

## Agency Coordinating Body for Afghan Relief and Development

SC Meeting Minutes  
12<sup>th</sup>, March 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. Election of vice chairman, treasurer
4. Monthly report financial and narrative
5. Donor update
6. Recruitment process update
7. Ahmad Shah SC decision
8. AOB ./.

**SC Meeting Minutes**

Agenda	Comments and exchange of viewpoints on the topic	Action points/Deadline
Approval of previous SC meeting minutes	Meeting was officially commenced with round table introduction of the new SC members. The last SC meeting minutes were approved with no comments.	Last SC minutes approved with no comment.
Matters arising	<p>Chairperson Amanullah Jawad appreciated SC efforts and support for last couple of years and at the same time convinced elected committee members for a team work, stay committed and productive for the year 2015. Chairman has gone through action points of the last meeting.</p> <p>Mr. Dalili the SC member has agreed facilitating the meeting with MoFIN high authorities on tax clearance issue soon after Nawroz. Once the date and time is fixed, he will inform SC member to join the meeting.</p> <p>In terms of GA update and venue, the event successfully done and SC agreed keeping Babur Garden (Queen palace) as an appropriate place for convening GA events in future. Alternatively, ACBAR will conduct a small workshop in CEDAR guesthouse to evaluate if it can be used for GA as a second option.</p> <p>SC also approved that rather than member NGOs, external representatives for instance Ministries should not be invited to GAs. Instead, ACBAR can organize/conduct separate meetings for any specific issues in particular on</p>	<p>Mr. Dalili will arrange a meeting with MoFin purposely covering finance issues including receipt of TCL.</p> <p>ACBAR to send an official letter on its future plan to Herat NGOs</p> <p>Mr. Najib, week prior to each GA will go to MoEco to assure certification of all new members.</p>

	<p>certification/or registration of new members with MoEco.</p> <p>ACBAR sent the management letter to OCHA, TAW, DIFD and PWJ/Japan.</p> <p>Regarding MoFIN, ACBAR has sent apologies letter to Mr. Fahimi with hope to work out situation.</p> <p>SDO Director Mr. Dalili agreed on accommodating ACBAR Herat office.</p> <p>SC thanked Mr. Dalili and agreed moving forward on it once new Director is recruited and take over his/her responsibility. The time being, monthly coordination mechanism headed by Herat DoEco and being chaired by different NGOs each month is well working until ACBAR re-open Herat office.</p> <p>Light comments in the management letter is received and added to the consideration which won't be an issue for future activities.</p>	
Election of vice chairman, treasurer	<p>Country Director MADERA Mrs. Hellene who was very active and did a great job for last two years is elected again as vice chair of the steering committee and volunteer Dr. James the country Director JHU was anonymously voted for treasurer and he was elected as new treasurer for 2015.</p>	<p>Country Director MADERA and Country Director JUH were elected as vice-chair and treasurer. Official letter to inform partners and donors had been sent.</p>
Approval of report (narrative) Feb, 2015	<p>ACBAR Director briefly updated SC floor of the routine activities and added that we normally provides weekly report each Sunday to the chair and vice-chair.</p> <p>A part to this, ACBAR share monthly narrative and financial reports alongside other relevant docs week in advance to SC meeting with SC members to endorse.</p> <p>MoFA has recently released new visa law for investors and traders which really doesn't touch NGOs but anyhow Mr. Najib is translating the main points to make sure how it works for NGOs.</p> <p>ACBAR is in close communication with MTO and support members in terms of report submission and tax clearance letter receipt.</p> <p>MoLSAMD has shared its feedback on ACBAR staff policy with comments on increasing staff benefits which doesn't belong to them. ACBAR is going to adjust the comments and will share with members before the final version goes to MoLSAMD.</p> <p>On OCHA side, election of 3 ANGOS for HCT will be held in next AHF and Chairman Mr. Jawad will represent ACBAR Director both in HCT and CHF forums.</p> <p>By means of future plan, ACBAR is going to raise the issue of clinics protection with Ministry of Interior same as discussed with MoD in last ADF meeting.</p>	<p>Director of ACBAR will work from remote till new Director is hired so the Chairman will represent her in HCT and CHF meetings.</p> <p>New election for HCT / Afghan NGO had been planned</p> <p>Narrative report Feb, 15 approved with no comment.</p>

Approval of financial report Feb, 2015	<p>Finance Manager ACBAR presented monthly financial report Feb, 2015 in three different templates reflexing the requirement asked by Steering Committee in last SC meeting.</p> <p><i>Template 1</i>); the quarterly report shows up over all expenses and incomes during the period including opening and closing balance.</p> <p><i>Template 2</i>); the template with title “comparison of grants portfolios” 2014 to 2019 gives impression that ACBAR is financially sound.</p> <p><i>Template 3</i>); highlights over all projects in terms of committed budgets and expenditure with grand total of budgets from each Donor namely PWJ, TAW and DFID.</p> <p>ACBAR finally managed opening reserve account by tracing USD 10000 11 Mar, 2015. The target for 2015/16/17 is around 150 to 200 thousand USD per year but still depends on Donors availability in the future.</p> <p>ACBAR income recognition is based on funding received, therefore it's great to include a note on reserve into the balance sheet which support the cash flue, said SC.</p> <p>SC appreciated the work of finance Department showing up total available fund, expenditure to date, than the balance and lastly committed fund for 2015.</p> <p>It was further recommended to add 3 more columns into the monthly format flagging 13<sup>th</sup> Month Salary, Monthly reserve amount and liabilities.</p> <p>ACBAR will ask MoLSAMD feedback to assure that they recognize 13<sup>th</sup> Month salary as severance pay.</p> <p>Financial report was approved with useful discussion on developing the financial reporting system.</p>	<p>Finance Manager will send all templates to SC members for their review.</p> <p>Mrs. Inge agreed developing template 2 to exclude or include some part as relevant.</p>
Donor update	<p>ACBAR sent revised budget under estimating the demand of international NGOs for financial support to DFID program which won't be a big deal and could be solved soon.</p> <p>Tawanmadi second year budget is finally approved and TAW relevant planned activities are going well.</p> <p>With regards to PWJ/Japan, ACBAR is going to sign MoU year three in coming few days</p>	
Recruitment process update	<p>Handouts of Director ToR distributed to SC members for their review, comments or observation, if any.</p> <p>After internal discussion, the vice-chair agreed developing the requirements and will share the revised version with the committee and Director.</p>	Vice chair will develop ToR requirements and will share revised version with the committee & Director.
AOB	Nothing specific raised under AOB	

The next Steering Committee Meeting will be held on Tuesday (**21<sup>th</sup>, April, 2015**)  
at 2 PM in ACBAR

### List of 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	√		
19	Mr. Sabri	ACBAR	Finance Manager	√		
20	Hamidullah Ahmadi	ACBAR	Coordination Manager	√		