

19th General Assembly 20 March 2024 CICG, Geneva, Switzerland

Minutes DRAFT

Introduction

The ICVA General Assembly takes place every three years. The 19th General Assembly held on 20 March 2024 took place at the CICG, Geneva

Present: The list of all those present can be seen in <u>Annex 1</u>. The General Assembly was quorate – with 77 out of 158 (48%) voting members present.

Welcome

The 19th General Assembly was opened by the Chair, Jane Backhurst, who welcomed everyone to the meeting. The Chair appointed Fiona Wilkie as the Secretary of the Meeting

The General Assembly adopted the Agenda by consensus.

The Minutes of the 18th General Assembly were adopted by consensus, with no comments raised.

Three Year Review 2021-2024

Jane Backhurst Chair of ICVA Board, provided a summary of ICVA's main achievements during the last three years. The report reflected on the significant humanitarian crises during the last three years, the growth in membership and engagement, the changes in leadership of the Secretariat, and the collective engagement of members. The full report is in <u>Annex 2.</u>

Ms Backhurst finished the presentation by thanking donors for their support, members for their engagement and the ICVA Secretariat for their commitment.

Treasurer's Report

The Treasurer's report was presented by Wossen Tesfaye, Treasurer. The report can be seen in <u>Annex 3</u>. The report showed that the ICVA Secretariat expenses have increased over the years, with an annual yearly expense of CHF 4.012, 394 million. There was a managed deficit in 2023, which reduced the level of reserves, though they are still above the requirements of the ICVA reserves policy. The financial statements for 2021, 2022 and 2023 were approved by the ICVA Board with the recommendations the statutory auditor, PriceWaterhouseCoopers.

The Treasurer on behalf of the Board had no cases of allegations, corruption, or related issues.

Comments from the floor

Questions and comments from members regarding the reportes presented by the Chair and the Treasurer focused on several pivotal aspects, particularly pertaining to the clarity of the funding strategy and the baance between core and project funding. Members also sought clarification on topics suchs as membership growth and engagement, the utilisation of reserves, exploration of alternative membership fee payment systems, and strategies to mitigate the high costs associated with banking fees. Additionally, there were discussions regarding the organizational structure to ensure alignment with the strategic objectives.



Board Elections

The Chair introduced the Nominations Committee, consisting of William Anderson - Sphere Standards, Bodo von Borries – VENRO, Gloriah Soma - Titi Foundation, and Karen Webber – CIVICUS.

William Anderson went on to explain that the role of the Nominations Committee and update the members on the election process. The committee's role was to ensure clear and impartial governance of the election process run by ICVA to appoint the board members and the Chair.

The committee received 36 nominations for the Board of which four did not meet the criteria, one nominee was nominated twice, and one nominee retratced their nomination. So, 30 eligible candidates standing for nine Board seats, nine of these nominees expressed an interest in standing for chair if elected to the Board. He thanked all the candidates for their commitment and time in applying. He noted that the online voting process had been open from 4pm CEST on 13 March to at 8.00 on 20 March 2024, and had been carried out online in accordance with the ICVA statutes to enable members not able to be physically present the opportunity to vote. 103 members voted online.

The final nine candidates elected to the Board were:

Somali NGO Consortium (SNC) Ms Nimo HASSAN Somalia 63 (8.0%)

Plan International - Dr Unni KRISHNAN, United Kingdom 41 (5.2%)

Good Neighbors - Dr Ha Eun (Marcellino) SEONG, Republic of Korea 40 (5.1%)

ABAAD-Resource Center for Gender Equality - Mrs Ghida ANANI, Lebanon 39 (5.0%)

CHS Alliance – Mr Steven PARKINSON, Switzerland 37(4.7%)

Africa Humanitarian Action (AHA) - Mr Wossen Taye TESFAYE, Ethiopia 36 (4.6%)

Community World Service Asia - Mr Marvin PARVEZ, Pakistan 36 (4.6%)

Islamic Relief Worldwide - Mr Tufail HUSSAIN, United Kingdom 36 (4.6%)

MEDAIR - Ms Anne REITSEMA, Switzerland 33 (4.2%)

Election of the Chair

Of the nine elected candidates to the board, four of them had expressed interest in standing for Chair: Ms - Mrs Ghida ANANI of ABAAD-Resource Center for Gender Equality, Mr Marvin PARVEZ, of Community World Service Asia, Dr Unni Krishnan of Plan International and Ms Nimo Hassan of Somali NGO Consortium. After confirming with the candidates, the Chair of the nominations committee anounced that Mr Parvez had withdrawn from the Chair elections.

The General Assembly then heard the three Chair candidates present themselves. Members attending the General Assembly elected Ms Nimo Hassan of the Somali NGO Consoritum as the ICVA Chair.

ICVA Statutes

Board member, Thorsten Gobel, presented session on the amemndements to the ICVA statutes. Every three years the Board reviews the Statutes to ensure they are fit for purpose.

These proposed amendments, aligning with changes in Swiss law, have undergone a legal review to ensure the meet the major changes in the Swiss Law for Associations. The Board also consulted with other similar



network organisations registered in Switzerland. Members have also had an opportunity to propose any amendments to the statutes, however, none were received.

There are quite a number of changes proposed to be incorporated within the ICVA statutes. These mandatory changes include having Bilingual Statutes in both English and French, with the French version prevailing, and a number of changes around clarification related to membership including how to bcome a member, obligations withdrawal of membership. A key change is the requirement to hold an annual assmebly, rathern than the current every three years. This change is one the board discussed most intensivley, but there is no alternative. The annual General assembly can be held online.

Another requirement to highlight is around board members. The changes in Swiss Association law require that board members must be individuals and not organisations. However, individuals will be elected to the oboard on behalf of their organisation, so if an individual steps downs, the organisations will no longer have automatic succession. There is also a new requirement athat at least one board member must be resident in Switzerland.

Other changes are around Clarity and precision: Enhanced clarity including around the membership application process and appeals, voting at the General Assembly, removal and resignation of board members, and additional details related to board meetings.

There were a variety of questions from the floor, mainly around clarification on the proposed amendments.

- Suspension and termination of membership. Questions around the actual process, not outlined in detail within the Statues. Request suspension and termination of members process docuemented, and clear communications to the member organisation. Any deicsion by the board on Suspension and termination can be challenged in front of the GA.
- Functions of GA new function includes approving the Financial Audited statements, and appointing the auditors. All the functions of the GA listed in the statutes are decision making items, this does not stop the ga from discussing other issues of interest.
- Proxy Voting Too complicated to set up in practice, and if meetings online more opportunity for members to vote themselves.
- Board member will in the future be individuals and not organisations, However it will No further amendments to the Statutes were proposed.

The General Assembly approved the amendments to the <u>Statutes</u> in their entirety by over 2/3 (62/77, no against, no abstentions) of the voters in the room.

Reaffirmation of Principles /Commitments

Aimee Ansari introduced this session reminding members that they had all committed to the following humanitarian principles and standards either when joining ICVA or during the 2021 reaffirmation process.

The core documents encapsulating these principles and standards include:

- Humanitarian principles, including the <u>Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.</u>
- Collaboration with other NGOs and/or partner agencies, in line with the <u>Principles of Partnership</u>.
- Prevention of sexual exploitation and abuse as guided by the IASC Six Core Principles Relating to Sexual Exploitation and Abuse, the <u>Statement of Commitment on Eliminating Sexual Exploitation</u> and Abuse by UN and Non-UN Personnel as well as the <u>ICVA GA 2018 Motion to Action</u>
- Quality and accountability in humanitarian action, including use of <u>the Sphere Humanitarian</u>
 <u>Charter</u> and Minimum Standards in Disaster Response and the <u>Core Humanitarian Standard</u>.
- Addressing the impact of climate change on humanitarian action as outlined in the <u>ICVA GA 2021</u>
 ICVA Commitment and Motion to Action on Climate and Environment



The General Assembly reaffirmed these commitments by consensus.

Strategic Priorities 2024-2027

The three-year Strategic Priorities, adopted by the General Assembly, provide clear indication of directions to guide the three-year strategic plan. The ICVA secretariat will develop a three-year strategic plan and annual workplans as framed by the ICVA 2030 and Strategic priorities that will be adopted and overseen by the Board

Dr Jamie Munn, ICVA Executive Director, provided a brief outline of the 2025-2027 Strategic priorities for the three focus areas of Forced migration, Coordination and Financing, and the five cross cutting themes. Noting that the Strategic priorities do not include all the components of the ICVA 2030 strategy which covers a period of nine years, and that some of the cross cutting themes such as localisation are inbedded in the work of ICVA.

A dynamic discussion followed on the work of ICVA, clarifications on the priorities, reflecting the enthusiasm, the challenges of the work of the sector.

The General Assembly adopted the Strategic Priorites 2024-2027 by simple majority.

Close of meeting

Jane Backhurst closed the meeting thanking the outgoing Board, the members for attending, and all those involved in the organisation and planning of the event. She then invited, Nimo Hassan, the new chair to say some closing words.

Minutes to be fully approved at the next General Assembly in 2025



Annex 1: Full list voting delegates ICVA 19th General Assembly 20 March 2024, CICG, Geneva, Switzerland

Present	ORGANISATION	NAME
1	ABAAD - Resource centre for Gender Equality	Ghida Anani
1	Abs - Development Organisation for Women and	Elham Manaji
	Children	
1	ACF - Action Contre la Faim	Vincent Stehli
1	ACT Alliance	Thorsten Goebel
1	ADRA	Mario Oliveira
1	Africa Development Aid- ADA	Rev. John Riek Yior
1	AHA - Africa Humanitarian Action	Wossen Tesfaye
1	AIDMI - All India Disaster Mitigation Institute	Mihir Bhatt
1	AIRD - African Initiatives for Relief and Development	Fikru Abebe
1	AIRLINK	Emily Sperling
1	AMEL Association	Zeina Mohanna
1	Amity Foundation	Xiaofeng Qian
1	ASA - Afrique Secours et Assistance	Alice Koiho Kipre
1	Association Malienne pour la Survie au Sahael, ONG-AMSS	Elmehdi Ag Wakina
1	Asylum Access	Deepa Nambiar
1	Bondeko refugee Livelihoods Centre	Paul Kithima
1	CARE International	Delphine Pinault
1	Caritas Internationalis	Christian Modino
1	Christian Aid	Simone Di Vicenz
1	CHS Alliance	Rosa Argent
1	Clear Global	Aimee Ansari
1	Community World Service Asia	Marvin Parvez
1	Concern Worldwide	Reiseal Ni Cheilleach
1	COOPI - Cooperazione Internazionale	Lorenzo Bianchi Carnevale
1	CSSI - Centre de Support en Santé Internationale	Doumagoum Moto Daugla
1	DCA - DanChurchAid	Brona Higgins
1	Direct Aid Society	Hadi Alajmi
1	DRC - Danish Refugee Council	Stephan Maurer
1	F4M Paso Libre Dignidad Y Justicia en el Camino	Enrique González Araiza
1	Finn Church Aid	Ikali Karvinen
1	FRD - Foundation for Rural Development	Azmat Khan
1	Gargaar Relief and Development Organization - GREDO	Alinur Ali Aden
1	Good Neighbours	Marcellino Seong
1	HAMI - Association for Protection of Refugee Women	Fatemeh Ashrafi
	and Children	racemen Asman
1	Handicap International	Jessica Tropea



1	HelpAge	Hester Clark
1	HQAI	Victoria Lyon Dean
1	Human Initiative	Muhammad Kaimuddin
1	IAHRA	Ricardo Espinosa
1	IBC - International Blue Crescent Relief & Development	Heather Sonya Nicolaus
	Foundation	
1	ICMC - International Catholic Migration Commission	Stephan Jaquemet
1	IHH - Humanitarian Relief Foundation	Mustafa Talha Keskin
1	IMPACT Initiative	Luca Puplin
1	International Association for Refugees	Tom Albinson
1	INTERSOS	Kostas Moschochoritis
1	Islamic Relief Worldwide	Tufail Hussain
1	JRS - Jesuit Refugee Service	Christine Bloch
1	Kerk In Actie	Dick Loendersloot
1	Life Makers Meeting Place Organization (LMMPO)	Rafat Sinan
1	LWF - Lutheran World Federation	Fabian Witches
1	MDM - Médecins du Monde	Morgane Rousseau
1	MERCY Malaysia	Zu Main
1	Non-governmental Organisation Resource Center	Fredric Larsson
1	NPA - Norwegian People's Aid	Gry Ballestad
1	NRC - Norwegian Refugee Council	Emma O'leary
1	Oxfam GB	Pauline Chetcuti
1	People in Need	Richard Walker
1	Plan International	Unni Krishnan
1	Refugees Seeking Equal Access at the Table	Marisa Leon Gomez Sonet
1	RefugePoint	Martin Anderson
1	Secours Islamique France	Valentina Origoni
1	SHARP - Society of Human Rights and Prisoners' Aid	Syed Liaqat Banori
1	SNC - Somalia NGO Consortium	Nimo Hassan
1	Sphere Association	William Anderson
1	Sphere india	Vikrant Mahajan
1	STACO - Shaik Takir Azzawi Charity Organization	Salem Ramadan
1	Tamdeen Youth Foundation	Jameel Abdo Ali
1	Trocaire	Birke Herzbruch
1	Tzu Chi Foundation	Debra Boudreaux
1	VENRO	Bodo van Borries
1	War Child Alliance	Kirean King
1	WEFA	Akif Emre
1	Welthungerhilfe	Matthias Amling
1	WRC- Women's Refugee Commission	Manisha Thomas
1	WVI - World Vision International	Amanda Rives
1	YFCA	Nabil Al-Kumaim
1	Zamzam Foundation	Shuaib Abdullatif Bashir
77	TOTAL	



Annex 2: Three-year Report 19th General Assembly 20 March 2024, CICG, Geneva, Switzerland

Introduction

This is the 19th General Assembly. An in-person event, unlike the 18th General Assembly which was held during the COVID19 pandemic.

A challenge, yet rewarding, to reflect on and summarize the last three years.

- Issues we have all confronted in responding to humanitarian crises- from pandemic to protracted crises
- Humanitarian need and ambition always outstripping our financial and other resources, putting the sector under strain, while we strive for simplification in processes, and greater support to local and national NGOs.
- Significant changes and transitions at ICVA from Secretariat, governance, and membership perspective
- Our vision "A world in which crises-affected populations are effectively protected, assisted, and
 enabled to rebuild their lives and livelihoods with dignity.", and our Mission "To make
 humanitarian action more principled and effective by working collectively and independently to
 influence policy and practice" drives us, but these, and humanitarian principles, norms and laws are
 increasingly under attack as governments and armed groups dismiss or flout our common
 humanity.
- Throughout this the enduring relevance and importance of ICVA's vision, mission, and key three focus areas and five cross cutting transformations is clear.

Pausing for moment to take stock of our Collective Achievements

This has been the first three years of ICVA's 2030 Strategy which we launched in 2021, and ICVA's work has been guided by this and the strategic priorities endorsed at the 2021 General Assembly. This overarching strategy set the direction for our focus areas of forced migration, coordination and financing, alongside the critical cross-cutting issues or transformations – champion principled humanitarian action, addressing the impact of climate change, being globally distributed and locally rooted, living our values, and collaborative partnerships

Despite the challenges of the last three years, we have adapted and evolved our operational methods, fostering new modes of collaboration across continents and time zones.

In 2022, commemorating our **60th anniversary** provided a pivotal moment for reflection on past accomplishments and galvanised efforts to implement the ICVA 2030 Strategy, encouraging novel approaches to collaboration and engagement.

Central to our work is the advocacy for **principles of partnership** with people and organizations closest to humanitarian crises.

ICVA plays a **convening role within** the NGO community, bringing them together with influential platforms such as the Grand Bargain Facilitation Group, Global refugee Forum, and consultations with UNHCR, IOM and UNICEF



Through our engagement with humanitarian coordination structure at all levels, national **NGO leadership** and participation is enhanced in UN mechanisms such as the UN IASC Operations, Policy and Advocacy Group (OPAG), the Emergency Directors Group, and the Localization Task Force.

ICVA provides crucial support to NGOS on the ground, including national and local NGOs, to enhance coordination and deliver effective responses. This support is exemplified through initiatives like the PSEA Communication and Outreach Fund and the NGO Fora Support Programme, both of which include innovative small funding mechanisms tailored to address specific needs.

Addressing the **climate and environment crisis** is a top priority for ICVA as shown by the Commitment and Motion to Action on Climate and Environment adopted by members at GA 2021, and in our ICVA 2030 Strategy. We were involved in the development and promotion of the Climate Charter, in particular nine webinars of an online learning stream dedicated to the Charter and its implementation which ICVA will be hosting. ICVA is a signatory to the Charter as are over 50 ICVA members. ICVA hosts the Climate Charter Secretariat.

Details of the activities of ICVA can be found in our **annual reports** which are all available on the ICVA website. The 2023 Annual Report was released just last week. Encourage you to look at it, it is exciting reading.

Engaged Membership

Since the 18th GA in March 2021 our membership has seen significant growth, with an increase of 24% over last three years. Total of 164 members (including 2 observers and 1 affiliate). During this period, we have welcomed 44 new members, and 12 organisations have left the network.

Our aim is to enhance our influence by fostering a credible and engaged membership base that is deeply embedded in their respective contexts and is shaped and driven by the needs of communities they serve, as outlined in our 2030 strategy.

Notably, 30 members have nominated candidates for the Board from 20 countries, indicating active participation and involvement in the governance process.

These developments signify the vitality of our membership organisation, reflecting a robust and thriving community committed to our collective mission and vision.

BOARD

Due to the pandemic restrictions, it was a while before all the board members met each other in person, but we kicked off our Board with energy and commitment a month after our election in May 2021, developing a vision 2024 statement with ambitions for supporting the galvanization of membership engagement and collaboration globally, for leadership transition, a programme on diversity, equity and inclusion, financial stewardship, and strategic alignment to name a few. All of this framed by our 5S governance model – strategy, stewardship, scrutiny, support, and stretch, within a Board where we have challenged each other, had different views, and overall arrived at consensus.

Firstly, on the Board's programme on Diversity, Equity and Inclusion – summary of work undertaken

ICVA has a long-standing commitment towards **diversity and inclusion**, both in its membership and internal governance structures. These values are integrated into transformation 4 within the ICVA 2030 Strategy. The principles of **diversity**, **equity and inclusion** (DEI) have been actively deliberated on at the board level leading to a vision statement and action plan, and during the 2022 ICVA membership day. An outcome of the 2022 membership day was an investment in capacity building to enhance understanding of DEI, as seen



by our DEI course for members on our website. Despite the growing diversity within our membership, we acknowledge the need to do better in realizing the value of this diversity and become even re inclusive and equitable in our practices.

The strategy of enhancing **collective capabilities** within our organization has been a key focus, with discussions during Board meetings, and subsequent dialogues during the 2023 Membership Day. The membership committee furthered these discussions, prompting internal reflection within the Secretariat, recognizing collective capabilities as a shared operational responsibility. ICVA's membership has grown significantly in the last few years, albeit with challenges arising from diverse needs and expectations while acknowledging the barriers to engagement.

And of course, the rigorous leadership recruitment process, as we delved into how to apply our commitment to D, E and I in a meaningful way, and stretched and tested ourselves.

Secretariat Changes

We bid farewell to Ignacio Packer, who served as Executive Director of ICVA from January 2018- March 2023.

We thank Mirela Shuteriqi, who served as acting Executive Director from April to October 2023, supported by Susan Wilding, COO, and the extended leadership team (Jeremy, Keya and Eman).

And we welcome Dr Jamie Munn, who assumed the role of Executive Director on 1 November 2023.

Other changes at the Secretariat include

- The restructuring of our hubs in Africa so now have one in Nairobi covering East and Southern Africa, and one in Dakar, covering West and Central Africa.
- In Geneva, ICVA moved to the Humanitarian Hub in Geneva. This new co-working space strengthens interactions and creates synergies between the humanitarian actors based in Geneva to increase our impact, whilst reducing our operational costs.

Closing and looking ahead

- Members contribute time, expertise and money —. The everyday intensive and consistent collaboration, convening, negotiation, and persistent collective influence in hubs, fora, working groups, communities of practice, and across networks, shapes who we are, drives what we do, and ultimately leads to results. Thank you for your support and engagement
- I would also like to take this moment to **thank the donors** who supported us over the last three years, their support is key to allow us to work at scale, and to **thank the organizations** who have hosted our regional hubs and other activities through the years.
- Looking to the coming years- Handing over to a new board a vibrant and healthy organization.



Annex 3: Treasurers Report ICVA 19th General Assembly 20 March 2024, CICG, Geneva, Switzerland

Fundraising strategy / Stratégie de collect 2021-2024

The **fundraising strategy 2021-2024**, lays out some core objectives.

Objective A

Develop total yearly income of 3,5 to 4 million CHF for the implementation of the ICVA Strategy 2021-2024.

La stratégie de collecte de fonds 2021-2024 définit certains objectifs fondamentaux.

Objectif A

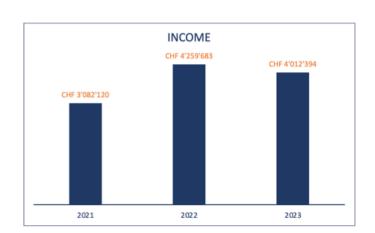
Développer un revenu annuel total de 3,5 à 4 millions de francs suisses pour la mise en œuvre de la stratégie de l'ICVA 2021-2024.



Income /Revenues

ICVA has successfully accomplished objective A with 2023 income at 4'012'394 and a projected income of over 5million CHF for 2024.

L'ICVA a atteint avec succès l'objectif A avec des revenus de 4'012'394 et un revenu prévu de plus de 5 millions de francs suisses pour 2024.



Membership fees / Cotisations des membres

The membership fees = 640'000 in 2023 represent 13% of the total budget. Membership fees are essential for a membership led organisation both in terms of ownership and to balancing the accounts.

Les cotisations des membres = 640'000 en 2023 représentent 13% du budget total. Les cotisations des membres sont essentielles pour une organisation dirigée par des membres, à la fois en termes de propriété et pour équilibrer les comptes.

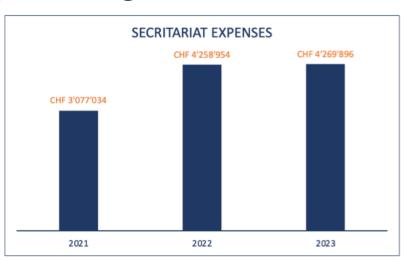




Secretariat budget/ Le budget du secréteriat

The **Secretariat's budget**, as you see on the graph, have increased over the years. And for a team now of 28 staff, we need to be maintaining close to 4.2 million Swiss francs per year. (update graph)

Le budget du Secrétariat, comme vous le voyez sur le graphique, a augmenté au fil des ans. Et pour une équipe de 28 personnes, nous devons maintenir près de 4,2 millions de francs suisses par an. (actualiser le graphique)



Financial statements/Les états financiers

The **financial statements** for 2021, 2022 and 2023 have been approved by the ICVA Board with the recommendations the statutory auditor, PriceWaterhouseCoopers.

Les **états financiers** pour 2021, 2022 et 2023 ont été approuvés par le conseil d'administration de l'ICVA avec les recommandations du commissaire aux comptes, PriceWaterhouseCoopers.



2021 Financial Statement



2022 Financial Statement



2023 Financial Statement



Reserve/La réserve

The ICVA reserve has decreased in 2023, a situation which was envisaged due to a year of extraordinary circumstances with leadership change in both the secretariat and the board.

La réserve d'ICVA a diminué en 2023, une situation qui avait été envisagée en raison d'une année de circonstances extraordinaires avec un changement de direction au sein du secrétariat et du conseil d'administration.



Conculsion

- While financial standing of the secretariat has remained strong, and in fact strengthened over the last 3 years, the secretariat will be focussing on funding for 2025.
- The Treasurer is pleased to report on a robust financial set up within ICVA, with the continued support of external accounting firm in the payments process and closure of accounts.
- The Treasurer, on behalf of the Board, has no cases of allegations of corruptions or related issues to relate to the General Assembly.
- Wossen Tesfaye, the current Treasurer took over in April 2023, he reports that he has had the pleasure of chairing the Board finance committee, composed also of Reiseal Ni Cheilleachair (HR focal Point), Shahin Ashraf (F& A committee chair and treasurer until April 2023) and will serve as Treasurer until the end of the General Assembly 2024.
- Même si la situation financière du secrétariat est restée solide, voire renforcée au cours des trois dernières années, le secrétariat se concentrera sur le financement pour 2025.
- Le trésorier est heureux de faire état d'une structure financière solide au sein d'ICVA, avec le soutien continu d'un cabinet comptable externe dans le processus de paiement et la clôture des comptes.
- Le Trésorier, au nom du Conseil d'Administration, n'a aucun cas d'allégations de corruption ou de questions connexes à rapporter à l'Assemblée Générale.
- Wossen Tesfaye, l'actuel trésorier a pris ses fonctions en avril 2023, il rapporte qu'il a eu le plaisir de présider le comité des finances du conseil d'administration, également composé de Reiseal Ni Cheilleachair (point focal RH), Shahin Ashraf (président du comité F&A et trésorier jusqu'en avril). 2023) et exercera les fonctions de Trésorier jusqu'à la fin de l'Assemblée Générale 2024.

