

IAPB Executive Committee

5th September 2013 – Teleconference

Time - 13:00-14:00 London time

Venue - Tele-Conference

Attending - Chair: Bob McMullan

Member(s): Johannes Trimmel; Adrian Poffley; Kathy Spahn; Abdulaziz AlRahji; Serge Resnikoff

In attendance: Peter Ackland; Joanna Conlon; Blandine Labry; Alessandro Di Capua

Agenda

1. Minutes of the last meeting

Approved

2. Governance

a. Governance and membership review TOR

JC introduced the first draft of the terms of reference which had been developed following a day-long session with Richard Bennett, the consultant employed for the new strategy..

Discussion ensued, including the following points:

- Include a definition of governance, as this may have different meanings in different countries;
- Simplify terms of reference so to provide a clear specification of what we are proposing to do in practice as opposed to what we are trying to achieve (i.e. objectives);
- To explicitly mention issues such as size, composition and terms of Board, and voting rights, rather than only implicitly;
- Ensure clarity of role of Council as body to agree to changes;
- Ensure Audit Committee has a role in the review in line with its remit;
- Include reference to development of alliances with other global organisations;
- Stress consultant's expertise and background in membership-type organisations.

Overall the committee agreed that this was a very important piece of work and stressed that the key for a successful review would be to obtain the buy-in from the board from the beginning.

Failed attempts to carry out similar reviews in the past were mentioned, but there was optimism that thanks to a new leadership and a new strategic plan, the circumstances were favourable.

ACTION: JC and ADC to review TOR in view of comments and consult with AP and JT, before circulating.

b. Process to develop policies and procedures

PA introduced proposal to clarify responsibility over development of policies and procedures between Executive and Audit Committee which had been developed following meeting of two chairs.

Discussion ensued, including correct distribution of responsibilities on governance between the two bodies, i.e. whether Audit Committee's remit should include governance responsibilities.

The committee agreed that in practice in IAPB the Audit Committee had historically had an active role in governance matters, and the proposed process reflected that.

In view of this the Committee ultimately accepted the proposal as tabled by PA and recommended it to be submitted to the board.

c. IAPB Action Plan Work Group TOR

PA presented the new draft terms of reference for the IAPB Action Plan Work Group, which would focus on promoting implementation of Global Action Plan, following successful campaign to get it approved at WHA.

Discussion ensued, including:

- Whether APWG should report to board directly or to board via Executive Committee or Advocacy Committee
- Whether the remit of the APWG was too broad, practically encompassing all the key advocacy activities of IAPB, and whether the TOR should be more focused on key activities

It was ultimately agreed that the TOR could be slightly modified so to mention a range of activities APWG would be focusing on, but without being too prescriptive.

It was also agreed that as Executive Committee had regular meetings throughout the year to carry out business on behalf of the board in between its two meetings, reporting to the Board via the Executive Committee would be the most appropriate solution for the APWG.

3. Rolling priorities paper

PA presented the rolling priorities document, which had been drafted to specify key priorities of next 2/3 years as required by new strategic plan.

Discussion ensued, including:

- Difficulty encountered while drafting the document in striking the right balance between strategic and operational;
- Document worked well to provide metrics against which to report back to board on implementation of strategy, but not to set priorities.

It was ultimately proposed to submit the document to the board as it was, with the only amendments of highlighting 5 key priority activities per each strategic aim.

4. 2014 Meetings – Sept. COM location options & March BOT confirmation

Based on the papers presented, the Executive committee agreed to recommend the next COM meeting to take place in London, in connection with ESCRS, and the next BOT meeting to take place in Singapore.

5. Finance

a. Financial report August 2013 & Budget 2014

AP introduced the finance update noting that the committee should be reassured of the current state and ongoing management of IAPB finances by Blandine Labry and her team.

b. Analysis of secured restricted grants

PA referred to paper noting that the unrestricted closing balance of USD468K remained for 2014. As agreed at the last Executive Committee meeting this will be closely monitored and alternative plans will be proposed at the March Board to reduce the unrestricted funds deficit.

The analysis of restricted funds showed that the large majority is secured with only a small percentage awaiting confirmation of final amount. PA noted that IAPB remained conservative and did not commit to activities until funding was secured.

He also stressed that additional unrestricted income, which was detailed in the fundraising pipeline but not in the budget, was likely to materialise and therefore he was confident that unrestricted income would grow and reserves go back up over the USD500K threshold by the end of 2014.

The Executive Committee noted and agreed that with this additional information the budget 2014 showing a closing unrestricted funds below the recommended reserves threshold could be presented to the Board for formal approval.

c. Fundraising update

JC referred to the attached paper highlighting the upward trend in income growth and the balanced split of focus between restricted and unrestricted income. She referred to the pipeline for a detailed view of potential income.

Discussion ensued, including the opportunity of regularly providing the board with a fundraising update at the time the budget was discussed. The format of such update was discussed and it was agreed that for future meetings a summarised narrative version of the pipeline with table of potential income grouped by category would work.

d. Update on reserves policy review

BL informed the Executive Committee that the Audit Committee would be looking at the reserve policy review and verbally update the board at the meeting.

6. IAPB Trading – update on Trading directors

PA informed the Executive Committee that one of the directors of IAPB Trading, Stephen King, was resigning from the IAPB board due to him leaving RNIB, the member organisation. PA noted that SK would be willing to stay on as IAPB Trading Director, even if not anymore an IAPB Board member. He then suggested to recommend the board to keep SK as an IAPB trading director and, in case the board wanted to maintain a representative figure on to IAPB Trading board of directors, which would be desirable according to the Executive Committee, to recommend to up the number of IAPB Trading directors from 3 to 4 and that a new board member willing to serve be found.

The Executive Committee agreed with the proposal.

AOB

AP noted a major personnel change at World Bank group, with Caroline Anstey, a key contact for IAPB at the Bank, leaving at the end of Sept. It was agreed then that the Executive Committee should discuss a new World Bank approach in Brighton given these changes.



SR also highlighted changes at WHO PBD team and it was agreed to discuss these too in Brighton.