in Central Asia and Pacific as there were only 3 and 1 nominations respectively. The same precedent that was used in the Caribbean will be used to reopen expression of interest in Central Asia and Pacific. The deadline is the 12<sup>th</sup> July

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- It will be decided in the October Board meeting when the election process will start in NAWA
- Dr Emad told the ED he is pleased that he is coming to Cairo for the NAWA regional workshop. Dr Emad then thanked the Secretariat for the great support for the preparation for the regional workshop which will be from the 29<sup>th</sup>-31<sup>st</sup> July.
- Peter C asked if the RAG TOR's for all regions will be approved in this meeting or by email.
  - ED answered that the final RAG TOR will be circulated for the GB's approval. The Secretariat will be awaiting the GB's approval

Rumana thanked the Global Board for attending the meeting and wished everybody a good day.