

Date:	February 8 2017	Place:	MS
<h2>Draft Board Meeting Minutes</h2>			
Present	<p>From the Board: Anders Hamming (AH) (Chairman of the Finance and Audit Committee), Andreas Dybkjær-Andersson (ADA) (Vice Chairman), Gunver Bennekou(GB), Helle Munk Ravnborg (HMR), (Chairwomen), Jens Elsig (JE), Lea Simonsen (LS) (Agenda 1-7), Sine Jensen (SJ) (institutional member), Søren Bøllingtoft Knudsen (SBK) (institutional member) (agenda 4 -9), Tea Balle Fromholt Hansen(TFH).</p> <p>Absent: David Archer (DA), Nana Gerstrøm Alsted (NGA), Ole Anand (OA), Trine Pertou Mach (TPM)</p> <p>Others: Maja Louise Sørensen (MLS) Parliamentary Audit</p> <p>Absent: Adam Moe Fejerskov (AMF) (alternate), Birgitte Rhode (BR) (alternate), Kirsten Bruun (alternate- institutional member) (KB).</p> <p>From the Secretariat: Tim Whyte (TRW), Kirsten, Devantier (KID), Vibeke Vinther (VVI), (Agenda 6-9) Hannah Brejnholt (HBR)</p> <p>Absent: Jakob Kirkeman Boesen (JKB)</p>		
Absent			
	<p>Minute –Taker: Hannah Brejnholt The meeting was conducted in Danish</p>		

Agenda	
01.	Welcome and approval of the agenda
	The agenda was approved with no further comments
02.	Approval of minutes and matters arising from the last Board Meeting
	<p>The minutes were approved with a few comments for future reference. The comments included:</p> <ul style="list-style-type: none"> - In future, information around development that happens between one board meeting and another should be made clear, rather than simply added as a note to the minutes (e.g. the note on the funding for the Arab Initiative). - Approved budgets (and other approved documents) should be included in the minutes. <p>It was <u>decided</u> that documents that are approved at Board meetings should be included as annexes to the minutes (see Annex 1 for how annexes are classified).</p>

<p>03.</p>	<p>Annual Report from the Secretary General</p>
	<p><u>Background:</u> At the last Board Meeting it was decided that the Secretary General would share his annual report with the Board for its information by email before the Board meeting. The purpose of this agenda item was therefore to allow for a short oral presentation followed by questions and answers as well as a short discussion.</p> <p>The Secretary General presented his annual report to the Board. The report was an account of activities and developments from the past year. Focusing on national as well as international agendas as well as the current strategy process.</p> <p>The Board appreciated and accepted the report, noting that this year’s report is exceptional as it covers the first few months of the term for ActionAidDK’s new Secretary General.</p>
<p>04.</p>	<p>Midterm Evaluation and Feedback from Parliamentary Audit</p>
	<p><u>Background:</u> At the last Board Meeting, the Midterm Evaluation and Feedback from Parliamentary Audit were postponed to this meeting.</p> <p>MLS from Parliamentary Audit gave a short presentation of the midterm evaluation from the Parliamentary Audit (PA). In general, PA does not have many concerns, which is positive. PA has focused especially on: economy, volunteers and the strategy process, both of the international and AADK strategy.</p> <p>The Board appreciated the account, which was followed up by a brief reiteration of the role of PA. Its role is, on behalf of the Council, to document the work and procedures adopted by the Board including how and the extent to which the Board seeks to implement the Rolling Political Plan, as well as to help the Board represent the Council. In case that the PA should wish to meet with (parts of) the Secretariat, that would be facilitated through the Secretary General. Finally, it was reiterated that PA should receive all information for Board meetings at the same time it is shared with the Board (except for classified material – see Annex 1).</p>
<p>05.</p>	<p>Midterm Evaluation by the Board</p>
	<p><u>Background:</u> At the last Board meeting, it was decided that the Strategic Midterm Evaluation by the Board would be presented and discussed at the present meeting. A majority of the Board members had answered a questionnaire through Survey Monkey prior to the meeting.</p> <p>Based on the Survey Monkey the Board had a discussion, the <u>outcome</u> of which was that:</p> <ul style="list-style-type: none"> - The material for the Board meetings: Agenda and readers’ guide work well. - There tends to be a shortage of time to discuss certain agenda items. Therefore, it was suggested that agenda items should be facilitated a little more before the Board meeting and around the agenda item at the Board meeting, e.g. by asking the Chairmanship to prepare recommendations for Board adoption (to be presented orally or in writing) prior to the Board discussion. - The Board feels there may be room for improvement around using the technical competencies of the Board members - There was a suggestion to have “first readers/digesters” of technical issues (similar to the way in which FAC works. Similarly Board members could help propose recommendations and/or give presentations of longer documents. - Board members are encouraged to act as Ambassadors for AADK – the question is how? Listening exercises is a suggestion. - There was wide agreement that the strategy and Council days have been good.

	<p>This was followed by a discussion specifically about Board meeting minutes. The cardinal question was what is the purpose of the minutes and whom are they written for?</p> <p>It was <u>agreed</u> that the minutes are written for the benefit of:</p> <ul style="list-style-type: none"> - The Board, who needs conclusions to be clear - Members who may want to know what is going on as well as people in general who look at the website to learn more about AADK. <p>It was <u>decided</u> that the minutes could be shortened. For each item, the minutes preferably should consist of a short paragraph on the background for the agenda item, followed by a brief statement on the decision/conclusion made. In the event of there being specific issues Board members would like to have included in the minutes, this should be made clear during the Board meeting.</p> <p>Finally, the agenda item <u>concluded</u> that the monitoring of the meetings, which was initiated at the beginning of this Board year is working well and will be continued.</p>
<p>06. & 07.</p>	<p>AADK Strategy</p> <p><u>Background:</u> the purpose of this agenda item was to provide the Board with information and a status on the process around the plan for the development of the AADK Strategy following the 2nd Strategy Meeting on January 22nd. Furthermore, the Board was tasked with approving the proposed writing group as well the proposed process, timeline and overall frame of content prepared based on the two Strategy days as well as the Strategy group meeting. The Board was also asked to give input to the writing group about the frame for the strategy.</p> <p>The Board discussion was initiated by three brief presentations: GB gave a brief introduction on the generic objectives that a strategy should fulfil (guide decision making on choices for action that enable the achievement of strategic objectives and ultimately vision); HMR gave a brief introduction of a think tool/device (a matrix stimulating coupling objectives and types of actions; and a presentation by Management on the strategy including a proposal for the composition of the writing group and the overall themes and content of the strategy was discussed. These brief introductions served as the basis for group and plenary discussion. Various timelines including an open-ended one were discussed, the Board recommended settling for a 5-year timeline. The proposal for the composition of the writing group was approved as well as the frame and general outline of the strategy. The agenda item also included a deliberation of the specific themes and concepts, including reporting, organizing, social movements and communities of action among others. This was done in smaller break-out groups that fed back to the plenary. The following remarks were made and asked to be recorded specifically:</p> <ul style="list-style-type: none"> - Reporting includes communication and dialogue and in this respect, there is a need to define what kind of stakeholder analysis is to be made; - Organizing is not a value, but a way of working - Organizing could also be an umbrella – maybe this could be a new way of doing informational work - Social movements are groups we work with - The concepts of peace and solidarity should be included - Maybe this the time for us to decide on whether we work with individuals or communities of action <p>In <u>conclusion</u>:</p> <p>The writing group was <u>approved</u> and will be composed by: HMR, ADA, TRW, VVI and Anne Louise Carstens from the Secretariat;</p> <p>The proposed timeline for the strategy drafting and discussion process was approved (see below)</p> <p>The proposed time frame for the strategy of 5 years (+/-) was accepted, although the writing group was encouraged to consider the possible advantages of having a non-time bound strategy;</p>

The overall framework for the content of the strategy presented and discussed at the meeting was approved as a good starting point with the 'mellemfolkelige samvirke' as the central DNA, with the recommendation that the drafting groups aims to make the specific contribution of ActionaidDK ('the added value' and the concrete actions) explicit. One way of meeting this recommendation could be by illustrating the types of action that are envisaged in a matrix between overall themes and broad categories of action (e.g. 'organising', 'communicating', etc).

Time line for strategy drafting and discussion:

Date	Milestone	Who
8/2	Discussion on recommendations from strategy group/Formation of writing group	Board
23-24/2	First 'sprint' – 1. Draft	Writing group
7/3	1. draft sent out for comments	Strategy group
14/3	Discussion and input on 1. draft	Strategy group
21/3	Second 'sprint' – 2. Draft	Writing group
29/3	2. Draft sent out for comments	Board and Council
5/4	Discussion and comments on 2. draft	Board
6-7/4	Third 'sprint'	Writing Group
20/4	Council meeting agenda and strategy sent out	Board
20-21/5	Discussion and approval of strategy	Council

08. Annual report

Background: The objective of the agenda item was for the Board to approve the format and outline for the content of the Annual Report. This included assessing whether the table of content included the right issues.

The group working on this from the Board (ADA and GB) presented a proposal of launching the report in an electronic format. This gave rise to further ideas from other Board members of launching it bit by bit electronically and trying to make it more interactive e.g. open it up to members and people have travelled through Global Contact.

The Board also underlined that it should be ensure that the following issues are included in the report: Global contact, Aleppo demonstration and the event "Unge fra blokken".

In conclusion: The Board was happy with the proposal for a new format and agreed to try out – it also gave the Secretariat the mandate to try out various interactive "Spaces for Action".

09. AOB

	<p>A question was raised about what the assessment of the advent calendar initiative was. The answer is that this went well especially in relation to our branding because it allowed AADK to be true to who we are. Along the same line this year's Danish television show went well too.</p> <p>On the financing for the work in the Arab region, ActionAid DK was not among the organisations that was allotted Danida funding for our work in the Arab region. This information was shared with AADK in December. Despite of the drop in funding we will continue work there, and will do our utmost to secure resources for work in the region while also rethinking the way we deliver work around the Arab initiative.</p> <p>The Secretariat is currently trying to finalise a programme and itinerary for the Board travel to Italy. The proposed dates are March 8-11, possibly with the option of joining from March 9-11. A doodle will be shared shortly for Board members to fill in their availability.</p>
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The meeting closed at 20.15

Enclosures	Annex 1	CODE OF PRAXIS ON SHARING OF INFORMATION RELATED TO THE WORK OF THE AADK BOARD
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CODE OF PRAXIS ON SHARING OF INFORMATION RELATED TO THE WORK OF THE AADK BOARD			
RECEIVERS AND WAY OF COMMUNICATION	Board <u>only</u>	Board – shared with Council <u>only</u>	Board, Council and the entire Membership
TYPE OF INFORMATION	(via e-mail and/or Tube)	(via Tube and/or e-mail)	(via www.ms.dk)
GENERAL BOARD DOCUMENTS			
Board agenda	NO	YES	YES
Coversheets presenting annexes to the agenda	NO	YES	NO
Approved Board minutes	NO	NO	YES
Draft Board Annual Plan	NO	YES	NO
Agreed Board Annual Plan	NO	NO	YES
Draft Annual Report	YES	YES, when finalised by the Board	NO
Annual Report – approved by the Council	NO	NO	YES
DOCUMENTS RELATED TO OVERALL STRATEGY AND IMPLEMENTATION			

Approved Overall Strategy	NO	NO	YES
Draft implementation plans	NO	YES	NO
Approved implementation plans	NO	YES	NO

DOCUMENTS RELATED TO INDIVIDUAL STRATEGIES¹			
Draft strategy	NO	YES	NO
Approved strategy and implementation plan	NO	YES	YES, information included in annual reporting
DOCUMENTS RELATED TO STRATEGIC DISCUSSIONS			
Background information and other discussion material	NO	YES	YES, information included in annual reporting
DOCUMENTS RELATED TO BUDGETS AND ACCOUNTS			
Draft budgets	YES	NO	NO
Annexes to draft budgets	YES	NO	NO
Approved budgets	NO	NO	YES in an aggregate form corresponding to strategic objectives
Budget follow-up	YES	NO	NO
Draft Annual Accounts	YES	YES, when approved by Board	NO
Annual Accounts – approved by the Council	NO	NO	YES
Other financial issues coming up during the year	YES	YES, after decisions have been made	YES, included in annual accounts and reporting
DOCUMENTS RELATED TO COOPERATION WITH AAI AND OTHER AA COUNTRIES			

¹ E.g. tax campaign in Denmark

Agreements – when related to Board discussions	NO	YES	YES, included in annual reporting
STAFF MATTERS			
Annual report on personnel matters	NO	YES	NO
Management issues and secretarial structure	YES	NO	Yes, included in Board minutes

REPORTS AND DISCUSSION PAPERS ON COLLABORATION WITH OTHER ORGANISATIONS			
With Danida and other donors	YES	NO	Yes, included in Board minutes
With AAI			
With other NGOs, networks and Companies			

9th November, 2013

Approved by the AADK-Board