

Agency Coordinating Body for Afghan Relief and Development

SC Meeting Minutes
25th, May 2015

Chaired By: Mr. Amanullah Jawad
Minutes by: Hamidullah Ahmadi
Participants: See the last page

Agenda:

1. Approval of minutes of previous SC meeting
2. Matters arising
3. Monthly report financial and narrative
4. Review and approval of staff policy for ACBAR office
5. Recruitment process update
6. Issue in Herat / just for information
7. Official hand over of all signature from Helene to James
8. Inge replacement
9. Election of the new vice chairman
10. MoFIN relations
11. Ahmad Sha SC Update
12. AOB. /.

SC Meeting Minutes

Agenda	Comments and exchange of viewpoints on the topic	Action points/Deadline
Approval of previous SC meeting minutes	The last SC meeting minutes were approved with no comments.	No action point
Matters arising	Nothing specific was raised under this agenda point.	
Approval of report (narrative) April, 2015	Monthly narrative April, 2015 was approved unanimously by the SC quorum.	beside distribution of report before the meeting the management should provide a very short and briefing on key activities and achievements during the meeting was recommended
Approval of financial report April, 2015	Mr. Basir, the finance officer has presented project wised financial report for the month of April, 2015 but due to having plenty of issues in terms of figures, income and some other issues. SC suspended the report and agreed sharing their comments with Finance Manager through emails.	Finance Manager has to compile SC comments and prepare monthly financial report which will be approved by the SC.

	<p>It was also proposed that Finance Department should add a column for typing bullet points in terms total budget or any other issue that ought to be discussed among SC members.</p>	
<p>Review and approval of staff policy for ACBAR office</p>	<p>Due to having tied schedule, some of SC members said that they could not review last version of the staff policy and some had still questions about it.</p> <p>Finally, SC proposed that both Kim and Mrs. Wendy will work together on the policy and should share the very final version with SC so they would do their approval through emails or can be validated in upcoming SC meeting, and then can be shared with Ministry of Labor to get their ok.</p>	<p>Kim and SC member Mrs. Wendy will review/ and work together on staff policy and to send the final version to SC for approval.</p>
<p>Recruitment process update</p>	<p>Last week, the panel had an interview with candidate for Director position and the panel has agreed on selecting Fiona Gall as the new director for ACBAR.</p> <p>The three references provided in the application was contacted, we received two reply and waiting for the third one.</p> <p>After receiving the all references the Fiona Gall will be contacted for the remaining parts of the employment process. It was mentioned that she will start as the direction of SC as soon as possible.</p>	<p>SC follow up the third reference letter of the candidate</p>
<p>Issue in Herat / just for information</p>	<p>ACBAR has officially replied to NGOs in Herat. The accommodation which is currently an issue for ACBAR office in Herat has to be clear that who/or which (agency member) is volunteer and ready to provide the space.</p> <p>Lastly, it was agreed to wait until the new Director who will take decision and propose the ToR.</p>	<p>The issue was called waitlisted until the new Director is emplaced.</p>
<p>Official hand over of all signature from Helene to James</p>	<p>Chairperson has updated floor of official handover of Mrs. Hellene to Dr. James, the current treasurer of ACBAR.</p> <p>Deputy Director added that the legal process has successfully passed and from now on, Dr. James is authorized for all financial and other relevant issues.</p>	<p>Mrs. Hellene officially did her handover to Dr. James.</p>
<p>Inge replacement</p>	<p>As we have no longer alternate members in SC forum to replace someone therefore SC agreed keeping the same SC forum with 13 full members until next General Assembly.</p> <p>Chairperson appreciated the hard work of Mrs. Hellene and Mrs. Inge and proposed for ACBAR to write admiration letters to them for the hard work done during last couple of years.</p>	<p>ACBAR will provide appreciation letters to both outgoing SC members.</p>

	<p>It was also recommended if ACBAR could provide a good by party for them.</p> <p>Deputy Director ACBAR accepted arranging the good by party and will inform SC members of the exact date and time.</p>	
Election of the new vice chairman	Mrs. Wendy was elected as new vice-chairman of the steering committee.	
MoFIN relations	<p>Following ACBAR / and SC members' joint meeting with Minister of finance. ACBAR has managed arranging a meeting with MoFIN focal point/ special advisor to the Minister on 10 June, 2015.</p> <p>Chairperson proposed that both Directors and Finance Mangers have to be invited to this important meeting to raise all financial issues in a very diplomatic and professional way.</p> <p>Secondly, President Ghani has assigned the Evaluation Commission to do general evaluation of NGOs. The representative of Independent Evaluation Commission agreed for 1st June to give update and have open discussion with NGOs on issues relevant to upcoming Evaluation.</p>	<p>Info/cord will send invitation to Directors and finance managers for 10 June.</p> <p>And also to send invitation to all members for 1st June.</p>
AOB	An effective follow up on World Humanitarian Summit was recommended. The director of IR was not satisfied with re-consultative process on the same topic.	The chair person and Ms. Kim are going to attend OCHA's meeting on the same issue on 4 th June 2015 and see what will be the next step for ACBAR

The next Steering Committee Meeting will be held on Monday (**23th, June, 2015**) at 9 AM in ACBAR

Participants

No	Name	Organization	Status	Present	With apologies	Absent
1	Mr. Amanullah Jawad	NPO	Chair Person	√		
2	Ms. Hélène VIDON	MADERA	Vice chair	√		
3	Dr. James Williams	JUH	Treasurer		√	
4	Mr. Fazel Rabi Haqbeen	TEO	Full member		√	
5	Mr. Ajmal Shirzai	FGA	Full member	√		
6	Mr. Raz Mohammad Dalili	SDO	Full member			√
7	Stefan Racker	Caritas	Full member		√	
8	Mrs. Wendy	CFA	Full member	√		
9	Ms. Inge Detlefsen	RI	Full member	√		
10	Mr. Charles Davy	A-AID	Full member	√		
11	Mr. Sayed Abdullah Ahmadi	CCA	Full member			√
12	Mr. Sabirullah Memlawal	JVC	Full member	√		
13	Dr. Mohamad Farid Asmand	AHDS	Full member	√		
14	Dr. Zabihullah	CoAR	Full member	√		
15	Dr. Saydul Alom	IRA	Full member	√		
16	Mrs. Justine Piquemal	ACBAR	Full member		On remote	
17	Ms. Kim	ACBAR	Deputy/Advocacy Manager	√		
18	Mr. Tajali	ACBAR	Deputy Director	√		
19	Mr. Sabri	ACBAR	Finance Manager		√	
20	Hamidullah Ahmadi	ACBAR	Coordination Manager	√		