

Date:	May 5th, 2021	Place:	Digital meeting Teams
	Draft Board Meeting Minutes		
Present	<p>From the Board: Andrea Holst-Mjöbäck, Andreas Dybkjær Andersson, Dines Justesen, Flemming Hansen, Karen Jørgensen, Khaterah Parwani (agenda 1-8), Sine Jensen, Sofie Lippert, Steen Folke and Stine Krøijer.</p>		
	<p>Alternate: Mette Roerup</p> <p>Others: Kjeld Lanng (Parliamentary Audit) Ole Anand (Alternate, Parliamentary Audit) Thea Holm Bissø (Parliamentary Audit)</p> <p>Auditors: David Olafsson (KPMG) (agenda 4) Joakim Juul Larsen (KPMG) (agenda 4)</p> <p>From the Secretariat: Annette Them Serup (agenda 4), Jens Underberg (agenda 8), Julie Koch, Jonas Giersing, Lars Koch, Sisse Egeberg, Thea Hass and Tim Whyte</p>		
Apologies	Mehmet Aksoy and Mette Winding Top		
	Minute –Taker: Sisse Egeberg The meeting was conducted in Danish		

Agenda

01. **Welcome and approval of the agenda**
02. **Approval of minutes and matters arising from the Board meeting on March 24th, 2021**
03. **News from AADK and AAI**
04. **Annual accounts 2020**
05. **Report on the Council Election 2021**
06. **Postponement of the Council meeting 2021**
07. **Board evaluation**
08. **Guidelines for travel for AADK volunteers during the Corona crisis**
09. **TCDC**

10. AOB

01. Welcome and approval of the agenda

Stine welcomed the board members to the Board Meeting.

The agenda was approved without comments.

02. Approval of minutes and matters arising from the Board meeting on March 24th, 2021

The minutes from the Board meeting on March 24th were approved without comments.

03. News from AADK and AAI

Tim presented the latest news from AADK and AAI.

International:

- *SPAII process* has been communicated to partner countries and the countries are responding. The countries express good interest and enthusiasm from the International Secretariat for the program framework as well.
- *People's Vaccine*, AADK initiated the focus on access to vaccines and now the entire Action Aid has joined. Good flow and discussions, good access to knowledge through the People's Vaccine Coalition, which we are also part of.
- *Myanmar* information.

National:

- *Forced repatriation of the Syrian refugees in DK*; AADK has received a significant amount of inquiries from members etc. with a call to engage. AADK now supports the repatriation threatened Syrians in DK among other things, there has been a strong and touching demonstration on April 21st at Christiansborg Slotsplads, where young Syrians shared their stories.

On the inner lines:

The audit has been completed. The atmosphere at the Secretariat is good, but also busy. The collective bargaining negotiations are underway and are expected to be completed by the end of May / mid-June.

During the following round of questions and comments, board members expressed great support for the Syria campaign and for Myanmar.

Furthermore, a renewal of AADK's Collective membership of Danish Refugee Council (Dansk Flygtninge Hjælp) was discussed. The renewal of our membership of Danish Refugee Council was approved by the Board.

04. Annual accounts 2020

Chair of the Finance and Audit Committee (FAC) Dines Justesen introduced agenda item 4. FAC had a meeting on April 26th focusing on the Annual accounts.

Normally, the financial status would also be presented at the FAC meeting. Unfortunately, this was not possible due to new accounting system. FAC has not received financial statuses since December 2020. There will potentially be a new FAC meeting regarding this. In relation to the

annual accounts, there is a missing application for tips and lottery funds, as well as a new issue regarding tax payments at TCDC.

Globalhagen Kitchen was also discussed again. It is important that we reflect upon important learnings and learn from the mistakes. Better result in terms of the use of SPA funds. Despite the lack of revenue in relation to Corona, it is important that we keep focus on moving in the right direction in relation to the development plans.

Annette Them Serup from the Secretariat presented the accounts. It has been challenging to get the annual accounts closed this year due to significant workload in relation to the introduction of a new financial system. The annual result is as predicted a deficit of DKK 6.3 million. Equity is DKK 17.7 million.

The auditor from KPMG Joakim Juul Larsen went through the Audit Report and informed that the auditors had no comments to the accounts which are true and fair. The audit has not found any fraud and Stine stated that the Board is not aware of any fraud.

The Annual accounts were submitted for approval as presented. However, additional expense for post-payment of tax regarding TCDC to the Tanzanian authorities, as well as provision of one month's holiday pay in 2021 is not included. If these registrations had been included the deficit would have increased by 400k DKK (783k DKK related to TCDC tax issue and –383k DKK related to correction of holiday pay provision).

Stine thanked the auditors, FAC, Jonas and Annette for their efforts and pointed out that it is important that FAC and the Board receive financial status in a timely manner in future and that the goals set in the development plans are followed.

The Annual accounts 2020 were approved by the Board and will be signed digitally after the Board meeting.

05. Report on the Council Election 2021

The Board had prior to the meeting received a Report on the Council Election 2021. The report presents the result of the AADK Council election 2021 and is for the information of the Board.

At the meeting Stine and Sisse presented the highlights from the Council Election; The result of the 2021 Council Election is that 393 members voted for 50 new individual council members, out of the 66 candidates who ran for election.

14190 members were invited personally to vote.

The election for the institutional Council seats was uncontested, since 3 institutional members ran for the election.

2 members representing the staff of AADK were elected.

All candidates have been informed about the results and the new elected council members were presented on www.ms.dk on April 14th, 2021.

At the board meeting board members were invited to share their reflections regarding inputs for improvements of the digital voting system as the work on a new digital voting system will begin shortly.

Board members expressed among others:

- Many candidates and many names, the way in which the candidates are presented must be improved.
- Show/mark profiles you have already visited/voted for

- Random order for the display of candidates (not alphabetical)
- Areas of interest categories should be continuously considered and updated in relation to the strategy.
- Specified areas of interest must be displayed.
- It must be possible to search for and find candidates based on specified areas of interest.
- Use filters.

It was suggested to involve DeltagerDanmark in the improvement of the voting system. The Secretariat will prepare a proposal.

06. Postponement of the Council meeting 2021

Due to the postponement of the Council meeting 2021, the Board had prior to the meeting received a draft meeting plan for the Board and Council for 2021-2022 including an extra Board meeting on June 5th.

It was decided to take the first step into the new AADK strategy process at the extra board meeting in June. The draft report from Parliamentary Audit will also be discussed at the board meeting on June 5th.

The draft meeting plan for the Board and Council for 2021-2022 was adopted by the Board.

07. Board evaluation

Prior to the meeting board members had filled out an evaluation questionnaire. The result of the evaluation was sent to the board members prior to the meeting in order to create a platform for a good and constructive evaluation discussion.

At the meeting, Stine summarized the main conclusion of the evaluation report; Despite the current circumstances this year with Corona, assembly bans, restrictions etc. the Board generally agrees that things are going well.

During the following round of comments, board members expressed among others:

- Intro for new board members was requested.
Proposal for a few hours of introduction and a tour around the Secretariat before the first ordinary board meeting.
- A status of the situation regarding an International representative from Action Aid in the AADK Board was requested.
- When everything is digital, there is a lack of bilateral dialogue and the informal
- A stronger link between the board and what goes on in Action Aid was requested.
- More political papers and discussions.
- Wish for more knowledge about our work abroad
- Proposal that someone from outside visit board meeting and gives a little input from
- Proposal for a list of 1-2 pages to the board regarding what AADK has been engaged in lately
- Proposal for board travel.

In relation to status of an international representative in the AADK Board, Steen stated that the result of the Governance review in Action Aid is expected in May. It will include answers regarding whether the system of international representative survives. However, this is not the only way that the Board can keep itself updated on what is going on in the federation.

Stine drew attention to the fact that the Board has chosen to decentralize some of the topics in several large committees (FAC and International Committee), and that the evaluation of the

committees looks better than it has done in the past. A disadvantage of this decentralized committee structure is that the Board does not feel sufficiently involved. Stine suggested at least one more period with the new International Committee.

In addition, Ole Anand briefed on two proposals from Parliamentary Audit;

- 1) Digital onboarding system for the board
- 2) Professional Board training

Kjeld Lanng from Parliamentary Audit added that the overall conclusion of Parliamentary Audit is that in general everything works okay. However, it is important to nurse around the Board work, especially in a large organization. It is also important to keep an eye on the strategic work and not get fixed on small details.

Stine thanked PR for suggestions and input, and it was agreed that Parliamentary Audit should send a written description of its proposal to Stine, Tim and Sisse.

08. Guidelines for travel for AADK volunteers during the Corona crisis

The Board had received a short presentation regarding travels for volunteers etc. during corona restrictions prior to the meeting. At the meeting, the board members were asked to disregard the material sent out as the Ministry of Foreign Affairs has meanwhile revised their travel guidelines.

At the meeting Jens Underbjerg who is a member of the AADK Corona Preparedness Team (CPT) at the Secretariat elaborated the subject.

The focus here is on travellers other than employees of AADK - that is, volunteers sent by AADK. The Travel Guidelines in Action Aid are for employees only. The secretariat therefore asks the Board to decide whether we as AADK can resume arranging trips for volunteers.

Sending out volunteers, is a part of AADK's business and we are expected to act particularly responsibly. There are risks that we need to be aware of. We keep our selves within the framework of the guidelines from the Ministry of Foreign Affairs and we have prepared a special template for assessing risks, which must be completed in relation to each trip. This must be approved by the Directors.

It is proposed that the Leadership Team can subsequently change the guidelines when the underlying principles have been approved by the Board.

In the following discussion, uncertainty was expressed about the interpretation of the Ministry of Foreign Affairs' guidelines, insurance conditions, how we deal with the unpredictability, whether to distinguish between travels in Europe and travels in the rest of the world, as well as dealing with the risk of expatriate volunteers carrying the infection to places where the options for treatment are very few. Furthermore, there was a need for knowing what other organizations do.

It was agreed that the Secretariat must send a sharper description of how we approach the Ministry of Foreign Affairs' guidelines, as well as an overview of the financial consequences. This with an expected subsequent written approval by the Board.

09. TCDC

Juie Koch from the Secretariat provided a briefing regarding TCDC.

TCDC started in 1967 as a training center for development workers in Tanzania. TCDC has often been financially challenged and the degree of funding from AADK has varied over the years.

There have been various autonomy processes, but now we have brought TCDC back close to us due to last year's economic crisis and the ongoing adjustment of the organization and staff. It is positive that Makena is now in charge as Change Manager at TCDC. We know now what TCDC should look like and where it is headed. There is a realistic business model, and the necessary adjustment of Staff has taken place. TCDC can play an important role in relation to the new Strategic Partnership Agreement with Danida (SPAII), be an important partner in our localization process, a close partner in relation to training and capacity building and play a role in relation to our focus on social movements.

Support was subsequently expressed to keep the TCDC close to us when we, as now, bear the financial risk. In addition, it was questioned whether the other Action Aid countries will travel to Tanzania to use the TCDC.

The board thanked Julie for an interesting briefing.

10. AOB

Based on a specific case, Kjeld Lanng drew attention to the need to look at and make clear how and in which ways one as a AADK member can represent AADK locally. Kjeld suggested this matter for discussion at Action Days.

The meeting closed at 19:16

Adopted during the Board Meeting May 5th, 2021.