

## Meeting of the ICBL-CMC Governance Board

Geneva, Switzerland

14 April 2013

### MINUTES

(Circulated 30 August 2013)

These are summary minutes of the meeting of the Governance Board of the International Campaign to Ban Landmines and the Cluster Munition Coalition (ICBL-CMC).

#### *Participants*

All but two of the 16 member NGOs of the ICBL-CMC Governance Board were present. Apologies were received from the Afghan Landmine Survivors Organisation and Japan Campaign to Ban Landmines. Nearly all ICBL-CMC staff attended. The meeting was co-chaired by ICBL-CMC chair Steve Goose of Human Rights Watch and Paul Hannon of Mines Action Canada. Thanks to Isabelle Wippermann and Audrey Brasier for taking notes.

#### *Last Meeting*

The last meeting of the ICBL-CMC Governance Board meeting was held in Oslo on 15 September 2012. A virtual (online) meeting of the Board was planned, but did not prove possible.

#### *Overview*

In the course of this five-hour meeting, the Governance Board discussed plans for a mid-term assessment of the ICBL-CMC Strategic Plan for 2012-2015. It received updates from staff on ICBL, CMC, and Monitor, and Survivors Network Project activities. The Board also reviewed the status of ICBL-CMC finance and fundraising, operations, and received reports from its sub-committees. The Board meeting concluded with an in-camera session (without staff).

The following items were discussed and, where noted, decisions were taken:

#### *ICBL-CMC Strategic Plan*

The ICBL-CMC Strategic Plan 2012-2015 was prepared by Governance Board members and staff at a retreat held in Amsterdam in February 2012, the draft plan was reviewed in May 2012, adopted at the last Board meeting in September 2012, and circulated to all ICBL-CMC members in November 2012. The 2013 annual campaign plans for the ICBL and CMC are drawn from the Strategic Plan. At the Board meeting there was general agreement on a proposal to undertake a mid-term assessment of the plan, while being mindful of costs and staff time. The Executive Director will seek an external consultant to assist with the mid-term assessment of the Strategic Plan.

#### *ICBL, CMC, and Monitor websites*

The Media and Communications Manager presented a plan to overhaul the ICBL, CMC, and Monitor websites into a single web platform. A call for proposals has been issued to solicit proposals from web providers to undertake this work. The Board agrees on the need to improve the websites, but had questions about combining them into a single website. An analysis of the proposals received will be provided to the Board together with suggestions for the way forward.

The Board approved the creation of a new “Landmine and Cluster Munition Blog” at: <http://landmineandclustermunitionblog.wordpress.com/> ICBL-CMC staff and Monitor team members intend to use this blog to promote the work of the campaigns and to discuss relevant topics to our advocacy and research/monitoring.

## **Sub-Committee Reports**

### *Human Resources Committee*

The Board held an in-camera session to consider the report by the Human Resources Committee.

### *Membership Committee*

The Membership Committee gave an update on membership matters. Religions for Peace (Deepika Singh) has stepped down as a member of the Governance Board, but remains a member of the ICBL-CMC. The processing of membership applications for participation in the ICBL-CMC is now the responsibility of the Campaign Managers (Amy and Firoz) following the role change of the Campaign Officer to Media and Campaigns Officer. Committee members will work with staff to review the process and criteria for ICBL-CMC members’ sponsorship to campaign meetings.

### *Finance and Legal Committee*

The Finance and Legal Committee gave an update on the legal transition to the ICBL-CMC, including completion of the official name change in the US from ICBL to ICBL-CMC and deposit of the by-laws of the ICBL-CMC Inc. For by laws in France, where the ICBL-CMC is also registered, should be amended by September 2013. The Chair noted that Board meetings are also meetings of Board of Directors and a formal Board of Director meeting must be held annually at the same times as Governance Board meets.

## **Campaign and Policy/Monitoring Updates and Plans**

### *Cluster Munition Coalition (CMC) update*

CMC director Sarah Blakemore provided updates on planned CMC activities for the coming year. The main focus in 2013 will be universalization, especially in Africa where Zambia will host the Fourth Meeting of States Parties to the Convention on Cluster Munitions in September. In the lead-up, regional meetings are planned in Togo in May 2013 and in Chile in July 2013. The CMC Director has convened a task team on cluster munition use in Syria to prepare resources for campaigners and an information package for journalists.

### *International Campaign to Ban Landmines (ICBL) update*

ICBL director Kasia Derlicka provided updates on planned ICBL activities for the coming period, including the Mine Ban Treaty’s 13<sup>th</sup> Meeting of States Parties to be held in Geneva in December 2013 and its Third Review Conference to be hosted by Mozambique on 30 June-4 July 2014. The ICBL continues to focus on the priorities detailed in the Strategic Plan and is concentrating its efforts on a limited number of countries. There is a need to respond to Norway’s proposal to reduce the number and length of Mine Ban Treaty meetings, including intersessional meetings. A serious allegation of recent antipersonnel mine use in Yemen is being followed-up.

### *Policy update*

ICBL-CMC Policy Director Tamar Gabelnick gave updates on policy work for both the ICBL and CMC. A range of implementation work is being undertaken, including on victim assistance and the completion of mine clearance.

*Landmine and Cluster Munition Monitor update*

The ICBL-CMC Executive Director has submitted a brief written report to the Governance Board, including on the effort to find a new manager to replace Jackie Hansen. NB: Jeff Abramson was subsequently recruited to undertake this role.

*Survivors Network project update*

ICBL-CMC consultant Megan Burke sent a written update on the three-year (2012-2015) Survivors Network Project that the ICBL-CMC is implementing using funding provided by Norway.

**Finance and Operations**

*Finance and Fundraising*

The 2012 financial accounts were presented to Board members prior to be sent to the auditors and the audited accounts should be ready for approval in June. The ICBL-CMC has been trying to identify savings in 2013 as less income is anticipated and it will likely not be secured until later in the year. The aim is to continue to offer travel sponsorship and small grants to campaigners as needed as well as to afford human resources costs relating to staff, consultants, and interns. The 2013 budget format has been revised to reflect the objectives contained in the ICBL-CMC Strategic Plan.

*Investing in Action project update*

Investing in Action is an annual project to provide support to national campaigns via small grants. The 2012 report is almost ready and applications for participation in 2013 are being received.

*Stakeholder Relations*

On 8 April 2013, Loren Persi, Sarah Blakemore, Kasia Derlicka and Sylvie Brigot-Vilain met with government officials in Oslo to discuss ICBL-CMC work, and also met with Norwegian People's Aid, the Norwegian Red Cross and Atlas Alliance. Norway currently accounts for 60% of ICBL-CMC's annual income.

*Update on the Geneva office*

The ICBL-CMC has been the sub-tenant in its offices in Geneva, but the rental agreement will terminate at the end of May 2013 and a new agreement starts 1 June 2013 that is higher than before, but still low by Geneva standards. The plan is to remain in the current ICBL-CMC office as it is accessible for all staff.

**Pending action points**

A number of action points from previous Board meetings are still pending including with respect to the ICBL and CMC's representational roles, an ad hoc editorial group, a complaints procedure, an ICBL-CMC branding guide, and indemnity insurance.

**Next Meeting**

The next face-to-face meeting of the ICBL-CMC Governance Board meeting was scheduled to be held in Lusaka, Zambia on Sunday, 15 September 2013.