

Agency Coordinating Body for Afghan Relief and Development

SC Meeting Minutes
7th, Dec, 2014

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 November (finance and narrative)
4. Update on London conference
5. Update Campaign Do Not Forget Afghanistan
6. Validation CSO report
7. Approval minutes of General Assembly
8. Donor update
9. Internal management update – and decision taking (sub group of Management)
10. AOB. /.

SC Meeting Minutes

Agenda	Comments and exchange of viewpoints on the topic	Action points/Deadline
Approval of SC last meeting minutes	Last SC meeting minutes were approved with the action points done. SC agreed to add SC monthly minutes in PDF to ACBAR site.	Minutes approved and IT Dept. will regularly add SC minutes to ACBAR site.
Matters arising	Nothing specific were raised under this agenda point	
Approval of report (narrative & finance) Nov, 2014	In general, ACBAR office was pretty busy in campaign “Do not Forget Afghanistan” both inside/outside of Afghanistan. Apart to this, the normal scheduled meetings were held with no specific issue inside. ACBAR has started issuing membership certificates to all 128 members with validation of one year effective 1 st Jan to 31 st Dec, 2015 and will send one copy to Head of NGOs Department in MoEco for their information to void using of fake copies. Concerning the Chart, name of the TLD Department has changed to Capacity building Department with two Managers inside; one as Humanitarian Manager/DFID program and one as training Manager of PWJ/Japan project. The web Master has resigned so the IT officer will take the responsibility of ACBAR website.	To spend the remaining amount of PWJ 2 nd phase, ACBAR will keep asking PWJ if they agree to conduct trainings in Kabul. ACBAR would like to sign separate MoU with PWJ/Japan. Narrative and financial report Nov, 2014 approved.

	<p>Kimberely Ogonda joined ACBAR as Deputy and advocacy Manager junior.</p> <p>Mr. Basir, the finance officer has briefly updated SC in terms of income and expenses for the month of Nov, 2014.</p> <p>Colleagues from ACBAR will go to Tokyo next week to speak directly with them about the new project and by receiving the feedback from PWJ/MOFA, ACBAR will take decision as this time ACBAR would like to have two different MoUs to be signed separately by each, otherwise ACBAR will stop. For phase II, we still have four months to conduct trainings in Kabul and to spend the remaining amount, if PWJ agreed.</p>	
<p>Update on London conference</p>	<p>Chairperson was glad that ACBAR could sponsor 5 SC members and four other delegates from civil society in TAW line. Regarding London update, beside no accommodation, he touched the main points of the conference as followings;</p> <ul style="list-style-type: none"> - ACBAR was not part of the civil society position papers as it was claimed in general meeting. - ACBAR was not part of the election of civil society spokesperson. Even though some delegates sponsored by ACBAR have managed to rollover as spokesperson but they were clear that they never represent ACBAR. - Delegates from ACBAR were not invited to any of the side events or meetings except the orientation dinner by BAAG which was actually not important. - ACBAR was not invited to the main conference. - In a meeting of women, Victoria was not allowed to join that meeting. <p>Beside this, ACBAR delegates were kept aside of any panel meeting or discussion and as worst point it was never clarified even in the papers and schedule received to delegates, said SC chairman.</p> <p>Position papers and the documentary of ACBAR were not shown instead they displayed the one by Afghan Aid.</p> <p>ACBAR has done much as part of civil society in terms of position papers, documentary, facilitation and the CSO report which is going to be presented in Jan, 2015 so ACBAR will represent it behalf 128 agency members.</p>	<p>ACBAR will draft a letter and after SC approval will be send to BAAG.</p>
<p>Update of Campaign “Do Not Forget Afghanistan”</p>	<p>Director of ACBAR has participated in several events of the campaign around the world and the ACBAR team has arranged screening sessions as part of the campaign inside the country at ACKU-Kabul University, several Embassies and UN Agencies and the process it going on.</p> <p>ACBAR will use and compile the feedbacks in a form of booklet with pictures of activities done by ACBAR, SC and the Movie Team. SCA committed its support to the booklet in terms of sharing the resources.</p>	<p>So far, numerous positive feedbacks received and ACBAR is admired for the huge work done. Hamidullah the coordination Manager will have press conference with Kilid</p>

	The company chosen for the movie was selected after selection, because it is a company which knows afghanistan (speak Dari and Pashtoo), famous for festivals so they would screen the movie in numerous festivals and in our budget and accept to pay tax in Afghanistan .	as agreed by SC.
Validation CSO report	Vice chair of the SC has shared her comments on the report so ACBAR will first compile and emplace the comments and later on PDF version of the report will get shared with SC for their final approval.	Advocacy Manager will share last version of the report by 13 Dec, 2014
Approval minutes of General Assembly	Info/Coord Department works on placing the comments so the final version of GA minutes will also get shared with SC by end of this week.	Info/Coord will share last version of GA minutes by soonest
Presentation of the new rules of election for a new member	As Directors postponed it for next Director meeting. therefore, this agenda point was skyped and would be wisely discussed in next Steering Committee meeting.	
Donor update	ACBAR will finally have a meeting with DFID on coming Tuesday and hopefully to finalize and sign the proposal by end of this year.	
Internal management update – and decision taking (sub group of Management)	The position of ACBAR Director is posted on the site and ToR of the position is already sent out to SC in order for selecting the new Director. Ms. Justine has committed that she would stay on her position from remote until new Director is hired and due to health issues won't be able stay inside the country. Based on the Cash Memo made for key responsibilities inside the office, Ms. Hellen and Mr. Najib are authorized for Bank account in terms of staff salary, and office expenses. Director requested SC to help her and to closely review CVs of those who he/she would like to be next Director.	Director will do first filter of the CVs and then SC will do the final review and short list the good candidates.
AOB	ACBAR would like to open the reserve account with ALFALAH Bank, Chair and vice chair of the SC will be authorized for it. Director will leave the country end of this week and office will be closed from 24 th Dec to 1 st Jan, 2015 but Najib and Ms. Kim will be on back up and online during this period. Tear Fund is going to close its office in Afghanistan and ACBAR will receive their stuff. As they are going to give one large Generator to ACBAR so they will not pay membership fee for last two year, as agreed bilaterally. ACBAR will send an email to all national member agencies what they actually need in terms of office equipment.	ACBAR will transfer the equipment to NGOs they are most in need.

The next Steering Committee Meeting will be held on Tuesday (27th, Jan, 2014)
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		√	
8	Ms. Victoria Ghuri	STARS	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. Dimitrije Todorovic	SCA	Full member	√		
16	Mr. Osman	HTAC	Full member	√		
17	Mrs. Justine Piquemal	ACBAR	Director	√		
18	Ms. Marine	ACBAR	Deputy/Advocacy Manager	√		
19	Mr. Tajali	ACBAR	Deputy Director	√		
20	Mr. Sabri	ACBAR	Finance	√		
21	Hamidullah Ahmadi	ACBAR	Senior Coordination Manager	√		