

Agency Coordinating Body for Afghan Relief and Development

SC Meeting Minutes
24th, Feb, 2015

Chaired By: Mr. Fazel Rabi Haqbeen

Minutes by: Hamidullah Ahmadi

Participants: See the last page

Agenda:

1. Approval of minutes of previous SC meeting
2. Matters arising
3. Approval of report January (finance and narrative)
4. GA documents (By email) / **date 11th March**
 - a. Agenda
 - b. Annual report 2014
 - c. Financial report 2014
 - d. New members
 - e. New Chart 2015
 - f. Budget 2015
 - g. Last minutes GA
 - h. Review status
 - i. New SC application / Chair man
5. BAAG reply
6. Donor update
7. Recruitment process update
8. Ahmad Shah SC decision
9. AOB ./.

SC Meeting Minutes

Agenda	Comments and exchange of viewpoints on the topic	Action points/Deadline
Approval of previous SC meeting minutes	<p>Chairman shortly went through the action points put to ACBAR and SC member in last SC meeting.</p> <p>In reply to the action points, concerning MoEco and MoFin, ACBAR has sent letters to the Minister of Finance and acting Minister Economy with hope to receive their feedback.</p> <p>With regards to conducting a meeting with MoFin High authorities on Ministerial level, it's still pending as Mr. Dalili who committed to facilitate is not in the country.</p> <p>ACBAR will organize a bigger advocacy meeting with CSOs and retreat session to Directors once being determined with Director by her return.</p> <p>The London Conference follow up session is being planned and the exact date would be shared with SC and members</p>	<p>Chairman flagged the action points made in last steering committee meeting.</p> <p>Last SC minutes approved without any comment.</p>

	<p>after approval, said Deputy ACBAR. Last SC meeting minutes were approved with no comments.</p>	
Matters arising	<p>Deputy Director introduced Mr. Gaberiel who recently joined ACBAR as DIFD Program Manager. SC chairman sought his attention to the capacity building of national NGOs as they really need be capacitated in a sense to become professional and sustainable institutions which doesn't happen so far.</p> <p>As Victoria resigned from the Steering Committee, the concern of next successor to join SC board was elaborated that normally SC members have to be qualifying persons being elected from agency members. And, anyone resigns from his/her position then a person from same organization cannot join SC board because only CDs or someone senior assigned by the CD winning enough votes from the GA is eligible to become member of the Steering Committee.</p> <p>SC agreed to check it in terms of revision of the status of operation.</p> <p>Deputy Director has updated SC of the progress made in terms of letters to MoEco and MoFIN. ACBAR had a meeting with MTO Director deliberating the issue of tax at provincial level. During this meeting, MTO Director said that countrywide they have sent a letter to all "Mustofiats" not to disturb NGOs' sub-offices for salary tax at field level while tax on rent and contracts is legal to be withheld by sub-offices. In terms of letter to MoEco, ACBAR as member of the dissolving committee participated in High Dissolution Committee Meeting HDCM held 14th Feb, 2015. In the meeting, including other board members representatives from NDS and Police Department were present and the issue of investigation directly from NGOs was raised by ACBAR. The acting Minister agreed and informed relevant Departments to collect such info in a legal way through the channel of Ministry of Economy. SC appreciated the initiative and meanwhile requested ACBAR to follow the issue until MoEco officially issue their feedback in reply to the letter.</p>	<p>Mr. Najib the government focal point to follow up the issue of letters with MoEco until their official feedback is received.</p> <p>Beside this, Mr. Najib, Tamim in cooperation with Mr. Dalili shall organize a meeting with MoFIN.</p>
Approval of report (narrative) Jan, 2015	Narrative report Jan, 2015 was approved without any comment.	Narrative report Jan, 15 approved with no comment.
Approval of financial report Jan, 2015	<p>ACBAR finance Manager presented January financial report with updates on expenses in terms of TAW, PWJ, and ACBAR own income surplus.</p> <p>TAWs' second year budget estimated around USD 566,000 is under review effective Dec, 14 to Nov, 15 which is yet not approved and as way of pre-financing the expenses done for Tawanmadi project since Dec to Jan 2015 is USD 71000 equivalent to 30% of the budget and is taken from the first year with no specific problem in Cash flow.</p>	SC requested ACBAR finance Department in cooperation with treasurer to provide overall clear picture of financial statement including cash flow report and a balance sheet to next SC and

	<p>PWJ project is currently running and will be completed by end of Feb, 2015 and the year 3 will start by 1st March, 2015. Regarding with cash, this project runs normally with no problem. We already have some expenditure of the 29% remaining but it's agreed in a meeting with PWJ/MoFA that still the remaining surplus could be transfer to year three.</p> <p>For ACBAR income, Finance manager presented a draft version of the report and added that approved version can be shared with SC and GA after audit which is started 24 Feb and going to be finalized by 5th March.</p> <p>In general, points in terms of financial sustainability, cash flue, ACBAR generated income through membership and adverts fees, monthly surplus to reserve account, and review of fundraising strategy was broadly discussed.</p> <p>Deputy Director ACBAR complemented that the new consultant will review the strategy in Jun, 2015.</p> <p>Known that ACBAR is membership organization so we have to think and foresee a long-term financial sustainability in case of no external funding, said SC.</p> <p>SC agreed on having overall financial overview in separate meeting. Chairman, Dr. James, Abullah Ahmadi the treasurer and Tamim will be part of this meeting which should be 5 to 10 Mar, 15.</p> <p>Kim committed organizing this meeting through email.</p>	<p>great to come up with two or three extra options on ACBAR's generated incomes and sustainability.</p>
GA documents (By email) / date 11th March	<p>GA docs were validated additionally with suggestion to invite high authorities of MoFA and MoFIN beside MoEco for the open forum as part of relationship with these three Main Ministries.</p> <p>In terms of new members, there is a concern from the SC members regarding three new members' future sustainability. NGOs having running projects may want gain ACBAR membership somehow to raise their status and enable themselves easily do fundraising and this comes under membership benefit which is perfectly fine.</p> <p>Beside this, there might be some volunteer orgs in the country caused with little bit overheads which should not be the issue and is fine.</p> <p>Eventually after long discussion, SC agreed recommending all 7 new members to next GA.</p>	<p>SC recommended all 7 members for next GA obtaining the membership.</p>
BAAG reply	<p>ACBAR received BAAG's official reply which states their apologies but meanwhile having their own reasons for what happened.</p> <p>Few weeks back, ACBAR, some SC members and BAAG had a meeting in which the problems were worked out and both sides agreed to move on forward having strengthened partnership and communication.</p> <p>Further to this, a Skype meeting was convened between</p>	<p>The entire SC members agreed for keeping working relations with BAAG</p>

	<p>ACBAR and BAAG, in which BAAG shared its initiatives going to be started in 2015 including London conference follow up and have a project with journalists but ACBAR will not get involved in it.</p> <p>They recently released a joint statement with ENNA on London conference how it went and also highlighted recommendations for next SOM.</p> <p>Members of the steering committee agreed to keep working with BAAG with focus on institution instead having focus on personals attitudes.</p>	
Donor update	Presenting financial report Jan, 2015, finance Manager also given brief Donors update to SC. Therefore, SC escaped this agenda point.	
Recruitment process update	<p>ACBAR recruited Mr. Gaberiel as DFID program manager who is welcomed by SC with hope to bring creativity and initiatives to ACBAR working era.</p> <p>Ms. Micheala L. Merdy will be joining 1st March as DFID Twinning program manager.</p> <p>Remote manager is selected and going to sign his contract in coming week.</p> <p>So far, 15 applications are received for Director position and Dr. James was elected to have analysis of these applicants and share it with the panel.</p> <p>Interview was scheduled the 8th March but feasible in case need to be changed. Justine the ACBAR Director, because of her knowledge and working experience will be part of the interview with no voting rights.</p>	<p>Director interview was scheduled the 8th Mar, 2015.</p> <p>Dr. James will share the final of analysis with interview panel.</p>
AOB	Nothing specific raised under AOB	

The next Steering Committee Meeting will be held on Tuesday (12th, Mar, 2015)
at 2 PM in ACBAR

List of Participants

No	Name	Organization	Status	Present	With apologies	Absent
1	Mr. Fazel Rabi Haqbeen	WADAN	Chair Person	√		
2	Ms. Hélène VIDON	MADERA	Full member	√		
3	Ms. Ziggy Garewal	ACTED	Full member	√		
4	Mr. Ajmal Shirzai	FGA	Full member			√
5	Dr. James Williams	JUH	Full member	√		
6	Mr. Raz Mohammad Dalili	SDO	Full member		√	
7	Mr. Amanullah Jawad	NPO/RRAA	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	Mr. Prasant Naik	NRC	Full member			√
15	Mr. Osman	HTAC	Full member		√	
16	Mrs. Justine Piquemal	ACBAR	Director		√	
17	Ms. Kim	ACBAR	Deputy/Advocacy Manager	√		
18	Mr. Gaberiel	ACBAR	Program Manager DFID	√		
19	Mr. Tajali	ACBAR	Deputy Director	√		
20	Mr. Sabri	ACBAR	Finance	√		
21	Hamidullah Ahmadi	ACBAR	Senior Coordination Manager	√		