



International
Code of Conduct
Association

ICoCA Q1 2022 Board Meeting
5 April 2022
Virtual

Minutes

Present (Board)

- Jo Anthoine
- Joel Bisina
- Frédéric Chenais (Chair)
- Carmen Rosa De León-Escribano
- Laura Gault
- Beatrice Godefroy
- Charlie Mayne
- Annie McGee
- Michelle Quinn
- Caleb Wanga

Present (ICoCA Secretariat)

- Vincent Bernard (Programme Support Advisor)
- Dina Chantre (Executive & HR Assistant)
- Christopher Galvin (Head of Communications & Outreach)
- Alexandra Garzotto (Finance Manager and Administrative Officer)
- Juliette Jourde (Project and Outreach Assistant)
- Anaïs Laigle (Membership & Compliance Project Officer)
- Erin LeBlanc (Intern)
- Tom Mather (Compliance Manager)
- Giuseppe Scirocco (Monitoring Officer)
- Jamie Williamson (Executive Director)

AGENDA POINTS

- 1. Opening of Meeting and Approval of the Agenda**
- 2. Budget and Finance**
- 3. Membership & Certification Update**
- 4. Q1 Field Mission in Libya**
- 5. Training**
- 6. Client Engagement and Outreach**
- 7. Annual General Assembly**
- 8. Wrap Up**

1. OPENING OF MEETING AND APPROVAL OF THE AGENDA

1.1. The Chairperson opened the meeting at 15:34 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 ICoCA's 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 reviewed and approved the Meeting Agenda.**

2. BUDGET AND FINANCE

2.1. The Secretariat presented the Budget Proposal for 2022, demonstrating forecasted revenues and expenses. The Budget Proposal for 2022 was compared to the budget for 2021 and found to be similar. The Secretariat noted that there will be an increased spending need in terms of travel in 2022 because there were no field missions conducted in 2021 due to the Covid-19 pandemic.

2.1.1. **The Board agreed to approve the 2022 Budget Proposal.**

2.2. The Secretariat and the Board discussed the need for a multi-year budget to forecast outcomes of the Association in the longer term, as well as diversifying funding streams beyond existing government donors. One strategy for this is creating more support and exchange with Civil Society Organization (CSO) Members to raise new opportunities and projects for funding, which would both build CSO capacity and raise awareness of the Association. Government Members restated that they would unfortunately not be able to secure multi-year funding to the Association.

2.2.1. The Board thanked ICoCA for its increased interest in collaborating with the CSO pillar.

3. MEMBERSHIP & CERTIFICATION UPDATE

3.1. The Secretariat presented the Membership and Certification update, noting that the number of applications has significantly increased, leading to a larger pipeline of applications. Awareness of ICoCA is growing globally, which indicates that the numbers of applications may continue to grow in the coming months. This is particularly the case in Iraq, where increasing numbers of clients are requiring ICoCA Membership in tenders.

3.2. The Secretariat informed the Board that it intends to boost its outreach toward former signatories of the Code to become Members of ICoCA, another source of outreach and interest which could boost the number of applicants in the coming months.

3.3. The Secretariat noted that turnaround times on applications have increased because of the length of time required for the government to conduct due diligence and give approval. This is creating a bottleneck for applications which should be resolved as soon as possible. The Secretariat raised the question of potentially changing the process for Board approval of applications.

3.3.1. The Board acknowledged this slow-down and congratulated the Secretariat on the high level of due diligence which the Secretariat conducts on applications themselves.

3.4. The Secretariat and the Board discussed a revised approach to approval of applications in order to reduce turnaround time. The Board agreed to continue discussing the matter within the Membership Committee.

4. Q1 FIELD MISSION IN LIBYA

4.1. The Secretariat provided an overview on the mission to Libya from March 13-17th in Tripoli, with a stop in Tunis. The Secretariat explained that the purpose was to meet with private security companies and their clients, especially oil and gas industries which are prominent in the region, to deepen understanding of the operating environment and of companies' efforts and challenges in implementing the International Code of Conduct.

4.1.1. The Secretariat demonstrated that Libya has a high number of Member and Affiliate companies. A majority of the viable private security providers in the region are engaging with ICoCA. The Secretariat also noted positive feedback from stakeholders and an overall high penetration in the Libyan market.

4.2. The Secretariat highlighted that the Swiss government requirement of ICoCA Membership for contracted providers has improved private security company standards by making more companies Members of ICoCA.

4.2.1. The Secretariat and the Board discussed the existing regulatory framework on private security in Libya, and the potential role of the Board in future field missions.

5. TRAINING

5.1. The Secretariat presented updates on the training being developed on the Code and the translation work on the Prevention of Sexual Exploitation and Abuse (PSEA) training.

5.1.1. The PSEA training is now available in nine languages, translation work that was possible thanks to funding from the UK. User friendly mobile versions are now available in multiple languages, and companies can view the progress of their staff on the training.

5.1.2. The training on the Code will be launched later this month in English with other language translations soon to follow. Further training made in collaboration with the Global Interagency Security Forum will be released in May.

- 5.1.3. The Secretariat stated that it now has the in-house capacity to develop these trainings and that these are projects with substantial impact. Positive feedback on the trainings has been received from companies, and there is strong uptake.
- 5.2. The Board thanked ICoCA for its hard work on this training and stated that the training uptake has been impressive.
- 5.3. The Secretariat thanked the UK for the funding on this project.

6. CLIENT ENGAGEMENT AND OUTREACH

- 6.1. The Secretariat presented its work with client engagement as a way to grow and expand the mission and reach of ICoCA. The Procurement Guide to Contract Responsible Security Providers has been released and is being promoted in an outreach campaign, mostly conducted via LinkedIn.
 - 6.1.1. The campaign has been successful and yielded a strong return with the guide downloaded by over 500 people so far.
- 6.2. The Secretariat thanked the UK for its funding on this project, and mentioned that this funding is also being used to develop outreach and communications videos which will help to increase awareness and engagement with ICoCA.
- 6.3. The Board expressed that they were very pleased with the outputs and were looking forward to seeing the impacts of the project.

7. ANNUAL GENERAL ASSEMBLY

- 7.1. The Secretariat asked whether or not the AGA should be held in-person or remotely, and if it were to be held in-person, at what location.
- 7.2. The Board was in favour of an in-person AGA taking place in Geneva in Q4 2022.

8. WRAP UP

- 8.1. The Secretariat indicated its desire to begin contemplating and developing a new Strategic Plan for the years following 2023 this year.
- 8.2. The Secretariat and the Board also wished to note the work of Anaïs Laigle, an integral part of the Association for six and a half years, on her last day at the Association. The Secretariat noted her strength of character, and the volume of work she has done on behalf of the organization and wished her the best of luck.
 - 8.2.1. Anaïs thanked the Secretariat and the Board for their support and help.
- 8.3. The Chairperson provided a summary of the main points discussed and the decisions taken at the Q1 2022 Board Meeting, and expressed his appreciation to the ICoCA Secretariat for planning and organising it.