ICoCA Q2 2021 Board Meeting
30 June 2021
Virtual

Minutes

Present (Board)
- Jo Anthoine
- Joel Bisina
- Frédéric Chenais (Chair)
- Beatrice Godefroy
- David Hornus
- Clifton Johnson
- 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)
- Anaïs Laigle (Project Officer)
- Nia Langley (Intern)
- Jill Monney (Communication and Fundraising Officer)
- Giuseppe Scirocco (Monitoring Officer)
- Jamie Williamson (Executive Director)

Present (Observing/Supporting)
- Susan Benda (US DoS)
- Joan Fontaine (UK FCDO)
- Jenny Stein (US DoS)

AGENDA POINTS
1. **Opening of Meeting and Approval of the Agenda**
2. **Approval of Q1 2021 Board Meeting Minutes**
3. **Budget Update**
4. **Certification Bodies & Membership Update**
5. **Communication Strategy**
6. **2021 Annual General Assembly: Date and Format**
7. **Wrap Up**

1. OPENING OF MEETING AND APPROVAL OF THE AGENDA

1.1. The Chairperson opened the meeting at 14:03 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 reviewed and approved the Meeting Agenda.**

2. APPROVAL OF Q1 2021 BOARD MEETING MINUTES

2.1. **The Board reviewed and approved the Q1 2021 Board Meeting Minutes.**

3. BUDGET UPDATE

3.1. The Secretariat provided an update on the implementation of ongoing projects and the outreach and communication efforts conducted since the Q1 2021 Board Meeting. It also indicated that, with the decrease of Covid-19 cases in Switzerland and the region, there might be an easing of travel restrictions. The Secretariat therefore needs to start developing plans for the resumption of travel and field monitoring in the second half of 2021.

 3.1.1. The Board agreed that resumption of field visits is key to ensure continued oversight of Code implementation by ICoCA Member and Affiliate companies.

3.2. The Board requested the Secretariat to clarify the next steps envisioned for the revision of the Code, for which a proposal is planned to be submitted at the 2021 Annual General Assembly (AGA).

 3.2.1. The Secretariat explained that the next steps planned are finalising the composition of the Working Group and compiling a list of suggested amendments together with an indication of the subjects on which external consultation is recommended.

 3.2.2. The Board requested the Secretariat to plan enough time for external consultation and feedback.

3.3. The Secretariat provided a 2021 budget update taking into account the confirmed US contribution. It indicated that, while revenues have remained the same, there has been a decrease in the level of expenses. Nonetheless, fundraising remains a priority for the current year and the recruitment of an experienced professional might be envisioned to support these efforts.

 3.3.1. The Secretariat invited the Board to discuss and agree on the format of the 2021 AGA as this decision will have considerable budget implications.

3.3.2. The Board thanked the Secretariat for the update and requested it to submit a more detailed breakdown of expenses after the meeting.

3.3.3. The Chairperson thanked the US and UK governments for their continued financial support to the Association.

3.4. **The Board reviewed and approved the proposed 2021 budget.**

4. CERTIFICATION BODIES & MEMBERSHIP UPDATE

4.1. The Secretariat provided a Membership and Certification update, including on the number of certification bodies currently accepted to issue third-party certification to an ICoCA recognised standard for the purpose of ICoCA Certification.

4.1.1. The Secretariat reminded the Board of the process designed to assess the competency of certification bodies for the purpose of ICoCA Certification.

4.1.2. The Secretariat indicated that with the acceptance of additional certification bodies, a greater number of Affiliates and Transitional Members have been able to apply for ICoCA Certification.

4.2. The Board noted that the creation of an Affiliate category in 2019 has been particularly successful in ensuring accessibility to the initiative by smaller companies as well as in giving greater credibility to the Transitional Member category. The Board thanked the Secretariat for its work on this subject.

4.2.1. The Board also underscored the importance of conducting outreach and communication towards private security companies and industry associations to explain the differences among the three (company) Membership options and the requirements characterising each of them.

5. COMMUNICATION STRATEGY

5.1. The Secretariat explained that outreach efforts during the last few months have mostly focused on private security companies, their clients, and entities able to influence their behaviour such as investors and insurers. The Secretariat has also had substantial engagement with the United Nations Working Group on the issue of human rights and transnational corporations and other business enterprises (UN Working Group on Business and Human Rights).

5.1.1. In addition to the above, engagement with ICoCA Member and Affiliate companies has continued to grow over the past few months as part of the development of an online training module on prevention of sexual exploitation and abuse (PSEA) and a guidance on human rights impacts assessments (HRIA), as well as through the ongoing project on the management of weapons and ammunitions (WAM) implemented in cooperation with Small Arms Survey.

5.2. The Secretariat informed the Board that some improvements to ICoCA's website are planned for the summer, including ensuring accessibility of the 'Members' page from different locations.

5.3. The Secretariat also presented the new series of podcasts on 'Future Security Trends: Implications for Human Rights' and thanked Board Members for their participation in some episodes.

5.4. The Secretariat indicated that another important outreach focus has been the contracting of private security companies by humanitarian organisations operating in complex environments. In particular, ICoCA has collaborated with the Global Interagency Security Forum (GISF) to collect data on these practices. The two organisations have also created a joint internship position for this purpose.

6. 2021 ANNUAL GENERAL ASSEMBLY: DATE AND FORMAT

6.1. **The Board discussed the proposed dates for the 2021 AGA and agreed that this will be held on 7 and 8 December**.

6.2. **With regard to the format of the 2021 AGA, and due to the continued travel risks posed by the Covid-19 pandemic, the Board agreed on a possible hybrid approach, with the ICoCA Board and Secretariat in presence and the organisation of virtual sessions for participants**.

7. WRAP UP

7.1. The Chairperson provided a summary of the main points discussed and the decisions taken at the Q2 2021 Board Meeting, and expressed his appreciation to the ICoCA Secretariat for planning and organising it.