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## **Meeting Minutes of the 1<sup>st</sup> Meeting of ADPC Board of Trustees**

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7 November 2019

Bua Kaew Hall

Ministry of Foreign Affairs

Bangkok, Thailand

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*Board of Trustees Meeting*

# Meeting Minutes of the

## 1<sup>st</sup> Meeting of ADPC Board of Trustees

### Opening of Meeting:

H.E. Mr. Soonthorn Chaibindeepum, Board of Trustees Member of Thailand, extended his warm welcome to the 1st Meeting of ADPC Board of Trustees.

### Agenda A – ADPC Institutional Matters:

#### **Agenda A1 – Selection of Chair and Vice Chair to Board of Trustees, recognizing the Executive Director and appointment as Secretary to the Board of Trustees:**

The Board of Trustees Member of Thailand noted that since Thailand is the host country of ADPC, Thailand offers to serve as the Chair to Board of Trustees for 2019-2020. The Chair is then to rotate amongst the Board of Trustees Members of the Founding Members' representatives in alphabetical order.

Pursuant to the Rules of Procedure (ROP) of the Board of Trustees the Vice Chair of the Board of Trustees is normally the incoming chair thus the representative of Bangladesh is proposed to be the Vice Chair for 2019-2020.

The Board of Trustees Members approved the proposed Chair and Vice Chair for 2019-2020 by a show of hands.

The Chair then explained that pursuant to the ADPC Charter, the Executive Director is to serve as an ex-officio member of and Secretary to the Board of Trustees. The Executive Director was recognized by the Board of Trustees as a member of and Secretary to the Board of Trustees.

#### **Agenda A2 – Inviting additional members to the Board of Trustees:**

The Chair invited the Secretary to introduce a proposal for additional members to be considered for invitation to the Board of Trustees, as provided for in Article 6.1 of the ADPC Charter. The Secretary explained that ADPC has been operating for 33 years and its Board of Foundation has extensive experience in governing ADPC which could help in ADPC's transition to an intergovernmental organization. The invited members to be considered are Prof. Dr. Krasae Chanawongse, Chair to ADPC Board of Foundation and Dr. Jingjai Hanchanlash, Director and Treasurer to ADPC Board of Foundation.

The Chair seconded that Prof. Dr. Krasae Chanawongse was the former Minister of Foreign Affairs and the Board of Trustees can draw from his wisdom and experience. The Board of Trustees approved their invitations and the Chair welcomed Prof. Dr. Krasae Chanawongse and Dr. Jingjai Hanchanlash into the Meeting. The Chair indicated it is essential for every country to take part in disaster management and that ADPC has become an intergovernmental organization to support multilateralism.

Prof. Dr. Krasae Chanawongse extended his thanks to the Ministry of Foreign Affairs of Thailand, mentioning that it is the ultimate goal of ADPC to become an intergovernmental organization and today this dream came true.

Dr. Jingjai Hanchanlash acknowledged that ADPC has become more important in the past 30 years and that he is more than happy to offer his services and abilities to the Board of Trustees.

### **Agenda A3 – Host Country Agreement (HCA):**

The Chair invited the Secretary to introduce Agenda A3. The Secretary announced that the HCA between ADPC and the Royal Thai Government will provide some privileges and immunities to facilitate ADPC's operation as an international organization, particularly allowing for the recruitment of international staff, facilitating visas for visitors and consultants of ADPC to Thailand. The Secretary noted that no objection to the HCA has been received from the Founding Members and its signing demonstrates Thailand's ability to serve as a regional hub for international organizations.

The Chair seconded that it is important to raise ADPC's profile as an IGO to facilitate its work and invited all members to the Signing Ceremony scheduled for after this meeting.

### **Agenda A4 – Consideration of establishment of a committee to oversee ADPC's transition period:**

The Chair invited the Secretary to introduce Agenda A4. The Secretary introduced a proposal to establish a committee to assist the Board of Trustees during the transition of ADPC into an intergovernmental organization. The proposed Coordinating Committee is envisioned for an initial period of two years after which it will be reviewed. As per the draft terms of reference for the Coordinating Committee, also submitted to the meeting, the Secretary is to serve as Secretary to the Coordinating Committee and include up to 7 additional members from the Board of Trustees. It was proposed that the two invited members from the Board of Foundation serve on the committee with additional members of the Board of Trustees who may volunteer to serve on the Committee. The Committee will meet quarterly.

Board of Trustees Members from Sri Lanka and Pakistan volunteered to serve on the Coordinating Committee.

Philippines asked to clarify the role of the Committee. The Secretary replied that the Committee's purpose is to oversee ADPC's work under the transitional phase to avoid overburdening the Board of Trustees with these activities.

Dr. Jingjai Hanchanlash noted that ADPC's transition should not take longer than two years. The Chair confirmed that the Committee will help the ADPC Secretariat but final decisions will still be made by the Board of Trustees.

The Chair noted that the proposal for the establishment of the Coordinating Committee and the terms of reference were approved by the Board of Trustees and thanked the Board of Trustees Members of Sri Lanka and Pakistan for their willingness to serve on the Committee. The Chair noted that other interested members may nominate themselves at a later stage.

The Secretary was to inform the Committee on its first meeting date.

## **Agenda A5 – Consideration of Terms of Reference for Executive Committee (ExCom) and appointment of ExCom:**

The Chair invited the Secretary to introduce Agenda A5. The Secretary explained that as per Article 9 of ADPC's Charter, the ExCom undertakes operational work for ADPC, such as drafting the annual work Plan and budget, supervises ADPC's activities and recruitment processes. The ExCom is appointed by the Board of Trustees. The Executive Director is the Chair of ExCom and the Deputy Executive Director is Secretary to ExCom. The current practice is that the Directors and Chiefs of ADPC departments are members of ExCom and it is proposed that this practice continues. A set of TOR for the ExCom were presented for the Board of Trustees consideration. The current Directors and Chiefs were present at the meeting as observers.

Sri Lanka asked whether the vacant Director of Health Risk Management position will have the same responsibility, which the Secretary confirmed. China proposed that since Director names will change in the future, that the Board of Trustees only agree on that "Directors of the Departments will be part of the ExCom". The Secretary confirmed that the documentation provided clarifies that the current structure will stay the same.

India asked how the ExCom responds to new priorities and interests in Asia and the Pacific region. The Secretary replied that ADPC's Strategy for 2021-2030, which is under development, would be discussed at country level and ultimately be put up for approval by the Board of Trustees. The Secretary also mentioned that the Regional Consultative Committee on Disaster Management (RCC) also influences ADPC's work as the interactions with different agencies and countries give their input, but it is ultimately the 'funding reality' from donors and partners that shapes ADPC's work plans.

China recommends that inputs from RCC to ExCom be reflected in the terms of reference which the Secretary confirmed.

The Board of Trustees Members acknowledged the Terms of Reference and the current composition of the ExCom.

## **Agenda A6 – Recognizing existing operational policies and regulations:**

The Chair invited the Secretary to introduce Agenda A6. The Secretary explained that ADPC is currently managed by 5 manuals – Accounting Policies Procedures, Human Resources, Administration Procurement and International Accepted Standard. It was proposed that the manuals are used until new and/or revised manuals are developed and presented to the Board of Trustees for approval. The Secretary mentioned that new manuals and policies are to be presented in the 2019-2020 tenure and some revisions are required to be eligible for funding from some donors (e.g. the EU, World Bank, Green Climate Fund, etc.).

The Chair proposed that the Board of Trustees acknowledge the existing materials. The Philippines asked whether the new materials have been circulated to the Founding Member Countries. The Secretary confirmed this has not yet been done because they are quite extensive and are still being revised which will take time for the Board of Trustees to scrutinize. The Philippines recommended that the documents be circulated to the Board of Trustees Members to improve their understanding and that they be presented at the next Board of Trustees meeting.

The Chair acknowledged that ADPC has current manuals for its daily operations, but these will change during 2020. The Secretary confirmed that the existing manuals and policies will be provided to the Board of Trustees. With respect to the new manuals and policies they require some more work but will be shared with the Board of Trustee Members in 2020 for comments and recommendations and once finalized put to the Board of Trustees for approval. ADPC will then stop using the old versions and use the new manuals and policies to conduct its work.

China suggested that ADPC copy some policies and definitions of existing international organizations to simplify the process. The Secretary confirmed that some materials have been merged together but the current list is not final. The Chair recommended that the new materials be made available for the next Board of Trustees meeting.

The Chair noted that the Board of Trustees acknowledge the continued use of the current operational policies and regulations and urged ADPC to share the new and revised manuals and policies well in advance of the next Board of Trustees meeting.

### **Agenda A7 – Proposed timing of ADPC Board of Trustees Meetings:**

The Chair invites the Secretary to present Agenda A7. The Secretary explained that the Rules of Procedure for the Board of Trustees stipulates that the regular Board of Trustees Meeting is to be held in the last quarter of each year. This is to enable the process of reviewing the work of ADPC since the last meeting and to review and approve the work plan and budget for the upcoming year. To this end the Secretary proposed that the next Board of Trustees Meeting be held on 11 November 2020. The Board of Trustees acknowledged this date.

### **Agenda B – ADPC Operational Matters:**

#### **Agenda B1 – Presentation of 2018 achievements and results:**

The Chair invited the Secretary to present Agenda B1. The Secretary explained that ADPC is guided by its vision and the ADPC Strategy 2020. ADPC engages at the local level where the impacts of disasters are felt and engages at national level to promote risk reduction policies and strategies and strengthen capacities of disaster management agencies, civil society networks and the private sector. ADPC regionally engages with the UN agencies, ASEAN, SAARC, MRC, ECO and SPC.

The Secretary recalled that during 2018 ADPC implemented over 50 projects in 21 countries with 139 partners with a budget of just under US\$ 10 million. Among its achievements was the enactment of the ADPC Charter by September 2018 when Thailand as the ninth country had ratified the Charter and has strengthened its relationship with the UN and other regional organizations since then. The 14<sup>th</sup> RCC Meeting saw 18 member countries adopting the Kathmandu Statement which focused on promotion of coherence between the major global frameworks. The financial status of ADPC is good securing just over US\$ 13 million in new funding and a strong pipeline of additional funding during 2019.

The Chair commended ADPC for its hard work and the Board of Trustees acknowledged ADPC's results and achievements.

## **Agenda B2 – Consideration of 2019 Work Plan and Budget:**

The Chair invited the Secretary to introduce Agenda B2. The Secretary confirmed that the 2019 Work Plan and Budget was approved by the ADPC Board of Foundation in early 2019, highlighting the work of four major programs – Asian Preparedness Partnership, SERVIR-Mekong, Urban Resilience to Extreme Climate Extremes and BRDR. Preparations for the 15<sup>th</sup> RCC Meeting is underway and will be held on 15-17 January 2020 in Bangkok. The theme of the meeting is on more inclusive rights-based approach in disaster risk reduction and building resilience to disasters. ADPC also has plans for further engagement with the media through the RedMap Program. ADPC is expecting to secure US\$ 16 million in new funding in 2019.

The Chair commended ADPC for its hard work and the Board of Trustees acknowledged ADPC's results and achievements.

## **Agenda B3 – Approval process for 2020 ADPC Annual Work plan and Budget**

The Chair invited the Secretary to introduce Agenda B3. The Secretary informed the meeting that the draft 2020 Annual Work Plan and Budget will be forwarded to Board of Trustees Members in early December 2019 for their comments and suggestions. Comments on the work plan and budgets are to be provided to the Secretary by mid-December 2019. After revision and adjustment by ADPC the Secretary forward the revised plan to the Board of Trustees. The finalized work plan and budget is approved by the Chair of the Board of Trustees.

The Philippines asked whether the budget can also be circulated at the same time and asked who approves it. The Chair confirmed that the Board of Trustees approves the budget, and the Secretary confirmed that both the draft 2020 Annual Work Plan and Budget will be sent in December 2019.

China asked what ADPC's priority areas and directions are, and how ADPC differentiates itself from the other regional/international disaster organizations. The Secretary replied that ADPC activities act at the local level, national level and regional level. This enables ADPC to ground its engagement at the regional level in actions that are tested and work at the local and national level. Furthermore, its emphasis of working through partnerships enables ADPC to have significant impact even though it is a medium sized international organization.

India suggested that ADPC's submission of its annual work plan and budget be pushed back a couple of months to allow ADPC to focus on the 15<sup>th</sup> RCC Meeting, and submit the work plan and budget by mid-January 2020. India also asked what ADPC requires from the Board of Trustees and how ADPC will measure the impact of its work. The Secretary pointed out without an approved budget ADPC would not have an operational budget for 2020 and hoped that the annual work plan and budget for 2020 would be approved by the end of 2019. With respect to measuring the impact of its work the Secretary explained that ADPC has established an institution wide monitoring and evaluation system which it applies to all its work, with the intention of capturing the outcomes and impact of its projects/programs. Furthermore, the Secretary explained that ADPC needs to further explore the integration of RCC and the Kathmandu Statement outputs in its work, but as ADPC's funding is on a project basis there are limitations to quickly and flexibly responding to identified needs and priorities. The aim of ADPC is through its upcoming Strategy 2021-2030 to engage with donors to provide more thematic funding which will allow ADPC's projects and programs to be more flexible. ADPC is hoping



that the Founding Member Countries and the Board of Trustees Members will support ADPC in this endeavor.

The Chair suggested that the Coordinating Committee can also help fine-tune ADPC's strategy, longer term work plan and budget for up to five years.

The Chair noted that the approval process for 2020 ADPC Annual Work plan and Budget was acknowledged by the Board of Trustees.

### **Agenda C – Minutes of the Meeting:**

#### **Agenda C1 – Process of Board of Trustees Meeting Minutes:**

The Chair invited the Secretary to introduce Agenda C1. The Secretary explained that ADPC will circulate the draft minutes of the Board of Trustees for correction and comments. Board of Trustees Members would forward their corrections and comments to the Secretary who would finalize the minutes and circulate to the Board of Trustees. ADPC would publish the finalized minutes on the ADPC website to promote transparency of ADPC's governance.

#### **Agenda C2 – Closing of the Meeting:**

The Chair called for the closing of the 1<sup>st</sup> Meeting of the Board of Trustees and thanked all Board of Trustees Members for a very productive day. The Chair also thanked Prof. Dr. Krasae Chanawongse and Dr. Jingjai Hanchanlash for their participation and then invited all Board of Trustees Members to the Signing Ceremony of the Host Country Agreement.

### **Agenda D – Signing of the Host Country Agreement**

The Host Country Agreement between the Government of Thailand and ADPC was signed by the Deputy Permanent Secretary of the Ministry of Foreign Affairs of Thailand and the Executive Director of ADPC.

Finalized on the 19 December 2019



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Mr. Hans Guttman  
Secretary to the Board of Trustees





*HCA Signing Ceremony between ADPC  
and Royal Thai Government*

# Appendix 1: Agenda for 1st ADPC Board of Trustees Meeting



## Agenda for 1<sup>st</sup> Meeting of ADPC Board of Trustees

Time	Title	By
09:45-09:55	Opening of meeting	Board Member of Thailand
	A – ADPC Institutional Matters	
09:55-10:10	A1 – Selection of Chair and Vice Chair of the Board of Trustees, recognizing the Executive Director and appointment as Secretary to the Board of Trustees	Board Member of Thailand
10:10-10:30	A2 – Consideration of inviting additional members to the Board of Trustees	Chair and Secretary to the Board
10:30-10:40	A3 – Information regarding Host Country Agreement between ADPC and Government of Thailand	Secretary to the Board
10:40-11:00	A4 – Consideration of establishment of a Committee to oversee the transition period of ADPC	Board Member of Thailand and Secretary to the Board
11:00-11:20	A5 – Consideration of Terms of Reference for Executive Committee and appointment of Executive Committee	Chair and Secretary to the Board
11:20-11:30	A6 – Recognizing existing operational policies and regulations	Chair and Secretary to the Board
11:30-11:40	A7 – Consideration of proposed timing of ADPC Board Meetings	Chair and Secretary to the Board
	B – ADPC Operational Matters	
11:40-12:00	B1 – Presentation of 2018 achievements and results, including draft financial report.	Secretary to the Board
12:00-13:00	Lunch at Santhanakarn Room	
13:00-13:20	B2 – Consideration of 2019 work plan and budget	Secretary to the Board
13:20-13:30	B3 – Approval process for 2020 ADPC annual work plan and budget	Secretary to the Board
13:30-13:40	B4 – Any other businesses	
	C – Minutes of the meeting	
13:40-13:50	C1 – Process for Board meeting minutes	Chair and Secretary to the Board
13:50-14:05	C2 – Closing of the 1 <sup>st</sup> Meeting of the ADPC Board of Trustees	Chair
14:05-14:20	D – Signing of Host Country Agreement	The Executive Director of ADPC and the representative of Thailand
18:30-22:00	Reception Dinner at Kamonmart Room, The Sukosol Hotel Bangkok	Board Members

## Appendix 2: Participants and observers of the 1<sup>st</sup> ADPC Board of Trustees Meeting

Meeting Participants	
<b>Ms. Momena Khatun</b> Joint Secretary	Ministry of Disaster Management and Relief, People's Republic of Bangladesh
<b>H.E. Mr. Yin Khunphoy</b> Secretary General and Chief of Cabinet Rank: Minister	National Committee for Disaster Management, Kingdom of Cambodia
<b>Mr. Li Hong</b> Minister Counsellor	Permanent Representative of PRC to UNESCAP, People's Republic of China
<b>H.E. Mr. Kamal Kishore</b> Member	National Disaster Management Authority, Republic of India
<b>H.E. Mr. Ganesh Prasad Dhakal</b> Ambassador	Embassy of the Federal Democratic Republic of Nepal to the Kingdom of Thailand
<b>Mr. Waseem Uddin</b> Member Operations	National Disaster Management Authority, Islamic Republic of Pakistan
<b>Mr. Michael Lyndon B. Garcia</b> Second Secretary and Consul	Embassy of Republic of the Philippines to the Kingdom of Thailand
<b>H.E. (Mrs.) Samantha K. Jayasuriya</b> Ambassador	Embassy of the Democratic Socialist Republic of Sri Lanka to the Kingdom of Thailand
<b>H.E. Mr. Soonthorn Chaideepum</b> Deputy Permanent Secretary	Ministry of Foreign Affairs Kingdom of Thailand
<b>Dr. Krasae Chanawongse</b>	Asian Disaster Preparedness Center Foundation
<b>Dr. Jingjai Hanchanlash</b>	Asian Disaster Preparedness Center Foundation
<b>Mr. Hans Guttman</b> Executive Director	Asian Disaster Preparedness Center
Observers	
<b>Mr. Sun Jiran</b> Assistant	Embassy of Peoples Republic of China to the Kingdom of Thailand
<b>Mrs. Pratigya Rai</b> Second Secretary & Asst. PR to UNESCAP	Embassy of the Federal Democratic Republic of Nepal to the Kingdom of Thailand
<b>Ms. Saritha Ranatunga</b> Second Secretary	Embassy of the Democratic Socialist Republic of Sri Lanka to the Kingdom of Thailand
<b>Mr. Rongvudhi Virabutr</b> Deputy Director-General	Department of International Organizations, Ministry of Foreign Affairs, Kingdom of Thailand
<b>Ms. Cataleya Phatoomros</b> Director of Development Affairs Division	Department of International Organizations, Ministry of Foreign Affairs, Kingdom of Thailand

<b>Mr. Worrawit Pattaranit</b> Counsellor	Development Affairs Division, Department of International Organizations, Ministry of Foreign Affairs, Kingdom of Thailand
<b>Observers</b>	
<b>Ms. Sirikarn Kahattha</b> Senior Host Country Relations Manager	Office of Executive Director, ADPC
<b>Mr. Weerapon Sripongchai</b> Project Manager	Office of Executive Director, ADPC
<b>Mr. Suchakrey Kongpila</b> Senior IT Coordinator	Strategic Planning Department, ADPC
<b>Mr. Andries Francois van Straten</b>	Strategic Planning Department, ADPC
<b>Mr. Aslam Perwaiz</b> Deputy Executive Director	Office of Executive Director, ADPC
<b>Mr. Ifran Maqbol</b> Director	Risk Governance Department, ADPC
<b>Dr. Senaka Basnayake</b> Director	Climate Resilience Department, ADPC
<b>Mr. Sisira Madurapperuma</b> Director	Preparedness for Response and Recovery Department, ADPC
<b>Dr. Peeranan Towashiraporn</b> Director	Geospatial Information Department, ADPC
<b>Mr. Ashley Carl</b> Director	Urban Resilience Department, ADPC
<b>Mr. Rahul Pandit</b> Director	ADPC Academy, ADPC
<b>Ms. Hla Hla</b> Chief	Finance Department, ADPC
<b>Ms. Kulradtha Sukprasert</b> Chief	Human Resources and Administration Department, ADPC
<b>Dr. LingLing Jiang</b> China Program Director	Office of Executive Director, ADPC



Photo by Ministry of Foreign Affairs  
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