



IAPB Executive Committee

11th December 2014 – Teleconference

Time - 14:00-15:00 London time

Venue - Teleconference

Attending - Chair: Bob McMullan

Member(s): Johannes Trimmel; Adrian Poffley

Apologies: Kathy Spahn; Serge Resnikoff

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

Minutes

1. Board and Executive Committee elections

ADC confirmed that, with 3 days to go before closure of the online ballot, 47 out of 128 members had cast their vote (37%) and all four candidates had passed the threshold of 11 votes to be elected on to the board.

It was agreed that the new trustees (Jennifer Gersbeck, Ahmed Trabelsi, Job Heintz and T. P. Mishra) would formally start their term as from 1st of January 2015.

ACTION: Congratulation letter from BM to be sent to new trustees.

The possibility of a by-election for the two still outstanding seats on the board was discussed and it was agreed that the board would consider the opportunity of it in time for an election to be held at the 2015 Council meeting in Beijing.

With regards to the Executive Committee, given the board decision of extending the number of the elected members on the committee from 2 to 4 and the approaching end of the term for the current ones (1st January 2015), it was decided that a call for nomination should be circulated to the board immediately into the new year.

2. New Work Groups' brief for members

ADC noted that the attached brief had been developed in order to set the process, expectations and boundaries around the recently introduced possibility for members to



initiate the establishment of IAPB work groups and to balance the needs of facilitating intra-members collaboration and maintain accountability.

Discussion ensued, including the following points:

- To increase the minimum number of members necessary to initiate a work group from 3 to 5 (so to demonstrate a sufficiently broad support among the membership);
- To better clarify in the brief the division of responsibilities between the Council, Board and Executive Committee with regards to approval, accountability and oversight of the work group (it was agreed that the Board would be the main reference body for the members on this, including its power to delegate some of the related tasks to the Executive Committee in due course);
- To ensure that the need to maintain Board's oversight on all IAPB official policies and positions would not unnecessarily restrain all external activities of the work groups, i.e. official approval was only necessary when work groups were putting forward new policies or positions, but not with regards to other work groups' external communications based on already approved policies and positions;
- To ensure that existing work groups fitted within the new regime (it was agreed that individual communications would go out to the Chairs of currently active or quasi-active groups and that any revised terms of reference for these would be subject to board approval).

Following the discussion, the brief was approved by the EC, on condition of it being amended to reflect the indications above.

The EC also agreed to review the guidance at some point in the future to check whether any amendment to the rules was necessary.

3. BOT meeting – location and schedule

Following demands from a number of board members to review the location of the March Board meeting and the recently revised advice of the UK Foreign Office about travels to Egypt due to the worsening security situation, the EC agreed to change the location of the meeting from Egypt to Dubai, subject to clearance from IAPB-EMR.

ACTION: Secretariat to liaise with IAPB-EMR about the possibility to move the meeting to Dubai and advice trustees accordingly.



It was also discussed that, in the unlikely case that Dubai, or other alternative locations in the EMR, were not possible, London should be considered as an option for practical organisational reasons.

Regardless of the location, the schedule of the Board meeting was confirmed with one change: to run the Board of Trustees over one day and a half rather than two so that the meetings would run over a total of three, not four, days:

27 March – Work Groups

28 March – AM: Audit & Executive Committees; PM: Board of Trustees

29 March – Board of Trustees

4. COM meeting – schedule

The proposal to hold the 2015 Council meetings in Beijing on 12-16 October was approved. The dates had been agreed by local stakeholders during a meeting in Beijing in early November.

5. Regions taskforce update

JT provided update as follows:

- A first round on principal/basic questions around the regional structures have been sent (building on Richard Bennett's paper – 'Purpose' and 'Functions' relates questions) with the request for the Task Force members to provide input until 9 January;
- JT will then try to compile an options paper to be discussed in a teleconference ideally mid-January;
- In that meeting it will also be discussed the next steps forward, in any case there will be a physical meeting prior to the BoT.

6. Finance

AP presented the latest management accounts updated to the end of October 2014. There were no significant changes to what had been presented to the Board in September and that movements for both unrestricted and restricted funds were in line with earlier forecasts.

AP also noted that he had an initial conversation with the newly appointed Head of Finance, Elizabeth Tinsley, to ensure that all was in order in view of the upcoming audit in the new year.



7. Membership applications

The new membership applications were approved (pending the endorsement of the EMR Regional Chair with regards to the one from Al Basar).

8. Salaries review

Staff left the conference call for the discussion of this agenda item. Post-meeting note: the proposed salary for the CEO was approved and it was agreed that before the next Board BM and PA would have a formal conversation to enable BM's report to the Board on performance.

The EC also agreed that the Reward Policy, which was last reviewed in 2009, should be reviewed at some point in 2015.