



Zurich Board Meeting

21 June 2019, 13:30hrs – 16:30hrs CEST
Hotel Boldern, Maennedorf, Switzerland

Meeting Minutes

Participants

Board members: Co-Chair Patrick Herlant (EC), Co-Chair David Hegwood (USAID), Heiko Warnken (BMZ), Oriane Barthélemy (MEAE France), Ueli Mauderli (SDC), Marco Platzer & Emanuela Benini (IADC), Julie Delforce (DFAT Australia), Torben Nilsson (IFAD), Meredith McCormack (USAID), Anouk de Vries (MFA-The Netherlands)

Platform Secretariat: Marion Thompson, Romy Sato, Oliver Hanschke, Manuel Urrutia, James Kyewalabye

Apologies: Sanna-Liisa Taivalmaa (MFA-Finland), Ammad Bahalim (Bill and Melinda Gates Foundation), Iris Krebber (DFID), Atsuko Toda (AfDB), Jean-René Cuzon (AFD), Laura Barrington (Secretariat)

Agenda

1. Welcome and agreement on agenda for the day
2. Summary of conclusions of the AGA and clarification of Platform purpose
3. Consequences for future of Platform
4. Overview current budget, finance and staffing
5. Decision on strategic roadmap process
6. Confirmation of completion and progress on action items from previous Board meetings 01/2019 and 06/2018
7. Current Strategic Plan implementation: Working Groups and Strategic Partners– highlights 2019
8. End of assignment: Patrick Herlant / Election of new Co-Chair
9. AOB and closing remarks

Agenda Point	Overview, Discussions, Decisions, and Agreements
1. Welcome and agreement on agenda for the day	<p>The Co-Chairs opened the meeting by welcoming everyone and reviewed the agenda points for the day.</p> <p>The agenda was agreed upon without any changes.</p>
2. Summary of conclusions of the AGA and clarification of Platform purpose	<p>The Co-Chairs summarized the activities of the previous two days during the AGA, wherein the members had made a good start on the Platform’s purpose statement. The Board refined the work of the members and created a purpose statement:</p> <p><i>Members work together to influence ideas and resources for sustainable agriculture and food systems transformation.</i></p>



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	<p>The Board agreed that this purpose will help to frame the upcoming transition process, as the sooner clarity is achieved, the easier this process will be.</p>
<p>3. Consequences for future of Platform</p>	<p>The BMZ informed that it will not issue a new commission to GIZ to manage the Secretariat for 2020. As the current BMZ commission ends on 31 December 2019, the Board was requested to offer possible scenarios for hosting the Platform Secretariat starting in 2020. Both IFAD and IADC informed that they will investigate the possibility of taking on the hosting role with their respective institutions with the following information:</p> <ol style="list-style-type: none"> 1. The International Fund for Agricultural Development (IFAD) as host: <ol style="list-style-type: none"> a. IFAD Board may want to expand the Platform membership due to its own membership. b. There is likely no impediment due to the fact that some Platform members are not IFAD members 2. The Italian Agency for Development Cooperation (IADC) as host <ol style="list-style-type: none"> a. Possible location could be in Florence <p>The Secretariat informed that another option for hosting from 2020 is via GIZ International Services (https://www.giz.de/en/workingwithgiz/76712.html) whereby a service agreement would be concluded between, for example a Platform member, a consortium of members or NGO and GIZ International Services. An advantage would be that some of the current Secretariat staff with GIZ contracts may continue to work at the Secretariat.</p> <p>All three possibilities require further exploration by the respective Board members and the Secretariat.</p> <p>IFAD, IADC and the Secretariat will provide the Board with preliminary indications about the viability of the respective possibilities by end of July. The terms of hosting would have to be clearly defined, not just the location of the host but also what kind of technical assistance is to be rendered, both in-kind and as financial contributions. IFAD and IADC would need to know what kind of staffing and resource scenarios are needed. Option evaluation criteria also need to be established.</p> <p>A fourth option to host the Platform at an NGO was put aside for the moment due to the considerable number of challenging legal arrangements that public agencies would have to negotiate.</p> <p>Budget scenarios: The Secretariat presented an overview reflecting the average yearly costs 2016 to 2019 (preliminary) in the Platform budget scheme as well as, for informational purposes, a budget scenario for a 6-months transition phase in 2020.</p> <p>The Board agreed to initiate two parallel processes, one to deal with practical Platform/Secretariat hosting issues, and one on the strategic roadmap process (see below), in helping to define options for the Platform’s future.</p>



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	<p>The Secretariat will issue a public statement by 28 June summarizing the results of the members' AGA and the forthcoming transition phase.</p>
<p>4. Overview current budget, finance and staffing</p>	<p>The Secretariat informed that the presentation to this agenda item was previously shared and discussed with the GDPRD Budget Group (MEAE France, USAID, DFID) who gave their clearance for presentation through the Secretariat.</p> <p>(i) Financial Contributions 2019 and Outlook 2020 The corresponding overview provided with the Board documents reflects the status on member contributions 2016 to 2019 with an outlook for 2020.</p> <p>Regarding 2019: Seven members have a signed contribution agreement formalizing core-funding for 2019: Australia-DFAT, EC, Finland, France, BMZ, SDC, and USAID, who also provides supplemental funding towards the SDG2 Roadmap Initiative. Three contributions are in the pipeline: BMGF, DFID, IADC (channelled via IFAD). Three Board members have not yet confirmed a financial contribution for 2019 mainly due to ongoing internal processes in their respective organizations: NL-MFA, AfDB and IFAD, whose 2018 contribution also continues to be in the pipeline. While Global Affairs Canada is not in a position to contribute in 2019, they are hopeful to re-establish contributing financially in 2020. It was further informed that the 2018 IADC (via IFAD) contribution is expected to be received in the next days as IFAD internal processes have led to successful clearance.</p> <p>Regarding 2020: Three members have a signed contribution agreement formalizing core-funding, which would be effective only with a corresponding BMZ commission: SDC, Australia-DFAT and USAID (whose agreement also stipulates supplemental funding towards the SDG2 Roadmap Initiative). Two additional members have contributions in the pipeline: BMGF, DFID.</p> <p>Yet to be determined is the amount of any balance remaining at year's end from 2019 contributions. These funds would need to be directly returned to the respective contributors or can, in some cases, be transferred as operational roll-over budget to a new host. Board members encouraged continuing to raise 2019 member contributions in order to possibly arrange for a transfer of any unused funds to a new host. When a new hosting arrangement is agreed, projected 2020 contributions need to be contracted anew between the contributor and the new host. This process could be lengthy due to the great variety of members' internal administrative procedures.</p> <p>(ii) 2019 budget: costs and commitments, proposed adjustments The 2019 Platform budget financed various activities reported on in the 2019 semi-annual progress report. This includes the continued maintenance and development of the GDPRD website, moderation and other activities at the AGA in Maennedorf, the background paper on networks, Secretariat staff travel to events</p>



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	<p>representing the Platform, Secretariat staff costs, office facilities and the yearly external audit, amongst others.</p> <p>The status of the 2019 budget, including incurred costs and commitments per accounting status 31 May 2019, and the current potential high-ceiling volume of the 2019 Platform Budget of €1.550-000 was presented. The Board endorsed the budget without dissent.</p> <p>It was noted that the 2019 budget is subject to change depending on the development of further contributions. Detailed supporting overviews were provided in the Board folders.</p> <p>IADC suggested reaching out to other networks to see if others have dealt with such hosting transitional processes and if so, what lessons/best practices can be learned. The Secretariat will investigate this and inform the Board of any substantive learnings.</p> <p>(iii) Secretariat staffing</p> <p>The Secretariat briefly elaborated the detailed overview provided to the Board members reflecting the name, function, and area of responsibilities of the Secretariat staff. Highlights in developments since the virtual Board meeting include the staffing of the Junior Advisor position with Manuel Urrutia, who first joined the Secretariat in January 2019 as an intern. The Secretariat warmly welcomed James Kyewalabye, who was a panellist at the 2018 AGA in Berlin and who joined the Secretariat as intern in May with a contract until August 2019.</p> <p>The Secretariat further informed about exiting staff in 2019: Reinhild Ernst left her position as Secretariat Coordinator, as of 31 May, for a position as Equal Opportunity Commissioner with GIZ in Berlin. Laura Barrington has taken on the Coordinator position effective 1 June, which leaves her former ARD-Advisor position vacant. Romy Sato will end her assignment as ARD Advisor with the Secretariat on 31 August to take on an external position. Lucia Wienand and Marion Thompson will leave the Secretariat due to retirement as of 11/2019 and 12/2019 respectively.</p> <p>The Board asked that the Secretariat not hire any additional permanent staff at this point. The Secretariat informed that extensive closure activities, including reporting, will demand considerable staff resources in 2019 as well as in 2020 to fulfil contribution contracts. The Board advised that GIZ will be responsible for end of project reporting and closure activities in 2020.</p>
<p>5. Decision on strategic roadmap process</p>	<p>Co-Chairs highlighted that the under the current situation, unless new hosting and funding arrangements are in place by the beginning of 2020, then there will be a gap in the functioning of the Platform Secretariat, which would have implications for the strategic work of the Platform. Therefore, two parallel processes, one to</p>



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deal with practical Platform/Secretariat hosting issues, and one on helping the strategic roadmap process are necessary.

The Board agreed to establish a Platform **Transition Task Force (TTF)** to assist the Board in identifying decisions that need to be made to align the Platform with the new Purpose Statement taking into consideration realistic budget scenarios. The TTF will consider both immediate and longer-term decisions and may identify topics that require further work before consideration by the Board. The recommendations of the TTF are intended to help the Board make decisions on adjustments to the Platform's structure and functions in 2019 and beyond. The end of November was agreed upon for the TTF to have developed its proposals.

Activities for TTF Terms of Reference (TORs):

- Resources and Membership:
 - Develop budget scenarios based on proposed member contributions and guidance for allocation of resources
- Priority activities: Develop list of existing activities to be maintained and potential new activities with respective timelines
- Platform operations: Consider changes in the Platform's current operating structure and processes
 - Board decisions on the different forms of the Platform's activities and actors, e.g. working groups and partners, from Agenda Item 7, are included in this activity
- Secretariat: Develop different transition scenarios based on funding amounts for the Secretariat structure and functions, type of staff
- Communication with TWGs
- Platform transition: Steer the strategic planning and activities for the transition to a new host

The Co-Chairs and the Secretariat will draft the TORs and send it to the Board within a week following the Board meeting. Board members interested in participating in the TTF (MEAE France, IADC-Italy, USAID, and SDC) will check with their line managers for agreement. The TTF will be open to participation from the Platform members at large. The Board and Secretariat will send a call for interest to the members with the TORs. The Board left open the possibility of hiring a consultant to support and facilitate the TTF. This point will be revisited after consolidating the TORs.

The Board acknowledged that there will be a shift in the Platform's and Secretariat's activities and functions in preparation for the end of commission and transition. The Secretariat will communicate what activities are still possible in 2019. The Board agreed that it will be important to have regular check-ups with the TTF throughout the fall.

The Secretariat is to draft a public statement summarizing the outcomes of the AGA-Members' Retreat, to be sent to the Co-Chairs for review before disseminating publicly.



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	<p>The Secretariat will draft an internal report on the AGA-Members Retreat, to be sent to the Board one week from the Board meeting.</p>
<p>6. Confirmation of completion and progress on action items from previous Board Meetings 01/2019 and 06/2018</p>	<p>The Secretariat reviewed the action items from the previous Board Meetings. Regarding BMGF contacting and soliciting membership of the MasterCard Foundation, they requested BMGF to contact them again at a later point in time as they are currently implementing a new strategy. BMGF will reach out again after the AGA. The Board recognized and confirmed the progress on action items from the previous meetings</p>
<p>7. Current Strategic Plan implementation: Working Groups and Strategic Partners – highlights 2019</p>	<p>The Co-chairs proposed to make the SDG2 Roadmap Group into an official thematic working group. The Board agreed on this decision without dissent.</p> <p>Co-Chair David Hegwood proposed to merge any follow-up on the second action item, “Create definitions and criteria (markers) for the different forms of the Platform’s activities and actors, e.g. working groups and partners” into the TFF’s activities. The Board agreed without dissent.</p>
<p>8. End of Assignment: Patrick Herlant / Election of new Co-Chair</p>	<p>Co-Chair Patrick Herlant officially notified the Board of his stepping down as Co-Chair, after serving for more than two years. Patrick will check with his line manager if he can still support the transition period, but he is formally no longer the Co-Chair.</p> <p>The Secretariat thanked Patrick for his leadership, time, commitment, and passion in guiding the Platform during his time as Co-Chair. The Board joined in expressing sincere appreciation.</p> <p>The floor was opened for nominations to succeed the EC as Co-Chair. While there were no immediate candidates, the Secretariat will coordinate the Board decision-making via email when candidate nominations are received.</p>
<p>9. AOB and closing remarks</p>	<p>In light of the transition phase, an extraordinary virtual Board meeting should be organized in approximately September 2019.</p> <p>The Secretariat proposed early July to have a virtual Management Meeting. The Secretariat will send out Webex invitations.</p> <p>No further AOB. Co-Chair David thanked everyone and formally closed the Board Meeting.</p>



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Action Items:

Agenda Point	Task	Responsible	Timeline
3. Consequences for future of Platform	Preliminary indications of hosting the Platform	IFAD & IADC, Secretariat	July 2019
5. Decision on strategic roadmap process	TORs for Transition Task Force	Co-Chairs & Secretariat	ASAP
5. Decision on strategic roadmap process	Budget Scenarios to be developed for TTF	Budget Group	ASAP
5. Decision on strategic roadmap process	Overview of possible Platform activities in 2019 and amended Platform Work Plan 2019	Co-Chairs & Secretariat	July 2019
5. Decision on strategic roadmap process	Draft Task Force proposals for Global Donor Platform 2.0 and roadmap for transition	Transition Task Force	End of November 2019
8. End of Assignment: Patrick Herlant / Election of new Co-Chair	Coordinate the Board decision-making via email when candidate nominations are received	Secretariat	From July 2019
9. AOB and closing remarks	Virtual Board Meeting	Secretariat	September 2019