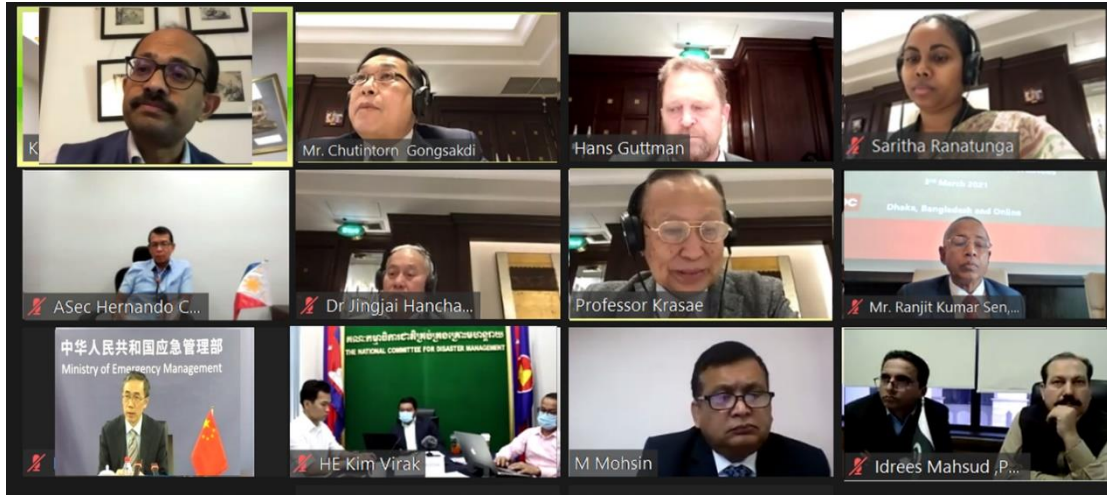




Meeting Minutes of the 2nd Board of Trustees meeting

3rd March 2021
The Athenee Hotel
Bangkok, Thailand and online



2nd Board of Trustees Meeting

Meeting Minutes of the 2nd Meeting of ADPC Board of Trustees

Agenda A – ADPC Institutional Matters

Agenda item A1 – Opening of the Meeting:

Mr. Chutintorn Gongsakdi, Chair to Board of Trustees (BOT) for 2020 extended his warm welcome to the 2nd Meeting of ADPC Board of Trustees. The Deputy Executive Director of ADPC made a short presentation on ADPC and its work in 2020. This was followed by the Chair delivering his opening remarks.

Agenda item A2 – Transfer of Chairship from Thailand to Bangladesh:

The Chairship is transferred from Thailand to Bangladesh as per the Rules of Procedure (ROP). Mr. M. Mohsin, Member of Bangladesh, serves as Chair to the BOT for 2021.

Agenda item A3 – Welcome address by new Chair:

The Chair delivers his welcoming address and requested Sri Lanka to serve as Vice Chair, which is to be confirmed in writing in the near future.

Agenda item A4 – Consideration of invited Board members:

The Secretary to the Board noted that Dr Jingjai Hanchanlash and Prof Dr. Krasae Chanawongse were invited BOT members in the first BOT meeting. The BOT confirmed that the two members can serve again in 2021.

Agenda item A5 – Consideration of revision to the ROP for the BOT:

Rule 4 of the ROP has caused administrative constraints for ADPC with regards to day-to-day management of the organization, specifically in the Chair and Executive Director's signing authorities. An amendment has been proposed to ROP which has been discussed at the Coordinating Committee meetings for the BOT's approval.

Thailand has suggested a amendment with language to provide the necessary authority for the Executive Director to oversee and conduct daily operations and the BOT has approved the addition of the following paragraphs to Rule 4.

"Pursuant to Article 6.6 of the ADPC Charter, the Executive Director is the Chief Executive of the ADPC and is responsible to the Board for the operation and management of the ADPC.

For the Executive Director to fulfill his/her responsibility to the Board for the operation and management of the ADPC, and pursuant to Article 6.5 (c) of the ADPC Charter, the Chairman of the Board designates the Executive Director to sign all types of documents / letters of an operational, management, and administrative nature to ensure that the ADPC's objectives are properly developed, and its programs are carried out.

Pursuant to Article 9.1 of the ADPC Charter, the Board will appoint members to the Executive Committee, or delegate this to the Executive Director. The operation of the Executive Committee is described in the Terms of Reference for the Executive Committee and may be modified and/or amended by the Board when deemed necessary.

Pursuant to Article 6.4, the Board may delegate any of its powers to the Executive Committee.”

Agenda item A6 – Consideration of ADPC Manuals:

The Secretary explained that three manuals have been developed for BOT approval, and the Executive Committee (ExCom) has been engaged in their development. The BOT clarified that for any agreements that exceed US\$ 3 million the Executive Director will seek approval from the Board which may then delegate the signing to the Executive Director (as per ROP).

The BOT approved the manuals, and the related documents.

Agenda item A7 - Consideration of ADPC Policies and Code of Conduct:

The Chair invited and the Secretary ADPC presented 14 new policies and a Code of Conduct in line with international organizations standards.

The BOT approved the policies and Code of Conduct.

Agenda item A8 - Consideration of a revised salary and benefit system for ADPC headquarters:

The Chair invited the Secretary to explain the ADPC’s new revised salary and benefits package, developed through external consultation and benchmarked with organization and companies in Thailand. The new package has also been compared with two international organizations and the UN in Bangkok and was amended accordingly.

The BOT approved the new salary structure in principle but opined to minimize the gap of the salary scale between positions.

Agenda item A9 - Consideration of the Terms of Reference (TOR) for the Advisory Council:

The ADPC Advisory Council is one of the four organs of ADPC. As it is currently not operational, ADPC has developed a TOR to operationalize the Council.

Thailand proposed an amendment to the TOR. The BOT approved the TOR with the amendment from Thailand as follows:

“3.2 The ED may reach out to specific individual(s) of the Advisory Council to seek advice on specific matters. In urgent matters requiring professional expertise of members of the Advisory Council, if appropriate the ED, with the approval of the Chair of the Board, may directly engage individuals on the Advisory Council in the work of the ADPC for which appropriate remuneration may be provided.”

Agenda A10 – Consideration and recommendations to the finalization of the ADPC Strategy 2030:

The ADPC Strategy 2030 is intended to guide ADPC for the next decade. Its priorities are guided by the RCC (as per the Charter), major global frameworks, and regional and country priorities in Asia and the Pacific. The next steps will be to consult with ADPC member countries, RCC countries and international organizations and development partners.

The BOT approved the plan to finalize the ADPC Strategy 2030.

Agenda B – ADPC Operational Matters:

Agenda B1 – Presentation of 2019 Annual Report, achievements and results:

The Chair invited the Secretary to present key achievements and activities from the ADPC Annual Report 2019. The Secretary informed that 2019 was the last year of ADPC Foundation.

The BOT took note of the achievements and results.

Agenda B2 – Presentation of achievements and results of 2020:

The Chair invited the Secretary to explain the impact of the COVID-19 pandemic and the Secretary mentioned that the ADPC Annual Budget for 2020 was reduced from US\$ 17.7 million to US\$ 8.2 million. ADPC also experienced a reduction in income from partners and embraced a variety of new online capabilities.

The BOT took note of the achievements and results.

Agenda B3 – Consideration of the draft Annual work plan and budget for 2021:

The Chair requested the Secretary and he explained that the priority for 2021 will be to catch up on project implementation from 2020 that has been complicated by the COVID-19 pandemic and new initiatives. The current plan is to implement 44 projects with a total budget of US\$18.5 million. The 16th RCC meeting will also be held hosted by South Korea.

Concerns about the continued impact and uncertainty around covid-19 were expressed by the BOT. The BOT approves the Annual Work Plan and asks ADPC to keep the uncertainties caused by COVID-19 pandemic in mind.

Agenda B4 – Consideration of the audit firm for 2021 ADPC audit:

Article 6.3f of the ADPC Charter empowers the BOT to appoint an external auditor for ADPC. ADPC received submissions from 3 audit firms and proposed an audit contract with KPMG for 3 years (2021-2023).

The BOT approved the proposed independent auditor for 2021-2023.

Agenda B5 – Report from the Coordinating Committee:

The Secretary invited Prof. Dr. Krasae Chanawongse to clarify that the ADPC Coordinating Committee was able to meet 3 times in 2020 to assist in ADPC's transition into an international organization. Its main purpose was to review and endorse documents that was to be presented to the BOT for approval. The main themes were the amendment to the ROP, manuals and policies, and inputs/revisions to the Annual Work Plan 2020.

Sri Lanka, as a member of the Coordinating Committee, informed the BOT that they have to reconsider their participation for 2021 due to human resources constraints at the Embassy.

The minutes of the 3 Coordinating Committee meetings will be shared with the BOT. It is also agreed that the members of the Coordinating Committee are participating in the BOT meeting.

The BOT took note of this agenda item.

Agenda B6 – Report from the Executive Committee (ExCom):

The Secretary explained that the ExCom is an organ of ADPC that develops the Annual Work Plan and Budget and supervises project implementation. The ExCom meets monthly and was instrumental in adjusting the Annual Work Plans with regards to the impacts of COVID-19.

The BOT acknowledged the work of the ExCom.

Agenda B7 – Any other business: Establishment of a working group to review the performance of the Executive Director of ADPC:

Prof. Dr. Krasae Chanawongse proposed to establish a working group/sub-committee to make an assessment of the past performance of the Executive Director and report to BOT.

Thailand and Prof. Dr. Krasae Chanawongse has volunteered to be part of this committee. Its final composition will be finalized shortly with the approval of the Chair.

Agenda C – Minutes of the Meeting:

Agenda C1 – Review of minutes of the 2nd Meeting of the ADPC Board of Trustees:

The Secretary presented the draft minutes paragraph by paragraph and made corrections and additions as requested by the BOT members.

Agenda C2 – Adoption of the minutes of the 2nd Meeting of the ADPC Board of Trustees:

As the review of the minutes was completed, the BOT adopted the minutes of the 2nd Meeting of the ADPC BOT.

Agenda C3 – Closing of the 2nd Meeting of the ADPC Board of Trustees

The Chair proceeded by thanking all of the BOT members and other participants and closed the 2nd Meeting of the BOT.

Finalized on the 18th March 2021



Mr. Hans Guttman
Secretary to Board of Trustees

Appendix 1: Agenda for the 2nd Meeting of the ADPC Board of Trustees



Agenda 2nd Meeting of ADPC Board of Trustees

Time	Item	By
Bangkok time zone	2 nd ADPC Board of Trustees meeting	
	A – ADPC Institutional Matters	
10:00	A1 – Opening of 2 nd BOT meeting	Chair of BOT (Thailand)
10:05	A2 – Transfer of Chairship from Thailand to Bangladesh	Board members of Thailand and Bangladesh, Secretary to the BOT
10:10	A3 – Welcome address by new Chair	Chair of BOT (Bangladesh)
10:20	A4 – Consideration invited members to the BOT Currently Dr. Jingjai and Prof. Dr. Krasae are invited members, proposal to extend their participation for 2021	Chair and Secretary to the Board
10:30	A5 – Consideration of revision to the ROP for the BOT	Chair and Secretary to the Board
10:45	A6 – Consideration of ADPC Finance and Accounting Manual, Procurement Manual and Employee Reference Manual	Chair and Secretary to the Board
11:00	A7 – Consideration of ADPC Policies and Code of Conduct	Chair and Secretary to the Board
11:30	A8 – Consideration of a revised salary and benefit system for ADPC headquarters	Chair and Secretary to the Board
12:00	A9 – Consideration of the TOR for the Advisory Council and consideration of members	Chair and Secretary to the Board
12:30	A10 – Consideration and recommendations to the finalization of the ADPC Strategy 2030	Secretary to the Board
	B – ADPC Operational Matters	
13:00	B1 – Presentation of 2019 Annual Report, achievements and results	Chair and Secretary to the Board

13:15	B2 – Presentation of achievements and results of 2020	Chair and Secretary to the Board
13:30	B3 – Consideration of the draft Annual work plan and budget for 2021	Chair and Secretary to the Board
14:00	B4 – Consideration of the audit firm for 2021 ADPC audit.	Secretary to the Board/Chief of Finance
14:15	B5 – Report from Coordinating Committee	Chair and Secretary to the Coordinating Committee
14:30	B6 – Report from Executive Committee	Chair of Executive Committee
14:45	B7 - Any other Business: Establishment of a working group to review the performance of the Executive Director of ADPC	
	C - Minutes of the Meeting	
15:00	C1 – Review of minutes of the 2 nd Meeting of the ADPC Board of Trustees	Chair and Secretary to the Board
15:15	C2 –Adoption of the minutes of the 2 nd Meeting of the ADPC Board of Trustees	Chair
15:25	C3 – Closing of the 2 nd Meeting of the ADPC Board of Trustees	Chair

Appendix 2: Participants and observers of the 2nd ADPC Board of Trustees Meeting

Meeting Participants	
Mr. M. Mohsin Secretary	Ministry of Disaster Management and Relief, People's Republic of Bangladesh
H.E. Mr. Kim Virak Advisor (Rank: Secretary of State)	National Committee for Disaster Management, Kingdom of Cambodia
Mr. Weimin Liu Director-General	Department of International Cooperation and Rescue, Ministry of Emergency Management, People's Republic of China
H.E. Mr. Kamal Kishore Member	National Disaster Management Authority, Republic of India
Mr. Janak Raj Dahal Joint Secretary and Chief	Disaster Management Division, Ministry of Home Affairs, Federal Democratic Republic of Nepal
Mr. Idrees Mahsud Member	National Disaster Management Authority, Islamic Republic of Pakistan
Mr. Hernando Caraig Jr. Assistant Secretary and Deputy Administrator	Office of Civil Defense, Department of National Defense, Republic of the Philippines
Ms. Saritha Ranatunga First Secretary	Embassy of the Democratic Socialist Republic of Sri Lanka to Kingdom of Thailand
Mr. Chutintorn Gongsakdi Deputy Permanent Secretary	Ministry of Foreign Affairs, Kingdom of Thailand
Dr. Krasae Chanawongse Chair	Thai Disaster Preparedness Foundation, Kingdom of Thailand
Dr. Jingjai Hanchanlash Vice Chair	Thai Chamber of Commerce, Kingdom of Thailand
Mr. Hans Guttman Executive Director	Asian Disaster Preparedness Center
Observers	
Mr. Abdullah Al Arif Deputy Secretary	Ministry of Disaster Management and Relief, People's Republic of Bangladesh
Mr. Ranjit Kumar Sen Additional Secretary	Ministry of Disaster Management and Relief, People's Republic of Bangladesh
Ms. Sun Jiran Assistant Permanent Representative of China to UNESCAP	Embassy of the People's Republic of China to Kingdom of Thailand
H.E. Mr. Asim Iftikhar Ahmad Ambassador and Permanent Representative of Pakistan to UNESCAP	Embassy of the Islamic Republic of Pakistan to the Kingdom of Thailand
Ms. Cheryl Loise Leal Acting Chief	Disaster Risk Governance Division, Office of Civil Defense, Department of National Defense, Republic of the Philippines

Mr. Kenneth Menor Civil Defense Officer III	Office of Civil Defense, Department of National Defense, Republic of the Philippines
Ms. Beatriz Ines Herrera-Davila Assistant Director	Embassy of the Republic of the Philippines to Kingdom of Thailand
Ms. Rosette G. Razon Attache	Embassy of the Republic of the Philippines to Kingdom of Thailand
Ms. Nazarra Chirakajonwongse First Secretary	Development Affairs Division, Department of International Organizations, Ministry of Foreign Affairs, Kingdom of Thailand
Mr. Rathanand Vichaidit First Secretary	Development Affairs Division, Department of International Organizations, Ministry of Foreign Affairs, Kingdom of Thailand
Dr. Bhichit Rattakul Senior Advisor	Asian Disaster Preparedness Center
Mr. Aslam Perwaiz Deputy Executive Director	Office of the Executive Director, ADPC
Dr. Ling Ling Jiang Director	China Program, Office of the Executive Director, ADPC
Ms. Sirikarn Kahattha Senior Host Country Relations Manager	Office of the Executive Director, ADPC
Mr. Weerapon Sripongchai, Project Manager	Office of the Executive Director, ADPC
Ms. Hla Hla Chief	Finance Department, ADPC
Ms. Kulradtha Sukprasert Chief	Human Resources and Administration Department, ADPC
Ms. Sudarat Rakpuang Procurement and Employee Relation Coordinator	Human Resources and Administration Department, ADPC
Mr. Monton Muenchai Administrative Assistant	Human Resources and Administration Department, ADPC
Mr. Bill Ho Director	Strategic Planning Department and ADPC Academy (a.i.), ADPC
Mr. Suchakrey Kongpila Senior IT Coordinator	Strategic Planning Department, ADPC
Mr. Andries Francois Van Straten Communications Coordinator	Strategic Planning Department, ADPC
Dr. Senaka Basnayake Director	Climate Resilience Department and Urban Resilience Department (a.i.), ADPC
Dr. Peeranan Towashiraporn Director	Geospatial Information Department, ADPC
Mr. Sisira Madurapperuma Director	Preparedness for Response and Recovery Department, ADPC
Mr. Irfan Maqbool Director	Risk Governance Department, ADPC

Mr. Faisal Hasan Project Coordinator	ADPC Country Office in Bangladesh
Mr. Sok Phouek Country Project Manager	ADPC Country Office in Cambodia



BOT members and representatives based in Thailand



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