



International  
Code of Conduct  
Association

**ICoCA Q2 2<sup>nd</sup> 2020 Board Meeting**  
**25 June 2020**  
**Virtual**

**Minutes**

**Present (Board)**

- Fredrik Ahlén
- Deirdre Brown
- Frédéric Chenais (Chair)
- Beatrice Godefroy
- David Hornus
- Clifton Johnson
- Charlie Mayne
- Michael Posner
- Michelle Quinn
- Margaret Roggensack
- Caleb Wanga

**Present (ICoCA Secretariat)**

- Dina Chantre (Executive & HR Assistant)
- Stephane Coute (Project Officer)
- Christopher Galvin (Head of Communications & Outreach)
- Alexandra Garzotto (Finance Manager and Administrative Officer)
- Anaïs Laigle (Project Officer)
- Gina Menghini (Project Officer)
- Giuseppe Scirocco (Monitoring Officer)
- Jamie Williamson (Executive Director)

**Present (Observing/Supporting)**

- Susan R. Benda (US DoS)
- Annie McGee (UK FCO)
- Leslie Taylor (US DoS)

**AGENDA POINTS**

1. Opening of Meeting and Approval of the Agenda
2. Approval of 2020 Q2 1<sup>st</sup> Board Meeting Minutes
3. COVID-19 Response and Update and Young Professional Fund
4. Budget & Fundraising Update
5. PSEA and Communication & Outreach
6. 2020 Company Self-Assessment
7. Certification and Client Engagement
8. Wrap Up

## **1. OPENING OF MEETING AND APPROVAL OF THE AGENDA**

1.1. The Chairperson opened the meeting at 14:05 and asked the Secretariat to draw up the minutes. The Chairperson took note that each of the three stakeholder pillars was represented by at least two Board Directors and that at least eight Directors were present. The Chairperson declared that a quorum was present according to Article 7.6 of the Articles of Association (AoA), that the meeting was duly constituted and that the Board could adopt resolutions in compliance with the Articles of Association.

1.2. **The Board approved the Meeting Agenda.**

## **2. APPROVAL OF 2020 Q2 1<sup>ST</sup> BOARD MEETING MINUTES**

2.1. **The Board approved the 2020 Q2 1<sup>st</sup> Board Meeting Minutes.**

## **3. COVID-19 RESPONSE AND UPDATE AND YOUNG PROFESSIONAL FUND**

3.1. The Secretariat provided an update on remote working arrangements and the recommendations issued by Swiss authorities regarding office presence and social distancing.

3.2. The Secretariat clarified that no international travel is planned during Q3 and Q4 2020. Resumption is subject to the evolution of the COVID-19 situation, lockdowns and ongoing travel restrictions.

3.3. The Secretariat briefed the Board on its recent activities and engagements, including the main topics addressed during the meeting of the Montreux Document Forum (MDF) and ICoCA's contribution.

3.3.1. One of the key themes emerging from the discussion is the existing pre-condition of being a Montreux Document signatory State before becoming an ICoCA Member Government, and whether it should be maintained going forward.

3.4. The Secretariat underscored that ICoCA has been operating at full capacity despite the challenges created by the COVID-19 pandemic, and that the Association is growing in visibility. As a consequence of the pandemic, ICoCA will need to evaluate and re-adjust as necessary its key priorities and objectives for 2021/2022.

3.5. The Board commended the Secretariat for adapting so quickly to the recent crisis and for ensuring business continuity.

3.6. The Board enquired about the status of government outreach.

3.6.1. The Secretariat explained that it recently had positive engagements with a number of states, but that it now needs to initiate more substantive discussions with relevant file holders to foster more active and meaningful engagement with both Members and non.

- 3.6.2. Government Board Representatives referred that a list of governments potentially interested in ICoCA had been developed and that a roundtable with these actors was planned to take place in the near future. The Board invited Directors from other pillars to join the discussion.
- 3.7. The Secretariat introduced the idea of establishing a Young Professional Fund aimed at supporting recently graduated and young professionals as one of the categories most hit by the COVID-19 crisis and thereby at advancing the project of an “international Geneva”. The fund will be supported by voluntary contributions and administered separately from ICoCA’s accounts. Potential partnerships with universities and other academic institutions are envisioned, although ICoCA reserves the right to choose the most suitable candidate for the available positions and will give preference to applicants able to work in Geneva.
- 3.7.1. The Board welcomed the Secretariat initiative and requested that complete transparency is ensured throughout the selection process to avoid any potential conflict of interest or undue pressure from external parties. In addition, it suggested to consider applicants outside of Geneva to promote diversity.
- 3.7.2. Upon request from the Board, the Secretariat clarified that candidates recruited through this scheme would receive compensation for their work, as per ICoCA’s standard policy and in compliance with national regulations. It also pointed out that the establishment of the Young Professional Fund will not replace or override concurrent fundraising priorities.
- 3.7.3. The Secretariat agreed to draft Terms of Reference for the project and to circulate them to the Board for further discussion and sponsorship request.

#### **4. BUDGET & FUNDRAISING UPDATE**

- 4.1. The Secretariat provided a budget update and explained the changes made following the Board’s recommendations at the last Meeting. In addition, it briefed the Board about the recently submitted project proposals and the engagements had with potential donors.
- 4.2. Upon request from the Board, the Secretariat clarified its approach in seeking government funding and suggested to hold a meeting with all Member governments to establish a joint roadmap.
- 4.3. The Board observed that fundraising might be particularly difficult this year due to donors’ shifting priorities and potentially tight deadlines.

#### **5. PSEA AND COMMUNICATION & OUTREACH**

- 5.1. The Secretariat informed the Board of the recent engagement with Member companies on protection from sexual exploitation and abuse (PSEA) and the individualised support it is providing in identifying effective measures and in improving PSEA organisational preparedness during the COVID-19 pandemic. The Secretariat noted that the same approach could be used in addressing other Code principles with regard to the

development of guidance material, the assessment of Member companies and the provision of capacity building support.

- 5.2. The Secretariat provided an update of the ICoCA website redesign. It also indicated that, according to the information available, a number of companies keep misusing the ICoCA logo and requested the Board to provide guidance on how to address the situation.
- 5.3. The Secretariat introduced the new ICoCA podcasts currently being rolled out as well as a webinar planned for mid-July, and invited the Board to recommend potential speakers.

## 6. 2020 COMPANY SELF-ASSESSMENT

- 6.1. The Secretariat presented the 2020 Company Self-Assessment (CSA) as well as the process followed for its development. The new tool clarifies ICoCA's expectations in terms of Code implementation and requires increased evidence from Member companies and Affiliates. The Secretariat indicated that the 2020 CSA will be circulated to companies on 1<sup>st</sup> July.
  - 6.1.1. Upon request from the Board, the Secretariat clarified the existing links between the Outcome and Performance Indicators developed during the course of 2019 and the 2020 CSA.
  - 6.1.2. The Board suggested to provide Member companies and affiliates practical examples of Code implementation to facilitate company understanding and allow honest feedback.
  - 6.1.3. Board Industry representatives who had been invited to test the tool referred the exercise to be relatively simple to navigate.

## 7. CERTIFICATION AND CLIENT ENGAGEMENT

- 7.1. The Secretariat presented the proposed enhancement to ICoCA's Certification process aimed at implementing the Board decision taken on 21<sup>st</sup> October 2019.
  - 7.1.1. Secretary's Note: as reflected in the Q3 2019 Board Meeting Minutes, on 21<sup>st</sup> October 2019 the Board resolved the following:  
[...]
    1. "Subject to relevant National Accreditation Body rules and national regulations, to accept evidence of certification to the ICoCA recognised standards - namely ISO 18788, PSC.1 and ISO 28007 - from independent accredited certification bodies that have achieved accreditation to ISO 17021 by a national accreditation body that is a member of the International Accreditation Forum (IAF) and admitted to its multilateral agreement (MLA) and have met specified competency criteria."  
[...]
- 7.2. The Board requested the Secretariat to clarify the envisioned impact of the proposed enhancement in terms of number of companies potentially being able to access the revised scheme as well as the criteria ICoCA would use to assess the competence of so-

accredited certification bodies (CBs).

- 7.3. **The Board agreed that the proposed enhancement will increase possibilities for full participation in ICoCA. It therefore validated its adoption and recognised the need to evolve and innovate while insisting on maintaining high standards and on ensuring that Secretariat staff has the necessary capacity to conduct effective due diligence of CBs.**
- 7.4. The Secretariat briefed the Board about the recent engagement with clients and the efforts to include references to ICoCA Membership and Certification in clients' procurement policies. The Secretariat requested the Board to share any available procurement language and requests for proposal (RFPs) to populate ICoCA's database and so inform future client engagement.

## **8. WRAP UP**

- 8.1. Ms. Deirdre Brown informed the Board that she will be replaced by Ms. Annie McGee as the UK Representative on ICoCA's Board of Directors with immediate effect.
  - 8.1.1. The Board and the Secretariat thanked Deirdre Brown for her contribution to the work of the Association and welcomed Annie McGee.
- 8.2. The Chairperson provided a summary of the main points discussed and the decisions taken at the Q2 2<sup>nd</sup> 2020 Board Meeting, and expressed his appreciation to the ICoCA Secretariat for planning and organising it.
- 8.3. The Chairperson closed the Meeting at 17:30 and reminded the Board that the next Meeting is scheduled to take place virtually on 15 September 2020.