

Meeting of the ICBL-CMC Governance Board

Geneva, Switzerland

19-20 February 2011

About these minutes

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

Participants

All but one of the 17 member NGOs of the ICBL-CMC Governance Board were present. Apologies were received from the Afghan Landmine Survivors Organisation (Sulaiman could not receive his visa in time). Staff attended the second day only.

Last meeting

The first and most recent meeting of the ICBL-CMC Governance Board meeting was held 12 November 2010 in Vientiane, Lao PDR.

Overview

The Governance Board meeting reviewed the new ICBL-CMC governance structures and reaffirmed the culture and practice of how we work together, including with staff. The GB considered other aspects of implementation of the transition to ICBL-CMC including staffing, finance and legal matters. Day two concentrated on staff plans for campaigning in 2011 on both CMC and ICBL as well as an update on fundraising for ICBL-CMC.

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

Governance Board

The Governance Board's Terms of Reference (available on request) were confirmed again. The 17-member GB is the principal decision-making body for ICBL-CMC, to which all staff should communicate whenever possible.

Advisory Committee

The small governance body, the Administrative Committee, was renamed Advisory Committee to better reflect its functions. Its members consist of chair Steve Goose (HRW), Eva Veble (DCA), Paul Hannon (MAC), Atle Karlsen (NPA) and Miriam Struyk (IKV Pax Christi). The AC gives day-to-day advice and input to staff and has some limited decision-making abilities in certain circumstances (for interim feedback, emergencies, and time-sensitive decisions).

Chairperson

Steve Goose of HRW serves as chair of the ICBL-CMC Governance Board. The GB reviewed the chair's roles in providing the ICBL-CMC with leadership, institutional memory,

quality control, and representation. The chair needs to have the ‘big picture’ and ensure all governance bodies and staff work coherently, consistent, understand what each piece is doing. The chair should also handle with sensitive issues. For representational/communications purposes, the term CMC chair or ICBL chair can be used.

Committees

There was broad agreement on the responsibilities, methodology, and activities of committees established by the GB as well as on the notion that committees make recommendations, not decisions. Each committee will draft its own TOR for approval by the GB and will work closely with the relevant staff, who will be included in communications. The ICBL-CMC chair will automatically be an ex-officio member of each committee. Information on the three committees established at the meeting follows:

1. Human Resources Committee

A draft terms of reference for the Human Resources Committee is available on request. Five organizations volunteered and were approved as members: AOAV (Katie), CCCM (Camilo), HI (Marion), MAC (Paul), Pax Christi (Miriam).

2. Finance and Legal Committee

Tasks of this committee include monitoring that finance tasks are executed esp. budget and audit as well as ensuring legal transition tasks are completed. Three organizations volunteered and were approved as committee members: IPPNW (Roman), MAC (Paul), NPA (Atle).

3. Membership Committee

This committee aims to ensure regular communications between governance bodies and membership, review membership applications, and manage conflicts involving membership. Six organizations volunteered and were approved as committee members: APP (Maria-Pia), Cambodia (Denise), Georgia Committee (Maia), Japan (Junko), Nepal (Purna), Protection (Ayman). Three more joined after the meeting: Religions for Peace (Allison), Afghanistan (Sulaiman) and IPPNW (Bob). The chair agreed to delegate Mary Wareham to assist as this committee’s secretary.

Landmine and Cluster Munition Monitor

The GB heard an update on the status of Landmine and Cluster Munition Monitor. no big changes are envisaged for the Monitor at present, but discussions underway on how best to integrate Monitor into ICBL-CMC structures.

Staff recruitment

Miriam gave an update on the status of the recruitment process of new staff for the ICBL-CMC structure. Sylvie has accepted ICBL-CMC Executive Director position and will now be involved in the rest of the recruitment process. Approximately 80 applications have been received for three senior director-level positions (CMC, ICBL, policy) and nine candidates have been short-listed for interview during the intersessionals this week. The remaining

positions (finance manager, finance officer, operations manager, ICBL campaign manager, CMC campaign manager, 2 policy, admin, campaign training, and media officers) will then be recruited ASAP with the aim of filling them by May 2011.

Ambassadors

The four ICBL ambassadors will be retained (if they are willing): Tun Channererth, Song Kosal (youth), Margaret Arach Orech, and Jody Williams. Staff were asked to consult, including on the need for CMC ambassadors, and come up with a proposal for 2012 onwards.

Administrative Documents

A draft Mandate of Authority (MoA) has been prepared by staff to help guide their relations with the new ICBL-CMC governance bodies. A draft Human Resources Manual and Financial Procedures have also been prepared. A Complaints Mechanism will be prepared to complement the existing Code of Conduct, which applies to ICBL-CMC members. These internal documents will be reviewed, revised, and adopted no later than the next GB meeting in June.

Next meeting

The next meeting of the ICBL-CMC Governance Board will be held in Geneva on Saturday, 25 June 2011.