

## Meeting of the ICBL-CMC Governance Board

Geneva, Switzerland

26 June 2011

### MINUTES

(Circulated 9 September 2011)

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) held in Geneva on Saturday, 26 June 2011. The Board last met in Geneva on 19-20 February.

#### *Participants*

All but two of the 17 member NGOs of the ICBL-CMC Governance Board were present (see list at the end of this document). Apologies were received from the Japan Campaign to Ban Landmines and New York-based Religions for Peace. Almost all ICBL-CMC staff attended the meeting.

#### Overview

In this meeting, the Board reviewed implementation of the ICBL-CMC Transition Plan adopted in 2010 and discussed remaining tasks, including on governance matters, membership, human resources, finance, and legal issues. In the afternoon, the Board provided input on planned activities by CMC and the ICBL and considered other matters including Landmine and Cluster Munition Monitor. ICBL-CMC chair Steve Goose of HRW opened the meeting and different sessions were chaired by various Board members.

#### 1. Governance

The Governance Board's Terms of Reference (available at <http://bit.ly/qHk14d>), including decision-making procedures, were again confirmed. The Board is the principal decision-making body for ICBL-CMC from which a smaller Advisory Committee is drawn to advise staff on a day-to-day basis. The Board approved the addition of two new Advisory Committee members, Marion Libertucci of Handicap International and Ayman Sorour from Protection from Armaments and Consequences, to replace outgoing member Eva Veble of DanChurchAid. There are now six members on the Advisory Committee (see list below). The Board reviewed and approved draft terms of reference prepared by its three sub-committees on: human resources; membership; and finance, operations and legal matters.

#### 2. Human Resources

ICBL-CMC Executive Director Sylvie Brigot provided an update on recruitment of staff for the ICBL-CMC, an exhaustive process involving several Board members that is nearing completion (a finance officer is still to be hired). A senior management team has been established, comprised of the executive director, ICBL director, CMC director, policy director, finance director, operations manager and Monitor manager. The GB approved a plan to cover Laura Cheeseman's maternity leave from mid-Aug. 2011 to mid-Feb. 2012, with existing staff and part-time assistance from Susan Walker. Priorities for the policy work until January 2012 were reviewed and current

staff, Board members, and Monitor team members will cover for Tamar Gabelnick's maternity leave from mid-Sep. 2011 until Jan. 2012

Since its establishment at the last Board meeting, the Human Resources Committee has been busy supporting the executive director on recruitment of the staff team. It has been working with staff to finalize an ICBL-CMC Human Resources Manual and Mandate of Authority guidelines for Board approval. A Complaints Mechanism is also being prepared.

### 3. Membership

Since its establishment at the last Board meeting, the membership committee has worked with staff to draft a new ICBL-CMC Membership Application Form and review membership applications received. The Committee has met with the new campaign staff (Amy Little, Firoz Alizada, Kim Brown). It sent summary minutes of the last meeting and solicited input from campaigners on the Board meeting.

The GB reviewed correspondence received from campaigners in Australia, Chile, and elsewhere. It reaffirmed procedures that are already in place to inform and consult with national campaigns when requests are made to their government by the ICBL-CMC.

### 4. Finance, Operations, and Legal

The Board reviewed the budget proposal for the ICBL-CMC and Monitor and status of fundraising efforts. Multi-year agreements have been secured with Australia and Denmark, and are being sought from other donors. Some major donors that previously funded the ICBL and/or CMC have indicated that they do not anticipate making contributions in 2011. Fundraising is always a challenge and staff are working to strengthen existing donor partnerships as well as diversify funding sources as much as possible.

On the transition side, the CMC and ICBL accounting systems have been integrated since 1 January 2011 and working well. The main ICBL-CMC office is in Geneva, but there is an agreement with AOAV to host some staff in London. The annual ICBL audit for 2010 was done in March 2011 and a report is expected from the auditor shortly. The Board reviewed and approved a Financial Procedures guidance document for the new ICBL-CMC staff team.

### 5. Practical Operations

The Board heard an update on the implementation of communications tasks related to implementation of the Transition Plan. A [www.icblcmc.org](http://www.icblcmc.org) "landing page" is in now in place that leads to the CMC, ICBL, and Monitor websites. Staff have been provided with business cards and [icblcmc.org](http://icblcmc.org) email addresses. A common ICBL-CMC style guide and branding guidelines have been drafted.

### 6. ICBL Activities

Staff provided an overview of planned ICBL activities between June and the Mine Ban Treaty's Eleventh Meeting of States Parties to be held Phnom Penh, Cambodia in late November 2011.

#### 7. CMC Activities

Staff provided an overview of planned ICBL activities between June and the Convention on Cluster Munitions' Second Meeting of States Parties to be held Beirut, Lebanon in September 2011. The continuing work on cluster munitions in the framework of the Convention on Conventional Weapons (CCW) and CCW Fourth Review Conference, scheduled for November 2011, was also discussed.

#### 8. ICBL Ambassadors and CMC spokespersons

The Board decided that a small group would review the role of the ICBL ambassadors and CMC spokespersons, then come up with a proposal on their role in the new ICBL-CMC structure from 2012 onwards.

#### 9. Landmine and Cluster Munition Monitor

The Board received an activities report from Landmine and Cluster Munition Monitor. The Monitor's Editorial Board remains an independent body responsible for the coordination, management, and editorial content, but there is movement to further integrate the Monitor into the new ICBL-CMC structure. For example, the Board agreed that it would review and approve the Monitor's annual work plan and budget.

#### 10. Strategic Plan

The Board considered a proposal to prepare a four-year ICBL-CMC strategic plan. The Board agreed with the rationale for such a review, but requested that the methodology and timeframe be revised.

#### *Next Meeting*

The Board agreed to next meet in Beirut on Sunday, 11 September 2011.

The ICBL-CMC Governance Board is comprised of the following organisations:

Action on Armed Violence - Katherine Harrison  
Afghan Landmine Survivors Organisation - Sulaiman Aminy  
Asociación para Políticas Públicas (Argentina) - Maria Pia Devoto  
Ban Landmines Campaign Nepal - Purna Shova Chitrakar  
Cambodia Campaign to Ban Landmines - Denise Coghlan  
Campaña Colombiana Contra Minas - Alvaro Jimenez  
Dan Church Aid - Richard MacCormac  
Handicap International - Marion Libertucci (AC) and Bruno Leclercq  
Human Rights Watch - Steve Goose (Chair/AC)  
ICBL Georgia Committee - Maia Buchukuri  
IPPNW - Robert Mtonga  
Japan Campaign to Ban Landmines - Motoko Mekata  
Mines Action Canada - Paul Hannon (AC)

Norwegian People's Aid - Atle Karlsen (AC)  
IKV Pax Christi - Miriam Struyk (AC)  
Protection - Ayman Sorour (AC)  
Religions for Peace

For the list of staff, please see:

ICBL - <http://www.icbl.org/index.php/icbl/About-Us/GB-AC-Staff>

CMC - <http://www.stopclustermunitions.org/the-coalition/staff/>