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# **Meeting Minutes of the 5<sup>th</sup> Meeting of the Asian Disaster Preparedness Center (ADPC) Board of Trustees (BOT)**

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25<sup>th</sup> July 2024  
The Athenee Hotel  
Bangkok, Thailand



5<sup>th</sup> ADPC Board of Trustees Meeting

The 5<sup>th</sup> meeting of Asian Disaster Preparedness Center (ADPC) Board of Trustees (BOT) took place on 25<sup>th</sup> July 2024, in a hybrid mode (in person and online). The meeting minutes are recorded and finalized on 13 August 2024 as follows:

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## **Introduction**

The 5<sup>th</sup> BOT meeting started at 09:11 a.m. with the Secretary of the Board providing brief background information about ADPC's unique establishment through a charter to support cooperation and collaboration on disaster risk reduction and climate resilience across all sectors at the regional, national, and local levels.

Appendix 1 presents the agenda. Appendix 2 lists the representatives of the member countries at the meeting, and Appendix 3 lists the observers.

## **Agenda A - ADPC Institutional Matters**

### **Agenda A1 - Opening of 4<sup>th</sup> Meeting of the BOT**

The Chair, Dr. Zheng Guoguang, delivered his opening remark by welcoming all BOT members to the 5<sup>th</sup> BOT meeting. He commended ADPC on its achievements and progress. He highlighted the challenges faced by countries in the region. He stressed the vital role ADPC could play in strengthening disaster risk reduction capacity in the Asia and Pacific region. He used China's Belt and Road Initiative as an example of such an international cooperation mechanism. He further expressed China's support for ADPC and believes the incoming Chair of India will lead the ADPC BOT in providing strategic guidance to the Center.

### **Agenda A2 - Transfer of Chairship from China to India**

In accordance with the Rules of Procedure (ROP) of the BOT the Chairship is rotated alphabetically between the member countries. At the 5<sup>th</sup> BOT meeting the Chairship was transferred from China to India.

*The Board recognized the BOT member from India as Chair of the BOT for 2024.*

### **Agenda A3 - Welcome address by new Chair**

The Chair, Mr. Rajendra Singh, welcomed all members to the 5<sup>th</sup> BOT meeting and thanked the leadership of China as the Chair and Thailand as the Vice Chair. He stressed the challenges and impacts of disasters in the region, underscoring the importance of ADPC. He requested more engagement from the Board members and the ADPC management to provide more support to the ADPC to benefit regional stakeholders. He also highlighted the

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importance of founding member countries in supporting ADPC to further DRR, SDG and Climate Resilience in their respective country and regions as well. In this endeavor the support and active involvement of ADPC and all its organs such as the Executive Committee (ExCom) and the Regional Consultative Committee (RCC) are needed.

#### **Agenda A4 – Consideration of Vice-Chair of BOT**

The Chair requested the Board Secretary to brief the members on the Vice-Chair requirement. The Secretary informed the BOT that according to the BOT ROP, the Vice-Chair should be the incoming Chair, which would be Nepal for 2024. Further, the Secretary informed the Board that the Chair or Vice-Chair must reside in Thailand.

Nepal informed the Board that the government would appoint the Ambassador of Nepal to Thailand to serve as the Vice-Chair. The Chair thanked Nepal for its arrangement.

The Indian delegate suggested extending the Chairship of India and Vice-Chairship of Nepal to December 2025, and the Nepal delegation supported the suggestion. It was agreed that this will be discussed at the next BOT meeting.

*Nepal assumed the Vice-Chairship of the ADPC Board of Trustees.*

#### **Agenda A5 – Update and consideration of cost-cutting effort for ADPC's operation**

ADPC briefed the Board on the cost-cutting measures put in place by ADPC to balance its budget by 2025. ADPC implemented several cost-cutting measures, including reduction of the employee provident fund, removal of the employee compassionate fund, change of staff health insurance coverage, making staff salary payments in USD, increasing recruitment of local staff, expanding the locally recruited staffing grades, discontinuing the practice of reimbursing income tax, reduction of the HQ office space, and reorganization of ADPC program and support services and functions.

Pakistan supported the measures taken by ADPC and recommended that the cost-cutting measures be one-time in nature so that when the situation improves, which would require ADPC to grow, expansion will be easy. Pakistan also requested more information on the tax reimbursement issue, and the Secretary provided the background information to the Board.

Thailand added that they understood ADPC's difficult situation but would require more detailed financial information for the BOT to make an informed decision. Bangladesh echoed the request.

ADPC informed the BOT that approximate USD 1 Million annually will be saved through the cost-cutting efforts. A detailed break-up down of the cost savings is available and will be submitted to the Board along with the minutes of the meeting.

The Secretary informed the BOT that some measures, such as the contribution to the provident fund, health insurance coverage, and office space, can be easily reversed when the financial situation improves. Still, others were designed to support the implementation of the ADPC Strategy 2030 so the organization can be expanded when the situation improves. ADPC will provide more detailed information about cost savings (Appendix 4).

*The Chair stressed that ADPC's focus should be on future expansion and acknowledged the cost-cutting measures being implemented. These will be reviewed in future Board meetings as needed.*

### **Agenda A6 – Update of status on ADPC hosting agreements in founding member countries**

ADPC briefed the Board on ADPC's role as a regional organization to support the member countries' aspirations of Climate Resilience and DRR. This often requires a resident entity in the countries where it has activities. ADPC thanked Thailand and Pakistan for granting host country agreements (HCA). The challenges faced by ADPC operating without HCAs in other member countries were highlighted.

Nepal informed the Board that they are supporting the processes for ADPC opening a sub-center in the country. To facilitate the matter, India requested a detailed note outlining the challenges faced by ADPC in India, including the hosting ministry of the HCA.

Pakistan encouraged all Founding Member Countries to provide the necessary support to facilitate the HCA process in their respective countries to support ADPC's operation and recommended having a clear timeline set for this issue.

The Philippines informed the Board that they are currently corresponding with MFA Philippines to facilitate the process.

Bangladesh informed the Board that they are facilitating the HCA process with MFA Bangladesh.

Thailand asked about ADPC's plan to expand its membership and open more sub-centers in the region. The Secretary informed the Board that the decision would be based on financial viability considerations and operational requirements. ADPC is open to membership from other countries, and some countries, such as Mongolia, Indonesia, Viet Nam, Lao PDR, and Myanmar, have already expressed their interest at different times.

The Chair acknowledged the challenges and urged all Founding Member Countries to support ADPC in completing the process.

*The Board advised ADPC to circulate a note to all Founding Member Countries on the status and operation of ADPC in their respective countries and follow up on the Host Country Agreements.*

### **Agenda A7 – ADPC's capacities and consideration by Founding Members how to use and financially support ADPC**

ADPC briefed the Board on its expectations to provide pro bono support and participation in international events. Considering various funding sources, ADPC faces challenges in providing such support and meeting the governance costs. ADPC proposed annual contributions of USD 50,000 or more from member countries and/or in-kind contributions to cover certain governance costs.

Pakistan requested information on ADPC's financial model and sustainability plan in relation

to the requested financial contributions, referring to the original plan in 2005 when the ADPC international charter was signed. ADPC provided more background information on ADPC's formation and discussed the center's financial modality. Pakistan then suggested that ADPC examine its messaging, showcasing the increased impact of climate change, to underscore the importance of disaster risk reduction.

China informed the Board of its continuing donation to ADPC. China encouraged ADPC to strengthen its international cooperation further through some of China's existing international collaboration mechanisms.

*The Chair advised ADPC to improve its financial sustainability and asked all members to examine the request for a voluntary contribution to ADPC and to update ADPC on their consideration.*

### **Agenda A8 – Consideration of revised Rules of Procedure (ROP) for the BOT**

The Secretary informed the BOT of the reasons for revising the ROP. ADPC presented the key changes to the current ROP (Rule 1 Members and Powers, Rule 2 Chairship, Rule 3 Secretary, Agenda, and Minutes of the Meetings, Rule 4 Executive Director and Executive Committee, Rule 5 Advisors and Committees, Rule 7 Special Sessions, Rule 9 Assistants and Advisors, Rule 10 Voting, Rule 11 Financial Assistance, Rule 14 ADPC Policies, Management and Operations and Rule 15 Amendments to the ROPs).

Pakistan asked why the ROP is frequently revised and proposed that the minutes of the meeting (Rule 3) remain official records available on the website. Pakistan elaborated on Rule 11 and the need to inform the Board when developing projects with donors. The Board can then endorse this and delegate the Executive Director to sign the financial agreements. India and Bangladesh supported Pakistan's comments.

Nepal informed the Board of their intention to appoint an advisor from Nepal.

Pakistan commented on Rule 14, stating that ExCom should not modify/amend policies already approved by the Board. ADPC briefed the Board on the changes in Rule 14 due to time-sensitive requests from development partners and donors without deviating from the main principles of the policies. Pakistan commented that ADPC would keep the Board members informed and involved to remove this concern from the start, and an online meeting of the Board may be organized promptly to consider these changes. Pakistan further proposed that the validity period of approved policies and the tenure of the Executive Director be the same, which is three years.

Pakistan further raised the changes to Rules 16 regarding the simple majority needed to pass any amendment to the ROP during the Board meeting. The Board should operate on a consensus basis.

The Secretary thanked the Board for its comments and observations, and ADPC will circulate the updated revisions to the Board to seek consensus and approval.

*It was agreed that the following rules need to be amended:*

*Rule 3 – The minutes of the meeting should be in public domain.*

*Rule 11 – The BOT will be regularly informed of development of financial agreements, and the Chair will authorize the Executive Director to sign agreements.*

*Rule 14 – Removing of ExCom approval and execute revisions/additions from the proposed changes and change the tenure of the Executive Director to 3 years.*

*Rule 16 – Amendments to the ROP should be made through consensus (and by two-thirds majority if consensus cannot be reached).*

### **Agenda A9 – Consideration of revised ROP for Executive Committee (ExCom) and ROP for ADPC headquarters and sub-centers**

The Secretary briefed the background of the agenda as an expansion of the ExCom's existing Terms of Reference. The ROP for ADPC HQ and sub-centers will provide a framework for regularizing ADPC as an entity and its operation. ADPC was briefed on the changes in Rule 3 Specific Duties, Rule 4 Operational Mechanism, Rule 5 Membership, and Rule 6 Reporting for the ExCom's ROP.

*After discussion, the following changes to the rules were agreed:*

*Rule 3—Change the language to mid-year review and work plan update. Remove the clause on ExCom seeking the BOT's approval for any revisions of approved policies.*

*Rule 4 – Agreed as proposed.*

*Rule 5 – Agreed as proposed.*

*Rule 6 – Agreed as proposed.*

ADPC briefed the Board on the newly drafted ROPs for HQ and sub-centers based on the format of other ROPs. These are the key rules proposed: Rule 2 - Responsibilities and Duties, Rules 3 - Structure of ADPC Headquarters, Rule 4 - ED, DED, and Directors, Rule 5 Planning of Activities and Reporting, Rule 6 - Organizational Arrangements of the Headquarters, Rule 7 - Designation of Officer-in-Charge and Delegation of Authority, Rule 13 - Management of Projects, Rule 16 - Personnel Management, and Rule 17 - Administrative Matters.

*The Board approved the proposed ROPs for ADPC Headquarters and Sub-Centers.*

### **Agenda A10 – Update on the ADPC Advisory Council and 18th RCC Meeting in 2024**

ADPC briefed the BOT on the ADPC Advisory Council and the preparation of the 18th Regional Consultative Committee (RCC) meeting.

Pakistan, India, and Nepal provided suggestions on categorizing the members of the Advisory Council based on their technical expertise and having more experts from the region (not exceeding two from each member country).

Pakistan commented on the main theme of the 18th RCC meeting, which was to support the stocktaking and the gaps and challenges identified during the midterm review exercise of the major global frameworks.

ADPC provided an update on the 18th meeting of the Regional Consultative Committee (RCC) focusing on Sustainable Anticipatory Actions for Resilient Development Goals and outlines the critical importance of the 2030 agenda of sustainable development, disaster risk reduction, climate action, and the agenda for humanity.

The 18th RCC meeting is proposed to be held in Bangkok, Thailand, co-hosted by the Department of Disaster Prevention and Mitigation (DDPM), contributing to the Royal Thai Government commemoration of the 20th year since the devastating Indian Ocean Earthquake and Tsunami in 2004.

ADPC had initiated the discussion with DDPM and the Ministry of Foreign Affairs (MoFA) in early 2024 that it is willing to contribute to the 20th Year commemorative activities of the 2004 Tsunami and Earthquake being organized by Thailand and other countries and agencies in the region

*The Board advised ADPC to share the membership criteria and the Terms of Reference (ToR) of the Advisory Council with the founding member countries to nominate one or two individuals to make the current membership more inclusive and representative.*

*The Board advised ADPC to have further discussions with Thailand for hosting the 18th meeting of RCC and also host the Development Partners Forum to seek support on ADPC strategy 2030 implementation.*

### **Agenda A11 – Update on the recruitment process of a new Executive Director and establishment of a BOT Selection sub-committee**

The Secretary briefed the BOT on the recruitment process. Nineteen applications were received, and only about ten applicants met the long-list criteria. ADPC also requested that the BOT appoint a selection subcommittee to shortlist candidates. ADPC proposed that the BOT extend the recruitment notice's advertisement period to enlarge the application pool.

Pakistan commented that the initial criteria should include an expert in resource mobilization and project management. The requirement of having 5 years of experience leading an international organization appears to be irrelevant because ADPC is a sub-regional organization rather than a fully international one. It would be impossible to find a candidate who met these qualifications. It should be noted that this is an internal functional management position and should not be considered for international competition. In contrast, ADPC should look for people within the system who have experience managing ADPC's affairs or who are international resource mobilization experts. Thus, the application criteria should differ and be task-based. Second, the internal subcommittee of the ExCom may not be relevant and required. It should be limited to only one subcommittee, which should be the Evaluation Subcommittee appointed by the Board of Trustees. The Chair highlighted the need for having ExCom members to facilitate the process. Thus, internal subcommittee members of ExCom can still carry out the screening process, and the BOT Sub-Committee should do the technical evaluation. China commented that the BOT members need to be fully aware of the ED recruitment process. They should extend the advertisement by another two months and communicate the information through the official channel.

China expressed its willingness to be part of the selection sub-committee. India, Nepal, the



Philippines, and Thailand volunteered to serve on the selection sub-committee.

It was agreed that BOT members may send suggestions to ADPC regarding the proposed criteria for ED selection.

*The Board agreed that the advertisement period should be extended for one month until the end of August 2024, and the shortlisted candidate must be submitted to the full BoT member by 15 September 2024, and;*

*The internal ADPC ExCom Sub-Committee will be pre-screening all applications and prepare a long list and submit it to the BOT Selection Sub-Committee, which comprises of China, India, Nepal, the Philippines, and Thailand, and will finalize the applications for interviews.*

The Selection Sub-Committee will perform a technical evaluation and advise ADPC to arrange interviews. Then, the Selection Sub-Committee will come up with only one or two candidates and submit them to full BoT members for final interviews and selections.

Note by ADPC ExCom on the proposal to revise the criteria:

It is not possible to revise the criteria as the position description has already been published for an international recruitment process, and several applicants have already applied, referring to the published criteria and position description by the original deadline. Any changes to the Position Description at this stage would require cancellation of the current process and launching a new recruitment, or it may lead to legal complications or challenges.

### **Agenda A12 – ADPC Strategy 2030, Strategic Action Plan and Resource Mobilization Framework.**

ADPC presented the updated ADPC Strategy 2030 based on the comments received in the previous BOT meeting, the focus of the Strategic Action Plan, and the Resource Mobilization Framework. Contingent on the approval of ADPC Strategy 2030, ADPC will complete the Strategic Action Plan and the Resource Mobilization Framework by October 2024.

Pakistan commented on the priority actions identified in Strategy 2030 to be achievable as per ADPC's status and mission and not to be the functions of national governments.

ADPC clarified that the ADPC Strategy 2023 is revised based on the suggestions provided during the 4th BoT meeting and further consultations held during the last year. The revised priority actions, goals, and key issues are in line with the ADPC mission statement and the long-term vision of meaningfully improving abilities to reduce disaster risks, enhance climate resilience, and be prepared for and respond to disasters in Asia and the Pacific region.

China suggested that the ADPC expand its views and scope of the strategy to reflect its coverage of Asia and the Pacific and is willing to further support ADPC in finalizing the strategic action plan to implement the ADPC Strategy 2030.

Bangladesh and Nepal suggested having a progress review of the ADPC Strategy 2030 to reflect and adjust its priorities in line with the national, regional, and international priorities for disaster risk reduction and climate resilience.

*The Board agreed on broad principles and the ADPC Strategy 2030, and that each Board member would provide additional input to develop ADPC strategic action plans within thirty days. ADPC will consult with the countries further to develop strategic action plans and resource mobilization framework by October 2024*

### **Agenda A13 – Proposed organizational changes to ADPC**

ADPC proposed organizational changes to the 4<sup>th</sup> BOT meeting held in 2023. The BOT requested more information on the proposed changes and resubmission at the 5<sup>th</sup> BOT meeting in 2024. Thus, ADPC presented the revised organizational changes in line with the proposed cost-cutting measures and to support the implementation of the 2030 strategy. As advised during the 2023 BOT meeting, the restructured organization is intended to make the organization leaner and more agile, cost-effective, and efficient while separating roles and responsibilities and empowering ED, DED, and Directors to provide strategic, operational, and programmatic leadership, enabling it to adapt to the fast-changing environment of DRR and climate resilience.

Pakistan suggested that once the new ED is recruited, he/she may review and propose further changes if needed. Bangladesh and the Chair also supported having such an approach and flexibility. It is suggested that the restructuring be approved in principle, and the incoming ED may propose further adjustments if needed.

The Secretary suggested that the restructuring process related to cost-cutting be implemented immediately by reducing the number of supporting service staff while other elements are implemented gradually.

*The Board approved the organizational structure, noting that the incoming ED may propose any further changes to the Board for approval if needed. This will be discussed in the next BOT meeting in December 2024. The staff reorganization will be implemented as proposed in line with the approved cost-cutting measures under Agenda A5.*

### **Agenda A14 - Consideration of the updated project overhead rate of ADPC and related unit costs**

ADPC presented the updated project overhead rate and explained the difference between the Full recovery rate and the Basic recovery rate. The rates are structured to address the different donor requirements and guidelines. ADPC noted the very low disbursement rate by projects in 2023, which resulted in a very high rate (as a percentage) for full and basic recovery. It is, therefore, proposed that the audited accounts for 2022 be used to calculate the Full and Basic recovery rates for 2024.

ADPC also presented the office facility cost for 2024 and the calculation to arrive at USD16 per day per person.

Pakistan questioned why the overhead rate for 2022 and the office facility rate for 2024 were used. The Secretary explained that the differences were due to under-spending and restructuring some projects in 2023, which caused the overhead rate to exceed 20% (a rate not accepted by many major donors).

*The Board approved the proposed overhead rates (16.19% for Full Recovery rate and 7.89% for Basic Recovery rate) and office facility rates (USD 16 per staff unit per day).*

**Agenda A15 - Consideration of revised and new manuals**

The Secretary briefed the BOT that one revised manual (Employee Reference Manual) and two new manuals (Administration Manual and Grant Management Manual) were submitted for approval at the 4<sup>th</sup> BOT meeting. The manuals were approved in principle; members may submit additional comments, and they are now submitted for approval in the 5<sup>th</sup> BOT meeting.

In addition, two revised manuals (Procurement Manual and Finance and Accounting Manual) have been submitted for approval (the revisions are detailed in the Annotated Agenda).

Pakistan suggested adding the year 2024 to all the titles of the manuals.

*All manuals were approved by the BOT.*

## **Agenda B - ADPC Operational Matters**

### **Agenda B1 – Presentation of 2023 Annual Report, achievements and results**

ADPC presented the ADPC's achievements and results for 2023, highlighting some of the new partnerships and cooperations with global mechanisms and funds during the year. The top ten ADPC funders and the total number of partnerships established were presented. Three impact stories out of six documented in the annual report were presented to highlight the change or improvement made through project interventions. ADPC knowledge products developed were showcased with the attendance of ADPC in various global and regional events highlighted during the year. The Brian Ward Memorial Lecture was organized in 2023.

Pakistan commented on ADPC's social media followers and suggested innovative ways for the Center to increase them.

*BOT acknowledged the ADPC 2023 Annual Report.*

### **Agenda B2 – Consideration of independent audit report for 2023 and consideration of external auditor for 2025 - 2026**

ADPC presented the independent audit report for 2023 conducted by KPMG, which showed no issues requiring attention. ADPC also presented the selection of an independent auditor for fiscal years ending 31 December 2024 to 2026 following the ADPC Charter. ADPC requests that the BOT approve the selection of KPMG as the Center's independent auditor for fiscal years ending 31 December 2024 to 2026.

ADPC added that for project-specific audits, which some donors require, ADPC will follow the guidelines specified in the terms of the agreement or may engage the auditor recommended by the donor.

It was noted that selecting from a bigger pool/number of independent audit firms is desirable. ADPC will ensure this during the selection of the external auditor for years beyond 2026.

*The Board approved the independent audit report 2023 and the selection of KPMG as the external auditor for fiscal years 2024 to 2026.*

### **Agenda B3 – Report from Executive Committee**

The Secretary briefed the BOT on the report from the ExCom on the various topics discussed throughout 2023, such as ADPC staff time charge to project vs. central budget, Academy functions in 2023 and beyond, restructuring/re-organizing ADPC departments, and Action on BOT minutes.

*The Board acknowledged the report from ExCom.*

#### **Agenda B4 – Any Other Business**

Referring to Agenda A5 and A11, member from Pakistan re-emphasized the need to carry on the restructuring process, specifically related to cost-cutting and operational support services teams, with immediate effect.

The Chair asked ADPC when the center needed to implement the restructuring process. ADPC explained that due to the current financial situation as well as the resource mobilization plan of the 2030 strategy, immediate approval of the ADPC re-organization would be required. The ADPC also explained that the 2025 budget and work plan should be submitted and approved in the last quarter of 2024; thus, the staffing plan, total staff cost, and other operational costs should be estimated following the revised organogram. ADPC further highlighted that the process should be started in the month of August to submit documents in time before the special BOT meeting in December 2024, thus explained the need of having an approved organogram to facilitate the preparation of the budget and staffing plan without waiting for the recruitment of new ED. BOT member from Nepal agreed and confirmed they are fine with the proposed organogram.

After deliberations among the BOT members and ADPC, the Chair informed that the ADPC revised organogram has been approved, and implementation can be done as proposed by ADPC. The Chair requested ADPC to send the detailed organogram along with the minutes of the meeting for BOT reference (Appendix 5 and Appendix 6).

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

### **Agenda C1 – Review of minutes of the 5<sup>th</sup> Meeting of BOT**

The Secretary to the Board informed the meeting that ADPC would finalize the meeting minutes and circulate to the BOT Members for corrections before finalizing the minutes.

### **Agenda C2 – Adoption of the minutes of the 5<sup>th</sup> Meeting of the BOT**

The minutes of the 5<sup>th</sup> Meeting of the BOT would be adopted after the concurrence by BOT Members through email.

### **Agenda C3 – Closing of the 5<sup>th</sup> Meeting of the BOT**

The Chair in his Closing remarks thanked Executive Director, and ExCom members for their valuable contributions to making the ADPC a self-reliant and relevant entity for its member countries. He noted that “ADPC faces financial challenges due to global conflicts and economic issues, but we are confident in our capacity to address disaster risks in the Asia Pacific region. Our priorities include building regional capacities for managing hazards, enhancing transboundary disaster cooperation, and focusing on long-term post-disaster recovery. Let us continue to work together for a disaster-resilient future.”

Despite financial challenges due to global conflicts and inflation, ADPC remains committed to addressing disaster risks in the Asia-Pacific, the most disaster-prone region. He concluded that “We must enhance capacities, foster trans-boundary cooperation, and prioritize long-term post-disaster recovery. Let’s work together for a disaster-resilient region, embodying the spirit of “one earth-one family-one future.”

The Chair proceeded to close the 5<sup>th</sup> Meeting of the BOT.

Finalized on the 13 August 2024



Mr. Hans Guttman  
Secretary to Board of Trustees

# Appendix 1: Agenda for the 5<sup>th</sup> Meeting of the ADPC Board of Trustees



## Agenda 5<sup>th</sup> Meeting of ADPC Board of Trustees

25 July 2024

Time	Item	By
	5 <sup>th</sup> Meeting of the ADPC Board of Trustees (BOT)	
	<b>A – ADPC Institutional Matters</b>	
09:00-09:05	<b>A1</b> – Opening of 5 <sup>th</sup> BOT meeting	Chair of BOT (China)
09:05-09:10	<b>A2</b> – Transfer of Chairship from China to India	Board members of China, India and Secretary to the Board
09:10-09:15	<b>A3</b> – Welcome address by new Chair	Chair of BOT (India)
09:15-09:25	<b>A4</b> – Consideration of Vice-Chair of BOT	Chair and Secretary to the Board
09:25-09:35	<b>A5</b> – Update and consideration of cost-cutting effort for ADPC’s operation	Chair, Secretary to the Board and member of ExCom
09:35-09:45	<b>Coffee/Tea break</b>	
09:45-09:55	<b>A6</b> – Update of status on ADPC hosting agreements in founding member countries	Chair, Secretary to the Board and member of ExCom
09:55-10:25	<b>A7</b> – ADPC’s capacities and consideration by Founding Members how to use and financially support ADPC	Chair, Secretary to the Board and member of ExCom
10:25-10:40	<b>A8</b> – Consideration of revised Rules of Procedure (ROP) for the BOT	Chair, Secretary to the Board and member of ExCom
10:40-11:00	<b>A9</b> – Consideration of revised ROP for Executive Committee (ExCom) and ROP for ADPC headquarters and sub-centers.	Chair, Secretary to the Board and member of ExCom

11:00-11:10	<b>A10</b> – Update on the ADPC Advisory Council and 18 RCC meeting in 2024	Chair, Secretary to the Board and member of ExCom
11:10-11:25	<b>A11</b> – Update on the recruitment process of a new Executive Director and establishment of a BOT Selection sub-committee	Chair, Secretary to the Board and member of ExCom
11:25-12:00	<b>A12</b> –ADPC Strategy 2030, Strategic Action Plan and Resource Mobilization Framework	Chair, Secretary to the Board and member of ExCom
12:00-13:30	<b>Lunch</b>	
13:30-13:50	<b>A13</b> – Proposed organizational changes to ADPC	Chair, Secretary to the Board and member of ExCom
13:50-14:00	<b>A14</b> – Consideration of the updated project overhead rate of ADPC and related unit costs	Chair, Secretary to the Board and member of ExCom
14:00-14:30	<b>A15</b> – Consideration of the revised and new manuals	Chair and Secretary to the Board

<b>Time</b>	<b>Item</b>	<b>By</b>
	<b>B – ADPC Operational Matters</b>	
14:30-15:00	<b>B1</b> – Presentation of 2023 Annual Report, achievements and results	Chair, Secretary to the Board and member of ExCom
15:00-15:15	<b>B2</b> – Consideration of independent audit report for 2023 and consideration of external auditor for 2025 -2026	Chair, Secretary to the Board and member of ExCom
15:15-15:30	<b>B3</b> – Report from Executive Committee	Chair and Chair of Executive Committee
15:30-16:00	<b>B4</b> –Any other business (pursuant to Rule 3 in the ROP for BOT)	Chair
16:00-16:30	<b>Coffee/tea break</b>	
<b>Time</b>	<b>Item</b>	<b>By</b>
	<b>C – Minutes of the Meeting</b>	
16:30-16:45	<b>C1</b> – Review of minutes of the 5 <sup>th</sup> Meeting of BOT	Chair and Secretary to the Board



16:45-16:50	<b>C2</b> -Adoption of the minutes of the 5 <sup>th</sup> Meeting of the BOT	Chair
16:50-17:00	<b>C3</b> - Closing of the 5 <sup>th</sup> Meeting of the BOT	Chair

## Appendix 2: Participation of Members/Representatives in the 5<sup>th</sup> Meeting of the ADPC Board of Trustees

Country	BOT Member
Chair	<b>Mr. Rajendra Singh</b> Member and HOD, National Disaster Management Authority (NDMA), Ministry of Home Affairs
Bangladesh	<b>Mr. Md. Kamrul Hasan, ndc</b> Secretary, Ministry of Disaster Management and Relief (MoDMR)
Cambodia	<b>Mr. Socheath So</b> (BOT member representative) Senior Technical Officer, National Committee for Disaster Management (NCDM)
China	<b>Dr. Zheng Guoguang</b> President, China Association for Disaster Prevention (CADP)
India	<b>Mr. Vivek Jayaswal</b> (BOT member representative) Under Secretary, National Disaster Management Authority (NDMA), Ministry of Home Affairs
Nepal	<b>Mr. Eaknarayan Aryal</b> Home Secretary, Ministry of Home Affairs (MoHA)
Pakistan	<b>Lt. Gen. Inam Haider Malik</b> Chairman, National Disaster Management Authority (NDMA)
Philippines	<b>Mr. Bernardo Rafaelito IV Roldan Alejandro</b> (BOT member representative) Assistant Secretary / Deputy Administrator for Administration and Education Office of Civil Defense (OCD)
Sri Lanka	<b>Ms. A. W. S. Samanmali</b> (BOT member representative) Head of Chancery / First Secretary, Embassy of Sri Lanka to Thailand
Thailand	<b>Mr. Paisan Rupanichkij</b> Deputy Permanent Secretary, Ministry of Foreign Affairs
Secretary to the BOT	<b>Mr. Hans Guttman</b> Executive Director, ADPC

## Appendix 3: Participation of Observers in the 5<sup>th</sup> Meeting of the ADPC Board of Trustees

Country	Observer
Bangladesh	<b>Mr. Md Jahangir Alam</b> Private Secretary to Secretary, Ministry of Disaster Management and Relief (MoDMR)
China	<b>Mr. Wang Guangyuan</b> Deputy Director, Department of International Cooperation and Rescue, MEM
China	<b>Dr. Yuan Yi</b> Deputy Director-General, Department of Integrated Disaster Reduction and Reform Coordination, MEM
China	<b>Dr. He Haixia</b> Researcher, Comprehensive Disaster Risk Monitoring and Assessment Laboratory, National Disaster Reduction Center of China (NDRCC), MEM
China	<b>Ms. Wang Nanlin</b> Assistant to the Permanent Representative of P.R. China to UNESCAP, China Embassy in Bangkok
Nepal	<b>Dr. Bhisma Kumar Bhusal</b> Joint Secretary, Ministry of Home Affairs (MoHA)
Pakistan	<b>Mr. Idrees Mahsud</b> Member (Disaster Risk Reduction), National Disaster Management Authority (NDMA)
Pakistan	<b>Bassar Mumtaz Haidry</b> Deputy Director, National Disaster Management Authority (NDMA)
Philippines	<b>Mr. Kenneth C. Menor</b> Policy Development and Planning Service, Office of Civil Defense (OCD)
Thailand	<b>Ms. Chomquan Pinyowit</b> Director, Development Affairs Division, Department of International Organizations Ministry of Foreign Affairs
Thailand	<b>Mr. Sorawut Norapoompipat</b> Counsellor, Office of the Permanent Secretary, Ministry of Foreign Affairs
Thailand	<b>Mr. Chayanin Sriviseth</b> First Secretary, Development Affairs Division, Department of International Organizations, Ministry of Foreign Affairs
Thailand	<b>Ms. Duangnapa Uttamangkapong</b> Director, Research and International Cooperation Bureau, Department of Disaster Prevention and Mitigation, Ministry of Interior

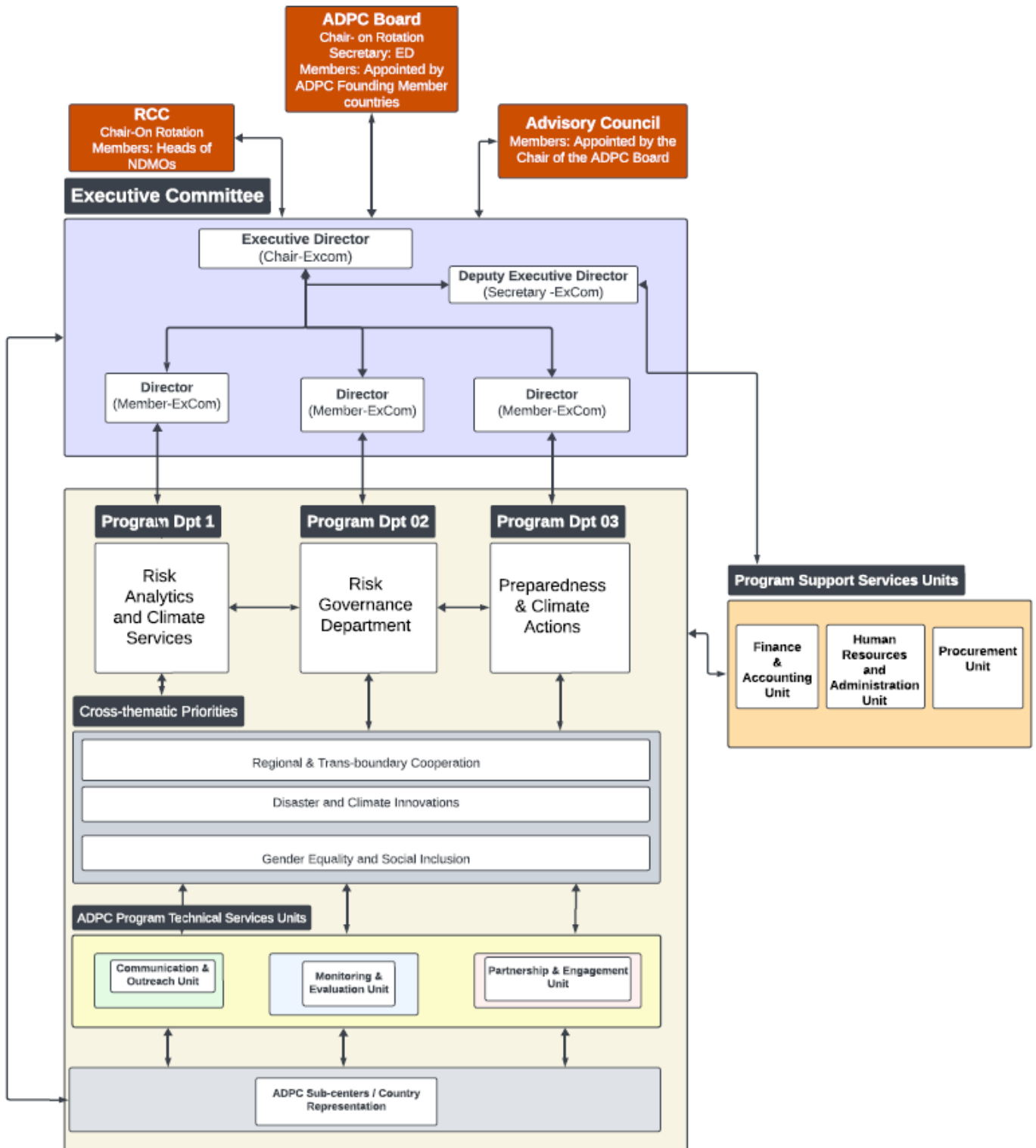
Country	Observer
Thailand	<b>Ms. Korakot Potisat</b> Director, International Cooperation Section, Research and International Cooperation Bureau, Department of Disaster Prevention and Mitigation Ministry of Interior
ADPC	<b>Mr. Aslam Perwaiz</b> Deputy Executive Director
ADPC	<b>Mr. Bill Ho</b> Director of ADPC Academy
ADPC	<b>Dr. Peeranan Towashiraporn</b> Director of Geospatial Information Department
ADPC	<b>Dr. Senaka Basnayake</b> Director of Climate Resilience Department
ADPC	<b>Ms. Hla Hla</b> Chief of Finance
ADPC	<b>Mr. Irfan Maqbool</b> Director of Risk Governance Department
ADPC	<b>Ms. Kulradtha Sukprasert</b> Chief of Human Resources and Administration
ADPC	<b>Dr. Sisira Madurapperuma</b> Director of Preparedness for Response and Recovery Department
ADPC	<b>Dr. Ling Ling Jiang</b> China Program Director
ADPC	<b>Mr. Weerapon Sripongchai</b> Manager – Office of the Executive Director
ADPC	<b>Mr. Suchakrey Kongpila</b> Coordinator – Information Technology Services
ADPC	<b>Ms. Apitsada Wetchakit</b> Partnership and Stakeholder Engagement Coordinator

**Appendix 4: Detailed breakdown of Cost Saving by Implementing Cost Cutting Measures (Agenda A5)**

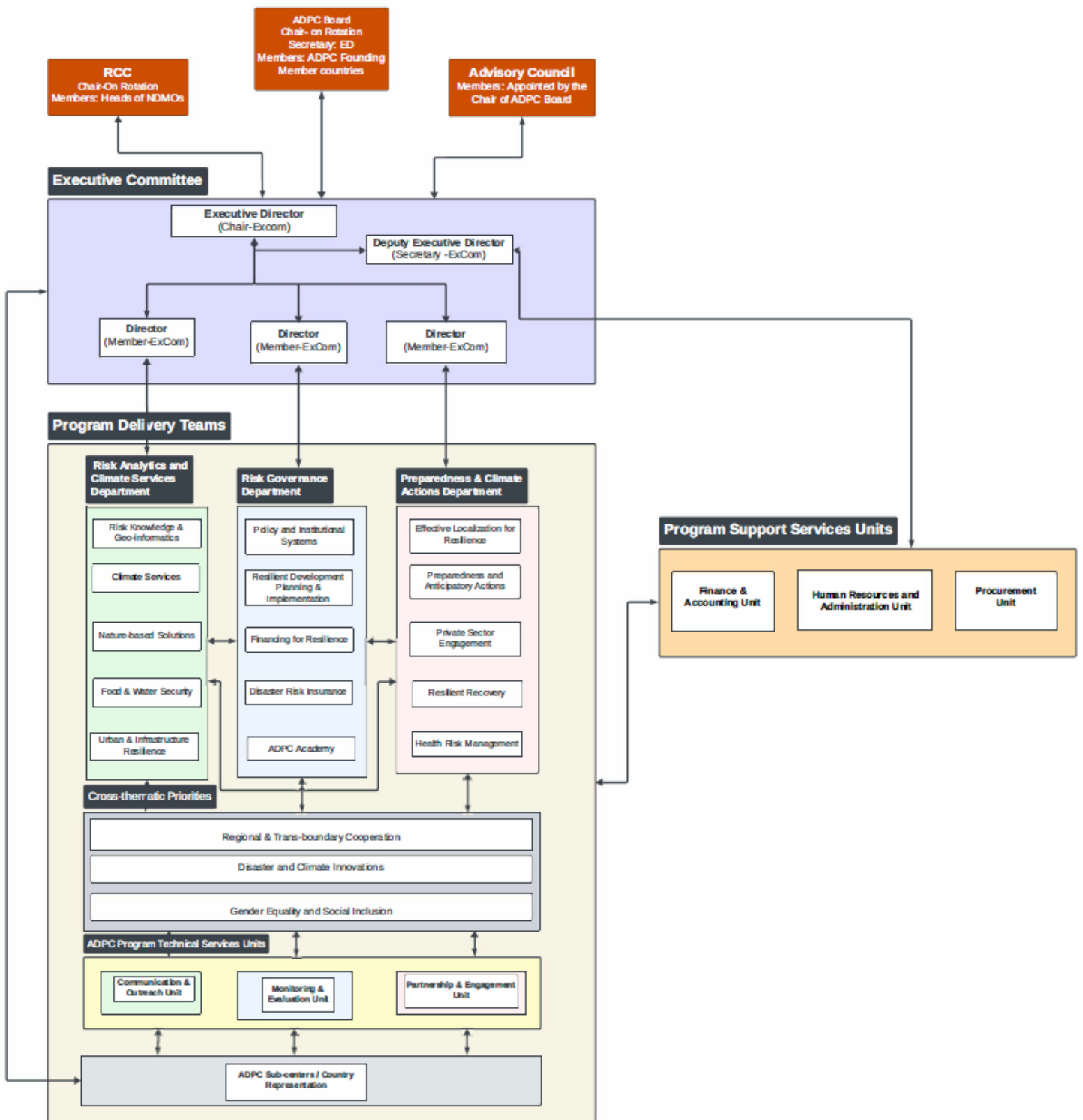
<b>Cross-Cutting Items</b>	<b>Cost Saving in USD Per Year</b>
Removing Tax Anomaly / Reimbursement	320,482.00
Terminating Compassionate Fund	6,912.00
Reduction of Office Space	99,600.00
Saving from changing the health insurance coverage	115,000.00
Reduction of Provident Fund from 5% to 2%	81,600.00
Discontinuing International SOS	28,000.00
Restructuring Support Services and Corporate functions	400,000.00
<b>Total Cost Saving Year</b>	<b>1,051,594.00</b>

**Note:** ADPC has already begun implementing cost-cutting measures, which will be concluded by December 2024. The estimated annual cost saving is 1,051,594 USD. Thus, it will save over one million USD in the 2025 budget, which is essential to balance the account.

## Appendix 5: ADPC Broad Organizational Framework



# Appendix 6: ADPC Detailed Organizational Framework





*BOT members and representatives*





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