



Meeting Minutes of the 4th Meeting of the Asian Disaster Preparedness Center (ADPC) Board of Trustees (BoT)

11th August 2023
The Athenee Hotel
Bangkok, Thailand



Photo of 4th Board of Trustees Meeting, 11th August 2023

The 4th meeting of ADPC Board of Trustees (BoT) took place on 11th August 2023 between 0900-1630 hrs. in a hybrid mode (in person and online). The meeting minutes are recorded and finalized on 16 August 2023 as follows:

Adoption of the agenda

Mr. Hans Guttman, Secretary of the BOT read out the provisional agenda of the 4th meeting of the ADPC Board of Trustee (referred as Board hereafter) to be adopted before deliberations can begin.

Mr. Kamal Kishore of India proposed an item under B4. (Any other business) on the search and selection of the Executive Director noting the current Executive Director's contract about to end soon.

Mr. Kamal Kishore made a general comment at this stage on the delay in conducting the BoT meeting by almost eight months of an annual meeting. Mr. Kamal reminded his email communication seeking clarification on the meeting in June and was not convinced by the reasons provided. Mr. Kamal mentioned that the final set of papers for this meeting were received just four days before the meeting. Mr. Kishore also put on record the complete dereliction of duties on behalf of the Secretariat in conducting the Board meetings which is expected to approve the annual workplan and budget and other governance matters.

The Secretary to Board noted the concerns and the additional agenda item was adopted under Agenda B4 (Any other business pursuant to Rule 3 in the ROP for BOT)

Agenda A - ADPC Institutional Matters

Agenda A1 - Opening of 4th Meeting of the Board

The Chair of the Board, H.E. Mr. Kim Virak of Cambodia, opened the meeting and welcomed all participants. This was followed by a short presentation on the Center (ADPC) by the Secretary to the Board, followed by the Chair delivering his opening remarks.

Mr. Virak focused on the importance of enhancing collaboration regarding Disaster Risk Management (DRM) and presents an opportunity to reflect on the intricate disaster panorama and its effects on communities. The shared objective is the mitigation of losses and the promotion of equitable and comprehensive progress. Profound appreciation was extended to the Vice-Chair and Chair for their invaluable contributions.

Agenda A2 - Transfer of Chairship from Cambodia to China

The Board Chairship was transferred from Cambodia to China in accordance with the Rules of Procedures (ROP) for the BOT.

The Board recognized the BOT member from China as Chair of the BOT for 2023.

Agenda A3 – Welcome address by new Chair

The Chair of the Board, H.E. Mr. Ke Yousheng of China, delivered his welcome remarks and congratulated Cambodia and Sri Lanka for Chairing and Vice Chairing the Board in 2022. He noted that China embraced a people-centric strategy to disasters, establishing an integrated and efficient nationwide emergency management system that transitioned from reactive disaster relief to proactive prevention and comprehensive multi-hazard management. The Chair also mentioned that ADPC plays a pivotal role in disaster risk reduction in the region.

Agenda A4 – Consideration of Vice-Chair of BOT

Pursuant to Article 1 of the Rules of Procedure (ROP) of the BOT the Vice-Chairship of the Board is to be held by the incoming Chair of the Board, which for 2024 is India.

The Secretary to the Board conveyed that according to the Rules of Procedure (ROP) for the BOT, it is specified that the incoming Chair (in this instance, India) is designated as the Vice Chair. However, as per the ADPC Charter, it is required that either the Chair or Vice-Chair be a resident of Thailand. Given that the current Chair is held by China and is not based in Thailand, the Vice Chair must fulfill the resident requirement in Thailand.

As India does not have a Board representative resident in Thailand, the Chair extended the Vice-Chairship to the Board member of Thailand.

Ms. Shashika Samanmali of Sri Lanka, congratulated China and Thailand on their appointments as Chair and Vice Chair and that Sri Lanka looks forward to working with them in 2023.

Mrs. Chomquan Pinyowit of Thailand thanked the Board for the Vice-Chairship and suggested that a clause requiring the Vice Chair to be a resident in Thailand be revised.

Mr. Kamal Kishore of India thanked China as the incoming Chair of Board as well Thailand for taking up the role of Vice-Chair.

The Board approved Thailand as Vice-Chair of the Board for 2023.

Agenda A5 – Consideration invited members to the BOT

Pursuant to Article 6.1 of the ADPC Charter the Board may invite additional members to the Board. Pursuant to Rule 1 of the ROP for the Board the invited members serve for one year concurrent with the Chair who invited them to the Board. In 2020, 2021 and 2022 Prof. Dr Krasae Chanawongse was an invited member of the Board.

Prof. Dr Krasae is not participating in the 4th meeting of the BOT and thus there is no consideration on this matter. Any new consideration of invited member(s) may be addressed in the next BOT meeting as per the Charter and rules of procedure.

No action by the Board is needed. Any new consideration of invited member(s) may be addressed in the next Board meeting as per the Charter and rules of procedure.

Agenda A6 – Proposed members of the ADPC Advisory Council

The Secretary to the Board explained the purpose of the Advisory Council and noted that the Terms of Reference for the Advisory Council were approved at the 2nd Meeting of the BOT in 2021 (agenda item 09) and the tenure of any member is 3 years (as stipulated in the Charter). A list of proposed members was shared to the BOT for further consideration to invite some or all of them to serve on the Advisory Council.

The Secretary proposed to the Board to consider a set of members to join for a 3-year period and then review members that need to be change or select an initial set of members with more added onto the Advisory Council on a rolling basis.

Mr. Kamal Kishore of India suggested approving a set and changing one-third of the members every three years. Mr. Kamal sought clarification on the delay of two years and half years between the approval ToR and the proposed members. Mr. Md. Kamrul Hasan *ndc* of Bangladesh proposed to invite at least one member from Bangladesh. Ms. Geng Yun of China supported the efforts in this regard and keep exploring and select more qualified members developing countries in Asia and the Pacific.

Mrs. Chomquan Pinyowit of Thailand suggested that more individuals related to ADPC's work areas and locations be invited to the Advisory Council, especially people working in health section, particularly mental health and data governance. Mr. Muhammad Idrees of Pakistan suggested to invite individuals from academia, research think tanks. Mr. Idrees also sought further clarity on the terms and conditions of these members.

The Secretary to the Board first replied that the delay in submitting the proposed members was due to it several reasons including the item being a lower priority earlier. He took note of the suggestions by the Board members for additional individuals to be added in this list in future while the possibility of approving certain names today.

The Secretary to the Board also clarified that the Charter specifies that membership is by invitation, without remuneration (indicative of pro-bono commitment). However, a 2021 Board meeting minutes provision allowed for Advisory Council members to serve as Consultants when needed, and the invitation process is overseen by the Chair of BOT as per the Charter. The initial list of members can be augmented and presented in the upcoming meeting. The Chair can extend invitations to up to 20 individuals, and pending Board agreement, progress can be made.

The Chair took note of the list and suggested that more time be given to Board to consider people to be invited to the Advisory Council. The Center (ADPC) is requested to provide a new list of proposed members at the next Board meeting.

The Board approved Advisory Council procedure and proposed to place a revised list and recommendations on its operations in the next BOT meeting.

Agenda A7 – Consideration of the updated project overhead rate of ADPC and related unit costs

The Secretary to the Board clarified that the Center (ADPC) has no obliged core funding as per its Charter. Therefore, ADPC is recovering its operational costs for the implementation by charging projects through overhead, in accordance with the Finance and Accounting Manual. The Secretary to the Board also explained that ADPC defines its costs into three categories: project costs (direct costs), supporting costs (direct or indirect costs depending on the funder's regulations), and non-project costs (also called indirect, corporate or apportioned costs), charged in line with the regulations of the agency funding the project.

The Secretary to the Board presented that, based on 2022 audits, the Full recovery rate is 16.19%, and Basic recovery is 7.89%, applying to new and revised agreements. Office facility cost recovery rate for 2023 has been updated to USD 15 per staff unit/day. The Full recovery and Basic recovery rates are to be calculated on a three-year moving average, according to the Finance and Accounting Manual, yet exceptional circumstances during 2020 and 2021 due to the COVID-19 pandemic led to elevated rates.

The Board approved the use of 2022 financial data to update overhead rates for 2023 and the office facilities charges for ADPC's cost recovery.

Agenda A8 – Consideration of the revised manuals and level of authority

The Secretary to the Board mentioned that ADPC is to be governed by administrative processes of international standards and it is the responsibility of the BOT to approve the manuals, policies, and regulations governing ADPC's operations. The following manuals were present to the BOT for Approval:

- The Employee Reference Manual, which was approved in 2021, and has been revised to address several unclear areas.
- The new Administration Manual, which covers issues of official travel, special payments not part of procurement, and loss/theft of ADPC equipment/cash.
- The new Grant Management Manual, which has been developed to manage the increased amount of sub-granting ADPC is implementing through its project support.

The Secretary to the Board explained that the Procurement Manual and the Finance and Accounting Manual will first be reviewed by a third party and adjusted as needed (to ensure compliance with international practices) and then submitted for the BOT for consideration.

Ms. Geng Yun of China took note of new manuals suggested that they can help ADPC further improve its operational efficiency.

Mr. Kamal Kishore of India approved the manuals in principle, but also that more time is needed to fully review them.

Mr. Md. Kamrul Hasan *ndc* of Bangladesh asked for clarification the approval process on financial agreements/contracts with outside organizations with contract values less than and over USD 3 million.

Mr. Muhammad Idrees of Pakistan also suggested that more time is needed to fully review the manuals, and enquired about where recruitment procedures and terms of the ADPC Executive Director and Deputy Executive Director are stipulated. Mr. Idrees also suggested that there should be a mechanism put in place in ADPC to continuously review the manuals and procedures.

Mr. Dinesh Bhattarai of Nepal also endorsed the manuals and suggested that Annex A8.2 (A3 Memorandum of Understanding (MOU)/Letter of Association or equivalent) should be approved by the Board Chair.

The Secretary to the Board replied that regarding staff recruitment, the Employment Reference Manual covers the process for hiring employees, while the Procurement Manual addresses the recruitment of Consultants (which requires updating). Furthermore, the tenure for the Executive Director and Deputy Executive Director are not explicitly outlined, except for in the Employee Reference Manual which states a two-year tenure for ADPC staff. Initially, the Board offers a two-year contract to the Executive Director and the BOT holds the responsibility for Executive Director recruitment, while other staff matters fall under the jurisdiction of the Executive Director as per the ADPC Charter.

Regarding Rule 4 of the ROP, the Secretary to the Board mentioned that they're some of ADPC's MOUs serve to enhance cooperation and are crucial for the operation of ongoing projects. In cases where numerous MOUs need to be signed, a change has been introduced. Preliminary approval is sought in this meeting, with the intention of gathering comments and recommendations within a month's time. This approach allows for ample preparation to share the new documents well in advance of the subsequent meeting. [determine if MOU should be signed by the Chair or ED, depending on purpose]

The manuals were approved in principle and some Board members may provide additional comments and the Manuals can be formally approved in the next Board meeting.

Agenda A9 - Update of status on hosting agreements in founding member countries

The Secretary to the Board mentioned that as per its Charter, ADPC's headquarters is hosted by the Government of Thailand. However, for ADPC to operate effectively in the founding member countries, it is desirous to establish ADPC sub-centers as provided for in the ADPC Charter. The Secretary to the Board added that pursuant to Article 12 in the ADPC Charter ADPC is pursuing that its sub-centers are considered representations of ADPC in the respective countries and may be recognized by the Ministry of Foreign Affairs in the respective countries as part of an international entity. Operationally, the sub-centers are a part of ADPC and as such governed by the rules and regulations of ADPC, which may be modified to fit the circumstances and requirements of the country it is situated in.

The Secretary to the Board gave an overview of the progress of host country agreements signed in the Founding Member Countries. ADPC has already the host agreements with the Ministry of Foreign Affairs of Thailand and Ministry of Foreign Affairs of Pakistan and has gained recognition from the Government of India as an international organization since 2016, but no specific hosting arrangements have been finalized. The progress in Bangladesh, Cambodia, Nepal, the Philippines, Sri Lanka. Discussion on similar agreement with China is to be started.

Mrs. Chomquan Pinyowit of Thailand took note of the recent developments and welcomed Pakistan's recent Host Country Agreement (HCA) with ADPC.

The Board acknowledges the status on ADPC hosting agreements in founding member countries and the Chair suggested that ADPC continue give a new update on the Agenda Item in the next Board meeting.

Agenda A10 – ADPC Strategy 2030

The Secretary to the Board presented the draft ADPC Strategy 2030, which outlines ADPC's approach for the upcoming decade. Unlike the previous ADPC strategy, this new approach focuses more on how ADPC will support regional initiatives to reduce disaster impacts and foster resilience in Asia and the Pacific.

The ADPC Strategy 2030 acknowledges emerging hazards like climate change impacts, wildfires, COVID-19 recovery and pandemic preparedness, and poverty and disasters in Asia and the Pacific region. Key components include addressing challenges and prioritizing actions that align with ADPC's Vision and Mission, along with a set of guiding values.

The Strategy also details implementation approaches and forms of collaboration with partners. It's shaped by the priorities of the Regional Consultative Committee (RCC), the needs of RCC member countries, and engagements with other international and regional organizations. The Secretary clarified that this Strategy will be complemented by 3 to 5-year strategic work programs and country-specific priority initiatives.

Mr. Socheath So of Cambodia acknowledged and supported the ADPC Strategy 2030, recognizing the importance to revise these strategies to meet the current disaster risk landscape. He also suggesting that the region must ensure that current mechanisms reflect the real-life scenarios in Asia and the Pacific region, presenting a recent example of flooding in the Mekong River in Cambodia as a valuable lesson of this.

Mr. Dinesh Bhattarai of Nepal also endorsed the ADPC Strategy 2030, and suggested that it must better reflect the interests of mountainous communities, especially the risks of earthquakes and landslides.

Mr. Kamal Kishore of India asked which existing strategies (other) have been used to guide ADPC during the drafting of the new Strategy and who among the BOT, National Disaster Management Organizations, and RCC member countries have been consulted in the formulation of the draft ADPC Strategy 2030.

Ms. Geng Yun of China believes that the ADPC Strategy 2030 will help better align ADPC's work with international frameworks such as the UN 2030 Agenda. She also added that China's cooperation provides more opportunities to work with ADPC in providing further support to countries in Asia and the Pacific region.

Mrs. Chomquan Pinyowit of Thailand also supports the Strategy and enhance its cooperation with regional organizations like UNESCAP to promote information-sharing on key initiatives such as early warning systems, climate change and strengthening healthcare as part of disaster risk reduction.

The Secretary to the Board replied that although no structured consultations were made with key partners on developing the Strategy, but there have been some discussions. The Secretary also took note that the ADPC Strategy 2030 requires more specific inclusions as outlined by the BOT and Heads of Delegation. The way forward is that ADPC develops a detailed plan to address the issues that have been raised to develop a better Strategy. The Chair recognized ADPC's efforts in drafting the ADPC Strategy 2030 and shared the views of the BOT that more key areas of interest and specific disaster and climate risk situations faced by the region be included into it.

The Board requested more time to review and approve the ADPC Strategy 2030 in its next meeting. The Secretary to the Board will provide a proposed action plan for further consultations on the Strategy 2030.

Agenda A11 – Proposed organizational changes to ADPC

The Secretary to the Board presented the current structure of ADPC, last reorganized by the ADPC Board of Foundation in late 2016 and mentioned that a reorganization is needed to have clarity in responsibilities and reporting. The main issue to tackle is the functioning of the support services in the organization and its relationship with the thematic departments. To streamline the functions, the Secretary to the Board proposed to have a three-part structure:

1. Retaining the Program Departments which implement projects,
2. Amalgamating the Support Services which provide financial, administrative, communication and other support to the thematic departments and
3. Oversight and governance management by the Office of the Executive Director (OED).

The Secretary to the Board explained that this reorganization is for the purpose of streamlining ADPC operations and increase efficiency.

The Secretary to the Board explained that the BOT's approval is sought as ADPC's major structure will change and some adjustments in the job description of the Executive Director is needed and implementation if approved could begin in January 2024.

Mr. Socheath So asked if ADPC should also have Program and Operation Support which should be headed in one department.

Mr. Dinesh Bhattarai of Nepal sought more clarification on the new organogram, asking who will define the new departments. He also asked where ADPC's sub-centers will be established and who will be responsible for them.

Mr. Kamal Kishore of India requested more clarity on the reorganization, whereas the authorities of the Executive and Deputy Executive Director is clearer in the existing arrangement. Mr. Kishore added that the Board cannot approve the reorganization without further details and the cost-effectiveness of the reorganization.

Mr. Md. Kamrul Hasan *ndc* of Bangladesh agreed that the reorganization should be considered again in the next BOT meeting. He sought clarification on the number of employees in the proposed reorganization.

The Chair provided insights from their experience in the UN system, saying that ADPC is a program-orientated organization which mostly works on program and project implementation.

The Secretary to the Board clarified that there is no intent to change the existing Program Departments which are already specializing in different fields of work and responsible for project and program implementation. Operations will fall under Program Departments and Support Services will be the new component consisting of various Units.

The Secretary to the Board responded that creating a more centralized system is addressing the concerns expressed by ADPC Directors/Chiefs. The reorganization aims to be more cost-effective, and ADPC will provide a revised narrative, its objectives and aims to accomplish, especially for the sub-centers, to be shared in the coming week or two for the Board considerations. After receiving the feedback, it can be further incorporated and the Board can come up with an agreement online.

The number of employees depend on the number of projects, which grow and shrink depending on project loads. At this stage, the Secretary to the Board mentioned that the number of employees may reduce to improve the responsibilities between staff and transition away from a paperwork-dominated system.

The Chair and Board acknowledge ADPC's efforts to streamline ADPC's work and will wait for the Center (ADPC) to further elaborate on the details and reporting process so the Board can have a better understanding before approving the reorganization.

Agenda A12 – ADPC's capacities and consideration by Founding Members how to use and support ADPC.

The Secretary to the Board explained that the founding member countries can leverage ADPC's capacities to improve preparedness and response, support disaster risk reduction, enhance climate resilience and build back better in the founding member country and for international cooperation. As such, ADPC sees an opportunity in the founding member countries turning to ADPC for technical and management support for implementation of projects and initiatives funded by development banks and by the government itself.

The Secretary to the Board also mentioned that the BOT may consider volunteer contributions to the operation of ADPC on an annual basis. If an amount of between USD 50,000 to USD 100,000 could be provided by each founding member country, it would significantly help ADPC in its operation and provide support to member countries on a timely basis (regarding technical inputs) as well as being able to travel to interact and support Board members throughout the year.

The Chair asked if this is an annual contribution cover ADPC's operational costs as opposed to project costs.

Mr. Kamal Kishore of India agreed that the seeking voluntary contributions is a good proposal. He wanted the clarity on 1) how many updates ADPC has submitted to the Board since January 2022?, 2) how many times since January 2022 has ExCom got in touch with the Chair and provided updates. Mr. Kamal raised the issue of misgovernance at ADPC. He mentioned that a poorly governed organization will have problem securing funds for its operation from outside and voluntary contributions from members.

Mr. Dinesh Bhattarai of Nepal also suggested that the Center (ADPC) formally write to the Governments of the founding member countries on voluntary commitments before coming to any decision. Mr. Md. Kamrul Hasan *ndc* of Bangladesh cited Article 2.3 of the ADPC Charter which clarifies the nature of the voluntary contributions.

The Secretary to the Board confirmed that this support will cover corporate expenses and enable ADPC to better respond to requests by countries and other organizations.

The secretary acknowledges that there were no written updates, only some verbal updates provided to some Board members, updates on the ExCom meetings to the Chair had not been provided. These issues will be immediately addressed.

Once the BOT is more confident in ADPC's operational management, it may be appropriate for ADPC to make official written proposals to the founding member countries for the voluntary commitments.

The Board agrees that voluntary contribution can only be made once confidence in ADPC's governance is reinstated and the Member Countries are approached formally.

Agenda B - ADPC Operational Matters

Agenda B1 - Presentation of 2021-2022 Annual Report

The Secretary to the Board presented the 2021-2022 Annual Activity and Audit to the meeting. As per its external financial audit conducted by KPMG, ADPC's Annual Revenues were USD 10,220,228 (2021) and USD 14,335,849 (2022) with expenditures of USD 11,886,030 (2021) and USD 18,017,412 (2022). In this regard, ADPC continues to record a negative financial balance.

The Secretary to the Board also mentioned that 52 projects were implemented between 2021-2022, with programs such as SERVIR-Mekong changing to SERVIR-Southeast Asia, a new phase for the Asian Preparedness Partnership (APP) program, and the Climate Adaptation and Resilience (CARE) for South Asia project underwent restructuring. Furthermore, key achievements and results include ADPC supporting forest conservation in Cambodia, early-warnings in India, supporting climate change projection in ASEAN Member States and enhancing food security in Viet Nam. The full 2021-2022 Report is being finalized and printed.

The Secretary to the Board added that pursuant to Articles 6.3c and 11.6 of the Charter, the BOT is to approve the ADPC annual external Audit report.

Mrs. Chomquan Pinyowit of Thailand appreciated SERVIR-SEA's provision of geospatial information data, recognizing the importance of data-driven decision-making in the region and ADPC's support to Thailand in its Mid-Term Sendai Framework Review.

Mr. Kamal Kishore of India asked how the financial deficit in 2021 and 2022 is being covered and what plans are in place to cut costs.

The Secretary to the Board explained ADPC's sources of funding through projects and surpluses, and ADPC has secured a significant amount of funds for 2023 and will be explained further in the next Agenda Item. In Annex B.11, there is also a number of MOUs whose purpose are to cover administrative costs.

The Chair acknowledged the presentation and encouraged ADPC to make further efforts to address negative financial balances, and the BOT approved the Annual Audit Report for 2021 and 2022.

Agenda B2 – Consideration of the draft Annual work plan and budget for 2023

The Secretary to the Board presented the draft Annual work plan and budget for 2023, noting that the reduction in the reach of ADPC's work is addressed by intensifying resource mobilization effort across ADPC's different priority areas. An update for 2023 should be provided to the BOT. Implementation stands at about 25% of planned work (which should currently be at 50%) and ADPC is incurring a negative balance of around USD 570,000 but if the work program gets back on and new projects are implemented, this will be reduced to the planned level or below.

The Secretary to the Board also gave an overview of the different projects and activities that ADPC will be implementing, estimated to secured USD 19 million in 2023 over multi-year implementation.

Ms. Geng Yun of China suggested that projects should be based on the real disaster risk needs of countries and that ADPC should improve financial efficiency and project delivery, as well as timely communication on project completion and evaluation.

Mr. Dinesh Bhattarai of Nepal drew attention to increasing the disaster preparedness of high-rise buildings in developing country, suggesting an Action Plan be developed to address current gaps and interests.

Mr. Kamal Kishore of India supported the idea that ADPC must focus on countries' real needs and requested answers to the following three questions.

- review of ADPC's financial performance and impacts for the last 5 years and projections for the next 3 years.
- quarterly updates by the Secretary to the Board because of delayed discussions on ADPC Annual Work Plan and Budget 2023,
- any plans and partnerships that the Center (ADPC) has to increase its cost-effectiveness.

The Chair asked for further clarification of ADPC implementing over 35 projects/programs (including training courses) amounting to USD 17.2 million and adding the 10 new projects which will contribute to USD 19 million.

The Secretary to the Board added that sometimes development partners approach ADPC for new projects and initiatives in the region, and ADPC is also improving its project planning and Monitoring & Evaluations. Discussions have been held on improving building standards and assessing current tools and systems available.

The Secretary to the Board noted that ADPC can provide the requested overview of project and financial implementation and will instigate the 3-month periodic updates as well as the project details. The Annual Budget for the draft Work Plan only includes one of the new projects secured, the USD 19 million runs over several years (like many other projects). ADPC can include these projects in the 3-month updates as well.

The BOT approved the Annual work plan and budget for 2023, and ADPC will provide periodic updates to the BOT as requested.

Agenda B3 – Report from Executive Committee

The Secretary to the Board explained that the Executive Committee (ExCom) is one of ADPC's organs and is charged with being the principal agent in formulating the annual work plan and budget for ADPC, overall supervision of the implementation of activities, oversee recruitment process of staff.

Key agenda items addressed by the ExCom in 2022 relate to resource mobilization, mid-year review plan, quarterly financial review, strategic issues, RCC meeting preparations, financial performance and human resources and administration issues.

The Board takes note of the Report from the Executive Committee, expecting the ExCom to further strengthen governance and improve work efficiency, the ExCom will immediately provide 3 monthly updates on its work and decisions.

Agenda B4 - Any Other Business

The Chair initiated the Agenda its and proposed India to initiate the deliberations.

Mr. Kamal Kishore of India mentioned that the tenure of the Executive Director is ending in January 2024 and asked that the BOT agree on a system for evaluating the performance of the Executive Director and start a search and selection Committee to identify suitable candidates for January 2024.

The Secretary to the Board mentioned that there is a current outline in the Rules of Procedure, mentioning that ADPC would assist the Board by advertising the position and shortlisting it for the Board to consider, however, this process is quite broad.

Mr. Dinesh Bhattarai of Nepal mentioned that since the Chair and Co-Chair of Board (who are both residing in Bangkok) should work with ADPC to start recruiting the Executive Director.

Mrs. Chomquan Pinyowit of Thailand noted that Thailand was directly involved in the last evaluation of the Executive Director and wished to take a less prominent role this time. This is to ensure transparency to and inclusiveness of all members.

Mr. Kamal Kishore of India elaborated on that the process of evaluation of the performance of the ED should start immediately, with a timeline set for 15 September 2023, and the process of recruiting a Executive Director should done in parallel with the evaluation.

The Chair recommended that the Executive Director is given until the 10 September to provide a self-assessment to the BOT. The BOT will review this and may decide on holding an online meeting to discuss the self-assessment and decide on further action.

The Board recognized the importance of this issue and takes note of the concerns and recommended action, however the Chair noted that the Board has not yet decided whether to select a new Executive Director or extend the tenure of the current Executive Director.

The BOT concluded that the Executive Director should present a self-evaluation report to all BOT members by the 10 September and give them time to review. The BOT will decide on the further action based on the evaluation of the Executive Director.

Finalized on the 16th August 2023



Mr. Hans Guttman
Secretary to Board of Trustees

Appendix 1: Agenda for the 4th Meeting of the ADPC Board of Trustees

Time	Item	By
	4 th Meeting of the ADPC Board of Trustees (BOT)	
	A – ADPC Institutional Matters	
09:00 (10 min)	A1 – Opening of 4 th BOT meeting	Chair of BOT (Cambodia)
09:10 (5 min)	A2 – Transfer of Chairship from Cambodia to China	Board members of Cambodia, China and Secretary to the BOT
09:15 (10 min)	A3 – Welcome address by new Chair	Chair of BOT (China)
09:25 (10 min)	A4 – Consideration of Vice-Chair of BOT	Chair and Secretary to the Board
09:35 (5 min)	A5 – Consideration of invited members to the BOT	Chair and Secretary to the Board
09:40 (10 min)	A6 – Proposed members of the ADPC Advisory Council	Chair and Secretary to the Board
09:50 (15 min)	A7 – Consideration of the updated project overhead rate of ADPC and related unit costs	Chair and Secretary to the Board
10:05 (20 min)	A8 – Consideration of the revised manuals and level of authority	Chair and Secretary to the Board
10:25 (10 min)	A9 – Update of status on ADPC hosting agreements in founding member countries	Chair and Secretary to the Board
10:35 (15 min)	Coffee/tea break	
10:50 (30 min)	A10 – ADPC Strategy 2030	Chair and Secretary to the Board
11:20 (20 min)	A11 – Proposed organizational changes to ADPC	Chair and Secretary to the Board
11:40 (20 min)	A12 – ADPC’s capacities and consideration by Founding Members how to use and support ADPC	Chair and Secretary to the Board
12:00 (90 min)	Lunch	
	B – ADPC Operational Matters	
13:30 (20 min)	B1 – Presentation of 2021-2022 Annual Report, achievements, results and audits	Chair and Secretary to the Board
13:50 (20 min)	B2 – Consideration of the draft Annual work plan and budget for 2023	Chair and Secretary to the Board
14:10 (10 min)	B3 – Report from Executive Committee	Chair of Executive Committee
14:20 (15 min)	B4 – Any other business (pursuant to Rule 3 in the ROP for BOT)	Chair
14:35 (25 min)	Coffee/tea break	
	C – Minutes of the Meeting	
15:00 (15 min)	C1 – Review of minutes of the 4 th Meeting of BOT	Chair and Secretary to the Board
15:15 (5 min)	C2 – Adoption of the minutes of the 4 th Meeting of the BOT	Chair
15:20 (5 min)	C3 – Closing of the 4 th Meeting of the BOT	Chair

Appendix 2: Participation of Members/Representatives in the 4th Meeting of the ADPC Board of Trustees

Country	BOT Member	Member/Representative participated at the 4 th BOT meeting
Bangladesh	Mr. Md. Kamrul Hasan <i>ndc</i> Secretary Ministry of Disaster Management and Relief, Bangladesh	Mr. Md. Kamrul Hasan <i>ndc</i> Secretary Ministry of Disaster Management and Relief, Bangladesh
Cambodia	H.E. Mr. Kim Virak Secretary General National Committee for Disaster Management, Cambodia	H.E. Mr. Kim Virak Secretary General National Committee for Disaster Management,
China	Dr. Zheng Guoguang Secretary General China National Commission for Disaster Reduction, China	Mr. Ke Yousheng Permanent Representative of P.R. China to UNESCAP Embassy of the People's Republic of China to Thailand
India	Mr. Kamal Kishore Member Secretary National Disaster Management Authority, India	Mr. Kamal Kishore Member Secretary National Disaster Management Authority, India
Nepal	Mr. Dinesh Bhattarai Home Secretary Ministry of Home Affairs, Nepal	Mr. Dinesh Bhattarai Home Secretary Ministry of Home Affairs, Nepal
Pakistan	Lt. Gen. Inam Haider Malik Chairman National Disaster management Authority, Pakistan	Mr. Muhammad Idrees Member (Disaster Risk Reduction) National Disaster management Authority, Pakistan
Philippines	Mr. Ariel F. Nepomuceno Administrator, Office of Civil Defense (OCD), Executive Director, National Disaster Risk Reduction and Management Council (NDRRMC), the Philippines	Ms. Beatriz Ines L. Herrera-Davila Second Secretary and Consul Alternate Permanent Representative to UNESCAP Embassy of the Republic of the Philippines in Bangkok, Thailand
Sri Lanka	H.E. Mrs. C. A. Chaminda I. Colonne, Ambassador and Permanent Representative to UNESCAP, Embassy and Permanent Mission of the Democratic Socialist Republic of Sri Lanka, Thailand	Ms. Shashika Samanmali First Secretary Embassy of Sri Lanka to Thailand
Thailand	Mrs. Phantipha Iamsudha Ekarohit Deputy Permanent Secretary, Ministry of Foreign Affairs, Thailand	Mrs. Chomquan Pinyowit Director of Development Affairs Division, Department of International Organizations, Ministry of Foreign Affairs, Thailand
Secretary to the BOT	Hans Guttman Executive Director, ADPC	Hans Guttman Executive Director, ADPC

Appendix 3: Participation of Observers in the 4th Meeting of the ADPC Board of Trustees

Name	Designation
Dr. Shamim Rahman	Private Secretary to Secretary (Senior Assistant Secretary), Ministry of Disaster Management and Relief, Bangladesh
Mr. Socheath So	Senior Technical Officer, National Committee for Disaster Management, Cambodia
Ms. Patreya Wattanasin	Minister Counsellor, Development Affairs Division, Ministry of Foreign Affairs, Thailand
Ms. Katesuda Thongna	First Secretary, Development Affairs Division, Ministry of Foreign Affairs, Thailand
Ms. Geng Yun	Assistant, Permanent Representative of P.R. China to UNESCAP, Embassy of the People's Republic of China to Thailand, China

ADPC Staff	
Mr. Aslam Perwaiz	Deputy Executive Director, ADPC
Mr. Irfan Maqbool	Director, Risk Governance, ADPC
Dr. Senaka Basnayake	Director, Climate Resilience, ADPC
Mr. Sisira Madurapperuma	Director, Preparedness & Resilient Recovery, ADPC
Dr. Peeranan Towashiraporn	Director, Geospatial Information, ADPC
Ms. Hla Hla	Chief of Finance, ADPC
Ms. Kulradtha Sukprasert	Chief of HRA, ADPC
Dr. LingLing Jiang	China Program Director, ADPC
Mr. Weerapon Sripongchai	Manager, Office of the Executive Director, ADPC
Ms. Apitsada Wetchakit	Partnership and Stakeholder Engagement Coordinator, ADPC
Mr. Zandre Van Straten	Knowledge Management Officer, ADPC
Mr. Nuntarut Loketkawee	IT Manager, ADPC
Mr. Suchakrey Kongpila	Senior IT and Network Coordinator, ADPC
Ms. Manisha Gorowara	HRA Assistant, ADPC
Ms. Chutima Saengnapabovorn	Cashier, ADPC



Photo of 4th Board of Trustees Meeting, 11th August 2023



Asian Disaster Preparedness Center

SM Tower, 24th Floor, 979/66-70 Paholyothin Road,
Phayathai, Bangkok 10400 Thailand

Tel: +66 2 298 0681-92

Fax: +66 2 298 0012

Email: adpc@adpc.net

www.adpc.net



Asian Disaster Preparedness Center - ADPC



@ADPCnet



Asian Disaster Preparedness Center (ADPC)

