

PHAP General Assembly

Wednesday, 22 June 2016

Geneva, Switzerland (with possibility of participation by web-/teleconference)

Voting carried out by hand raising in Geneva and by online polling in the web-/teleconference

15:30 local time in Geneva

Minutes

Attendance

Governing members present or represented:

Mohammed Abbas	Represented by Markus Forsberg
Karen Koning AbuZayd	Present via web-/teleconference
Nicola Bennett	Represented by Lucio Melandri
Laura Boschi	Represented by Daniel Toole
Fernando de la Mora	Represented by Mirja Peters
Bruno Demeyere	Represented by Daniel Toole
Phillip Drew	Represented by Naz Modirzadeh
Michael Fark	Represented by Naz Modirzadeh
Francesca Fraccaroli	Represented by Naz Modirzadeh
Elizabeth Holland	Represented by Daniel Toole
Natascha Hryckow	Present via web-/teleconference
Pamela Husain	Represented by Natascha Hryckow
Cecilia Jimenez	Represented by Lucio Melandri
Lucio Melandri	Present in Geneva
Naz Modirzadeh	Present via web-/teleconference
Michael Møller	Represented by Timothy Foster
Tiarnach Mooney	Represented by Lucio Melandri
Ahmad Faizal Perdaus	Present via web-/teleconference
Joanna Radziukiewicz	Represented by Angharad Laing
Cornelia Schneider	Represented by Timothy Foster
Patrick Schneider	Represented by Markus Forsberg
Andrew Shaver	Represented by Markus Forsberg
Daniel Sherman	Represented by Mirja Peters
Mark Simmons	Represented by Timothy Foster
Daniel Toole	Present in Geneva

Regular members present in Geneva:

Timothy Foster
Katherine Gicuku Ireri
Catherine Kane

Others present in Geneva:

Markus Forsberg
Angharad Laing
Janet Lim
Mirja Peters

Regular members present online

Hazim Almagabial	Jonas Niyonzima
Jason Andean	Abdullahi Nur
Hani Bashir	M. Haytham Othman
Rozanne Chorlton	Khairur Rijal
Murat Daoudov	Dismas Rukiko M.
Boubacar Diop	Vincent Sautenet
Nasreen Gardezi	Alhassan Sesay
Yannick Guegan	Sergiy Shtukarin
Paul Hoag	Sulafa Tariq
John Kadiwaku	WJ van Hovell
Ik-Whan Kwon	Drew White
Foch Sylver Makondana Gbomagnako	Kelly Wooster
Robin Mays	Leopold Nangorgo Yeo
Susan McCrory	

1) Welcome and opening of the meeting¹

The meeting was called to order at 15:40 Geneva time by **Dr. Ahmad Faizal Perdaus**, President ad interim of the Association.

Dr. Ahmad Faizal Perdaus, chairing the meeting via web/teleconference, thanked everyone for their presence at the meeting, both online from around the world and in person in Geneva. He reiterated what had previously been communicated via e-mail to all members, that the meeting was the Ordinary Annual General Assembly for 2016, for the purpose of completing regular annual administrative business, including the approval of financial reports, the budget for 2017, and accepting new Governing Members and electing and re-electing Board members; and also to adopt the amended bylaws of the Association and to adopt the new Strategic Framework. The General Assembly would also include a special guest speech by Elhadj As Sy, Secretary General of the International Federation of Red Cross and Red Crescent Societies (IFRC).

2) Establishment of quorum

Faizal asked Angharad to conduct a roll call of governing members present and represented.

Angharad Laing, Executive Director of PHAP, proceeded and confirmed that six (6) governing members were present in the meeting and another 19 were represented, bringing the total to 25 out of 33 governing members present or represented.

30 other members were also present (in Geneva or via web/teleconference, for a total of 55 members present or represented in the meeting (see above).

Faizal confirmed that, per the bylaws, a quorum was present and the meeting could proceed.

¹ The background documents and audio recordings of the main interventions are available at <https://phap.org/AGA-2016>

3) Approval of minutes of the 2015 Annual General Meeting

Faizal mentioned that the minutes from the 2015 AGM had been circulated together with the official announcement of the 2016 AGM two weeks prior.

MOTION: The PHAP General Assembly approves the minutes for the 2015 Annual General Meeting

MOTIONED BY: Natascha Hryckow

SECONDED BY: Catherine Kane

VOTE: All in favor except for one abstention

4) President's report

In his President's report, **Faizal** highlighted that the Association, since its inception, has widened its scope of activities from one focus area of training (international humanitarian law) to several areas. It has also increased its visibility and its activities to include online events and webinars. It has started to play a more active convening role, both through online and at face-to-face events.

Starting with a major strategic review and through a collaborative process, PHAP developed a Strategic Framework² that calls for the Association to play a bigger and more productive convening role, continuing to provide a neutral space for discussion of challenging issues facing humanitarian practitioners and the humanitarian sector as a whole. Furthermore, the Strategic Framework suggests that PHAP should look at its governing structure and decision-making procedures to, for example, increase the number and active involvement of its members in decision-making and other governance processes.

PHAP conducted two major surveys in the first half of 2016: (1) An environmental scan of the humanitarian sector combined with a member satisfaction survey; and (2) a survey looking specifically at challenges, opportunities, and barriers regarding formal recognition and development of professional knowledge and skills in the humanitarian sector. These surveys have provided important information for PHAP and other partners to move forward in various areas.

PHAP was well represented at the World Humanitarian Summit in Istanbul in May 2016, through a booth in the exposition which attracted many visitors. Furthermore, the Executive Director represented the association at the main session on "Upholding Norms" and the "Special Session on Humanitarian Principles." At the former, the Association made specific commitments in line with its new Strategic Framework.

PHAP had played a crucial role in the process leading up to the Summit by organizing over 30 online events, webinars, and interactive sessions between May 2014 and February 2016, with the participation of over 3 000 humanitarian practitioners.

² See presentation and adoption under agenda item 7.

Earlier this year, at the International Association Awards ceremony, PHAP was presented the Award for “Effective Voice,” which recognized the association’s success in strengthening discussion and engagement on critical issues among practitioners in their individual professional capacity.³

Faizal ended his report by thanking the secretariat for its work and underlining that the Association should look into ways to further increase resources and strengthen the secretariat in order to continue to pursue strategic objectives.

5) Financial report

Natascha Hryckow, treasurer of the Association, provided a brief overview of the financial situation of the Association.

She thanked the donors and noted that their on-going and growing support, combined with increases in member dues payments, have further improved the financial stability of the Association. This has allowed the Association to continue its activities and to develop from a well-regarded training provider into a genuine professional association (still with an important and well-regarded training function).

The latter point was commended by **Daniel Toole**.

MOTION: The PHAP General Assembly approves the audited financial statement for the 2015 financial period

MOTIONED BY: Daniel Toole

SECONDED BY: Lucio Melandri

VOTE: All in favor

6) Executive Director’s report

Faizal gave the floor to **Angharad** to give a brief report on the association’s activities since the last meeting of the General Assembly.

7) Adoption of the Strategic Framework

In presenting PHAP’s new Strategic Framework, **Lucio Melandri** highlighted that the actual process of developing the Strategic Framework has been a consolidation of years of discussion within the Association and beyond.

In October 2015, an external research and strategy consulting firm specializing in international associations carried out a series of qualitative interviews among PHAP members

³ Read more at <https://phap.org/news/2016/phap-recognized-%E2%80%9Ceffective-voice%E2%80%9D-member-consultations>

and other leaders in the humanitarian sector, which informed the design of a major survey of the entire PHAP network (members and non-members). With responses from more than 3 000 individuals, the survey results guided discussions of the Strategic Planning Task Force at a two-day retreat in February 2016. The resulting draft Strategic Framework was shared with PHAP members for comments and further contributions before finalizing it for adoption by the General Assembly.⁴

PHAP's new Strategic Framework includes the Association's Vision and Mission as well as its organizational, resource and delivery strategies.

Naz Modirzadeh commended the impressive response to the survey which provided strong empirical ground for the results, as well as the secretariat's approach to transparency and engagement in the process of finalizing the document. **Susan McCrory** noted that the Strategic Framework is well-constructed and provides a good basis for strategic forward planning.

MOTION: The PHAP General Assembly adopts the Strategic Framework

MOTIONED BY: Daniel Toole

SECONDED BY: Natascha Hryckow and Alhassan Sesay

VOTE: All in favor

8) Approval of the 2016 budget

Natascha presented the budget for the 2017 financial period and highlighted that the stark differences between the 2016 budget and the actuals for the 2016 financial year to date reflect the decision that was made to take the opportunity for strategic reflection on the future development of the association as a whole, made possible by the organization's current financial situation and cash flow. The new Strategic Framework and PHAP's engagement with the World Humanitarian Summit are two major results of this decision.

She further noted that the 2017 budget is a conservative one and that in order to achieve the ambitions set out in the Strategic Framework, a strong commitment of the entire organization is needed to grow its financial base.

MOTION: The PHAP General Assembly approves the budget for the 2017 financial period

MOTIONED BY: Catherine Kane

SECONDED BY: Lucio Melandri

VOTE: All in favor

9) Adaptation of the text of the bylaws

⁴ For the full Strategic Framework, as adopted by the General Assembly, please visit <https://phap.org/about-phap/strategic-framework-2016>

Faizal briefly explained that the Swiss authorities have requested the Association to make amendments to the wording of PHAP's bylaws in order to qualify for tax exempt status in Switzerland. The authorities have set a deadline of 30 June 2016 for these changes to be made.

Angharad summarized the proposed amendments and noted that none of them will substantively change the way the Association functions.

Daniel requested clarification regarding whether the new wording in Article 17 (“*Members of the Board of Directors do not receive attendance fees. For activities that exceed the usual scope of the function, members of the Board of Directors may receive appropriate compensation.*”) had been suggested by the Swiss authorities. **Angharad** confirmed that this was the case and clarified that this could apply, for example, to Board members who contribute considerable time to the organization to develop and deliver courses, but that it would not allow for compensation for regular activities related to their role as members of the Board.

MOTION: The PHAP General Assembly approves the proposed adaptation of bylaws articles 14, 16, 17, and 23

MOTIONED BY: Naz Modirzadeh

SECONDED BY: Natascha Hryckow

VOTE: All in favor except for one abstention

MOTION: The PHAP General Assembly delegates special powers to the Board of Directors to represent the General Assembly before a notary for signing the “*acte authentique*” for the above decision to adapt bylaws articles 14, 16, 17, and 23

MOTIONED BY: Daniel Toole

SECONDED BY: Hani Bashir

VOTE: All in favor

10) Resignations and admission of Governing Members

Faizal suggested that the motions for the admissions of new Governing Members, the election and re-elections of Board Members, and accepting resignations of Board Members of Governing members should be voted on in groups rather than individually. There were no objections to this proposal.

Faizal noted that Patrick Schneider had indicated his intention to resign from his role as Governing Member, due to the fact that he is no longer working in the humanitarian sector. The Board thanked him for his engagement, in particular for his role in the initial establishment of PHAP.

Faizal noted that the Board of Directors nominated Rozanne Chorlton, Abdou Dieng, and Janet Lim as new Board Members. Before the General Assembly could consider their election as new Board Members, however, they would first need to be admitted as Governing

Members. The three candidates were given the floor to outline their motivation for joining the association as Governing Members and as candidates for the PHAP Board of Directors.⁵

In a prerecorded statement, **Rozanne Chorlton** commended the wealth of resources, information, contacts, networks, and learning opportunities, as well as the helpfulness of PHAP staff. She highlighted PHAP's special role in supporting professionals becoming better and more effective responders by developing their individual competencies.

Rozanne further noted that the debates in the lead-up to, during, and after the World Humanitarian Summit had helped to put issues that people have been confronting for years on the table and that the whole humanitarian community now has an opportunity to address these challenges. PHAP has an important role to play in this process by further supporting its members.

Recently retired, Rozanne brings to PHAP and its Board a wealth of experience from UNICEF, the private sector, and elsewhere, focused on strategic planning and programing as well as leadership development and communication.

In a prerecorded statement, **Abdou Dieng**, summarized his experience in the humanitarian sector: After ten years in the private transport sector, he joined the World Food Programme (WFP) in 1994 as a Senior Logistics Coordinator and subsequently served as WFP's Country Representative in various countries. After having worked as Senior Humanitarian Coordinator in the Central African Republic with the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), he was head of the UN Mission for Ebola Emergency Response (UNMEER) for Guinea and also Ebola Crisis Manager for the World Health Organization (WHO).

With this experience, Abdou hopes to be able to contribute to PHAP's mission of supporting humanitarian action.

In her nomination statement, **Janet Lim** highlighted that PHAP occupies an important niche in the humanitarian sector by meeting a need for a common platform where individual practitioners can connect and find support and develop their capacities. The global reach of the association allows it to bring together individuals working with national and international organizations across regions and creates opportunities for constructive dialogue and synergies, by helping to better understand the complementarities and comparative advantages of these organizations.

She pointed out that more and more universities are offering courses related to the humanitarian field and PHAP can be a very valuable link between practitioners and academics.

Faizal thanked all three nominees for their interventions.

⁵ For the biographies and the nomination statements of the three candidates, please visit <https://phap.org/AGA-2016>

MOTION: The PHAP General Assembly admits Rozanne Chorlton, Abdou Dieng and Janet Lim as Governing Members and accepts the resignation of Patrick Schneider

MOTIONED BY: Naz Modirzadeh

SECONDED BY: Lucio Melandri and Dan Toole

VOTE: All in favor

11) Resignation from and elections to the board of directors

Faizal repeated that the Board of Directors had nominated Rozanne Chorlton, Abdou Dieng, and Janet Lim as new members of the Board.

MOTION: The PHAP General Assembly elects Rozanne Chorlton, Abdou Dieng, and Janet Lim to the Board of Directors

VOTE: All in favor

Faizal explained that the terms of four of the current Board Members will end in 2016 and a re-election for another three-year term would lead to the terms of seven board members ending at the same time in 2019. In order to improve continuity on the Board it was suggested that these four members of the Board be re-elected for special terms of one or two years. It was proposed that Karen AbuZayd and Faizal Perdaus be re-elected for two years (i.e. until the end of 2018) and for Pamela Husain and Lucio Melandri to be re-elected for one year (i.e. until the end of 2017). Any of these board members could be re-elected again after these dates.

Faizal also noted that Ross Mountain had indicated his intention to step down from the Board, after having played a crucial role in the early years of PHAP and having served as a member of the Board for nearly three years.

MOTION: The PHAP General Assembly re-elects Karen Koning AbuZayd and Ahmad Faizal Perdaus to the Board of Directors for two years; re-elects Pamela Husain and Lucio Melandri to the Board of Directors for one year; and accepts the resignation of Ross Mountain from the Board of Directors

MOTIONED BY: Hani Bashir

SECONDED BY: Daniel Toole and Naz Modirzadeh

VOTE: All in favor

12) Any other business

Faizal welcomed the election of the new members of the Board and noted that any expansion of the Board or the Governing Members in the coming years should aim to achieve even more diversity in geographical distribution as well as organizational affiliation.

13) Special guest speaker: Elhadj As Sy

Faizal introduced Elhadj As Sy, Secretary General of the International Federation of Red Cross and Red Crescent Societies (IFRC), who provided an overview of the current challenges to humanitarian action and his views on the road forward following the World Humanitarian Summit held in Istanbul in May 2016.⁶

14) Closing of the General Assembly

Faizal offered a final thank you to all participants and closed the meeting at 17:55 Geneva time.

Minutes approved by:



Dr. Ahmad Faizal Perdaus, President ad interim

⁶ For a recording of the full speech by Elhadj As Sy, please visit <https://phap.org/AGA-2016>