

## Agency Coordinating Body for Afghan Relief and Development

**SC Meeting Minutes**  
21<sup>st</sup>, April 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 Last General Assembly minutes
5. Donor update
6. Staff policy update / approval
7. Recruitment process update
8. Ahmad Shah SC Update
9. 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	<p>In last Directors meeting, issue was raised regarding ACBAR twinning program. ACBAR Director had skype meeting with concerned parties and finally the issue that came up due to misunderstandings was properly solved.</p> <p>With regards to tax clearance letter, decision was made that Mr. Dalili at his earliest convenience will fix meeting appointment with MoFIN (Minister or Deputy Minister) and soon after confirmation with Ministry of Finance he will let the SC members know of date and time for the meeting. Relevant SC members will have a pre-preparatory meeting for compiling and consolidating the points. It was also agreed that ACBAR will prepare list of issues in this regard which were discussed during various meetings like directors meetings and advocacy meetings and give that list of problems and issues in regard to tax clearance to group that meet the minister</p>	<p>Mr. Dalili to take appointment for the meeting and share the date and time with the rest of SC members</p> <p>A group of interested SC members (both national and international) will be formed for the meeting</p> <p>ACBAR will prepare list of problems that</p>

		members have in this regard and share it with the group
Approval of report (narrative) Mar, 2015	With regards to Labor law, its currently under review and so far nothing new has come up to be shared with SC or ACBAR members. Narrative report March, 2015 was approved without any comments.	No action point
Approval of financial report Mar, 2015	Mr. Tamim, the Finance Manager presented / briefed the SC members project-wise monthly financial report Mar, 2015.  The statement of reserve amount stands with USD 10000 while amount in AFS 1,723,066 has been transferred as 13 <sup>th</sup> month staff salary to a separate account.  Number of minor questions raised by SC and were complemented by both Director and finance manager.  Financial report for the month of Mar, 2015 was approved	No action point
Review and approval of Last General Assembly minutes 11 Mar, 2015	Comments to the GA minutes incorporated accordingly and minutes of the General Assembly were approved with small suggestion to part "article 2.3". The applicant NGO will be informed of <i>its membership</i> or rejection in writing the following day	Last GA minutes were approved with minor correction to article 2.3.
Donor update	ACBAR has signed contracts for PWJ year three, TAW year two and DFID four year Twinning program started mid-February/15 with first five months as inception phase. So far, The projects are going well. ACBAR is in the process to sign a small amount of contract USD 10000 with AKDN for civil society.	No action point
Staff policy update / approval	Director is to incorporate the comments so far received and will share the last version to SC members for their review and comments if any. SC agreed reviewing the staff policy and will assure their approval through email by end of next week.	Director will incorporate the comments received and share the last and final version
Recruitment process update	With regards to Director position, ACBAR collected nearly 25 applications. Director has reviewed all CVs of which four were recommended as eligible candidates for the position.  SC agreed reviewing the four applications and will provide the short summary to Director base which Director will set up date and time for interview.  Michaela, the twinning Manager will leave ACBAR by end of April and alternatively ACBAR will soon find a suitable candidate to replace her and occupy the position.	The already assigned committee from the SC will review the proposed candidates' application and CVs  Director of ACBAR will set up interview date and time.
Ahmad Shah SC decision	This part of the meeting was for Steering Committee members only. ACBAR staff members left the meeting at this point.	

AOB	Miss Helene will have to hand over her Bank signature to James the treasurer in May 15. A media workshop will be organized; Charles and Jawad will represent ACBAR.	
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The next Steering Committee Meeting will be held on Monday (25<sup>th</sup>, May, 2015) at 2 PM 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	√		
17	Ms. Kim	ACBAR	Deputy/Advocacy Manager	√		
18	Mr. Tajali	ACBAR	Deputy Director		On leave	
19	Mr. Sabri	ACBAR	Finance Manager	√		
20	Hamidullah Ahmadi	ACBAR	Coordination Manager	√		