

Agency Coordinating Body for Afghan Relief and Development

ACBAR Steering Committee Meeting Minutes
Monday 10th, Nov, 2014

Chaired By: Ms. Hélène VIDON
Minutes by: Jawid Ahmad Omari
Participants: See the last page

Agenda:

1. Approval of minutes of previous SC meeting
2. Matters arising
3. Approval of report September (finance and narrative)
4. Update on London conference
5. Review of General Assembly
6. Presentation of the new rules of election for a new member
7. Donor update
8. Internal management up date
9. 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.	
Matters arising	<p>Based on the regular attendance of all SC members in the meetings, it is decided that all members are full SC members and no alternative anymore.</p> <p>The evaluation officer of the training department resigned and he was the fifth evaluation officer during this year and it has been a big problem in training department.</p> <p>Evaluation of all ACBAR staff will be done in December and some changes will be brought in training department with the DFID project like reduction of some staff.</p> <p>Hamayoun webmaster of ACBAR has resigned and joining a private company, he has all the codes for the mails and website so his severance will be paid 2 months later to be sure that everything is working well in ACBAR IT department. Hamayoun is responsible during his last month stay with ACBAR to train the IT officer as a good webmaster, to see if proceed with one person for both position or hire second person too.</p>	<p>Evaluation of all ACBAR staff will be done in Dec.</p> <p>ACBAR Director and Marine will decide for the IT department setup if one person can manage the communications in both position IT and webmaster.</p>

<p>Approval of report September (finance & narrative)</p>	<p>Monthly financial and narrative reports updates were received by SC members and approved with adding some comments and modification like adding a column in the report to show the percentages + global summary table for the next month.</p>	<p>Finance Manager to add an over view of the project contract & timeline at top lines of the financial report including a column to show the percentage of expenditures in next report.</p>
<p>Update on London conference</p>	<p>To follow the meetings, 10 embassies have been met by ACBAR and SC members and for 7 other embassies waiting to meet. Totally all the embassies liked ACBAR's briefing and position papers and appreciated that still ACBAR is in the TMAF and had face to face meeting with embassies. Accordingly to organization of London conference, MoU was signed between ACBAR and BAAG as 6200 £ transferred to BAAG for 5 days accommodation of the ACBAR delegates and they will receive their premium also in London which already transferred.</p> <p>The visa process is followed by Jawid and Marine with Mr. Aimal Jalalzai to check all documents received by Jalalzai in case of any issue Marine with follow with BAAG. No modification will be done for accommodation or flight ticket which already done by BAAG.</p> <p>SC members recommended that ACBAR 9 delegates should sit together to discuss on ACBAR position paper before going to London as the most of agenda points focus on same issues.</p>	<p>Jawid and Marine to check with Mr. Aimal Jalalzai the visa process one by one for all 9 ACBAR delegates.</p> <p>Marine will provide a meeting for the ACBAR delegates to discuss on position paper</p>
<p>Review of General Assembly</p>	<p>Mrs. Justine expressed her appreciations for Ms. Helen's good leading in ACBAR General Assembly. Some of SC members recommended that ACBAR to assign someone to facilitate translation in the next General Assembly and also as the number of new members increasing, the next GA to be conducted in wider hall.</p> <p>Review of ACBAR membership process for new members ,all relevant documents sent to SC members for the feedback as it will be presented in the next director meeting and ACBAR needs to modify it's statutes than this modifications need to approved by SC and then to be approved by GA in March 2015.</p> <p>For all new NGOs as they have signed the CoC they need to follow it and whom not following the CoC will be dropped from ACBAR membership.</p> <p>ACBAR director signed 4 membership certificates to new members elected by GA.</p>	

<p>Donor update</p> <p>Internal management up date</p>	<p>DFID all project of Due Diligent audited by London which ACBAR was validated and after the signature of minster hopefully ACBAR will have 2 million £ fund for 4 years from DFID for ACBAR and its members which focusing on training programs for all clusters in humanitarian sector and accordingly 2 new foreigners will be hired to work with clusters and for the Afghan side, someone will be in charge from ACBAR training department.</p> <p>For TWANDMANDI project ACBAR is preparing for phase 2 and it is under progress, and for the Japan project ACBAR finance Manager and Admin will go to Japan to present ACBAR for the project there.</p> <p>Due to some health issues ACBAR director is going to resign from her position and SC was asked to open ACBAR director vacancy in January 2015.</p> <p>ACBAR director proposed a plan to SC to change her contact for the 6 coming months to work as remote management and as soon as the new director will take the position the remote management plan will be stopped.</p>	
<p>AOB</p>	<p>On Do Not Forget Afghanistan campaign more than 20 countries have expressed their interests and engagement, In Kabul Marine the Deputy/Advocacy Manager of ACBAR will take the lead of the campaign as she would need cooperation of SC members to present the Aid Activities, and what is NGO in Kabul university.</p> <p>ACBAR director is going to Europe on 14th Nov to follow up Do Not Forget Afghanistan campaign and present Afghanistan and all ACBAR members. The documentary movie edit is finalizing and the link would be shared soon.</p> <p>SC members were asked to share DNFA campaign posters and to introduce ACBAR to presidential Office and finding opportunity to meet president Ghani after London conference and new cabinet.</p> <p>Tear Fund office is closing in Dec and they will give all their assets to ACBAR, and ACBAR will see that which Afghan new NGO needs some of items to donate.</p> <p>ACABR office will be closed for one week end of Dec and starting of January to clean up the leaves of the staff.</p> <p>ACBAR is conducting 2 big workshops in Dec, as Donor workshop III is on 8th Dec and Health protection workshop in 10th and 11th Dec 2014.</p>	

The next **Steering Committee Meeting** will be held on (16th, Dec, 2014)
At 9: 00 AM in ACBAR

List of Participants

No	Name	Organization	Status	Present	With apologies	Absent
1	Mr. Fazel Rabi Haqbeen	WADAN	Chair Person		On leave	
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		On leave	
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		On mission	
20	Mr. Sabri	ACBAR	Finance	√		
21	Jawid Ahmad	ACBAR	Info/Coord	√		