



Meeting Minutes of the 3rd Meeting of the Asian Disaster Preparedness Center (ADPC) Board of Trustees (BoT)

25th January 2022
The Athenee Hotel
Bangkok, Thailand

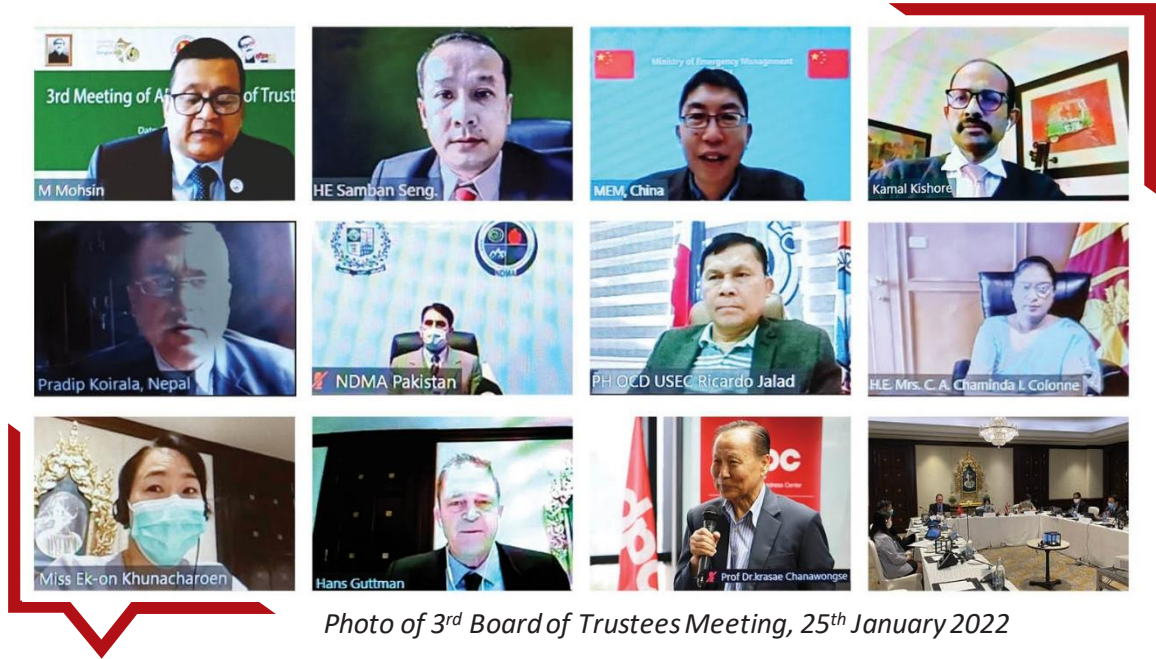


Photo of 3rd Board of Trustees Meeting, 25th January 2022

The 3rd meeting of ADPC Board of Trustees (BoT) took place on 25th January 2022 between 1300-1630 hrs. in a hybrid mode (in person and online). The meeting minutes are recorded and finalized on 18 February 2022 as follows:

Agenda A – ADPC Institutional Matters

Agenda A1 – Opening of 3rd Meeting of the ADPC Board of Trustees (BoT)

The Chair of the BoT, Mr. Md. Mohsin of Bangladesh, opened the meeting and welcomed all participants. The Secretary to the BoT gave a short presentation on ADPC followed by opening remarks by the Chair. He expressed his appreciation for the good work done by ADPC in Bangladesh and the region. He encouraged all members to jointly work toward the ADPC's vision of safer communities and resilient development through disaster risk reduction.

Agenda A2 – Transfer of Chairship from Bangladesh to Cambodia

The BoT Chairship was transferred from Bangladesh to Cambodia in accordance with the Rules of Procedures (RoP) for the BoT.

The BoT recognized the Cambodia as Chair of the BoT for 2022.

Agenda A3 – Welcome address by new Chair

The Chair delivered his welcome remarks and congratulated Mr. Md. Mohsin for his leadership of the BoT during the difficult times, through the COVID-19 pandemic. He looked forward to launching the ADPC Strategy 2030. He also expressed the willingness of Cambodia to sign the host country agreement to further facilitate the work of ADPC for the benefit of vulnerable communities in the country.

Agenda A4 – Consideration of Vice-Chair of BoT

The Secretary to the BoT informed the members that the RoP of the BoT stipulates that the incoming Chair (in this case China) is to be the Vice-Chair, however, the ADPC Charter stipulates that either the Chair or Vice-Chair must be resident in Thailand. As the Chair is currently held by Cambodia, the BoT Member from Sri Lanka, who is currently residing in Thailand, was re-elected to continue as the Vice-Chair of the BoT for 2022.

The BoT members thanked her willingness to continue as Vice-Chair and look forward to contributing to ADPC. She further extended her appreciation to the Executive Director of ADPC and Board for the hard work carried out in 2021 amidst the challenges of the COVID-19 pandemic.

The Chair recognized the BoT Member from Sri Lanka as the Vice-Chair of the BoT.

Agenda A5 – Consideration invited members to the BoT

The Secretary to the BoT noted that Dr. Jingjai Hanchanlash and Prof. Dr. Krasae Chanawongse have been serving as invited members to the BoT for the past two years. However, Dr. Jingjai has requested to step down from the BoT, given his advanced age.

Prof. Dr. Krasae expressed his willingness to continue as a member for the BoT and contribute to ADPC's success. The Secretary to the BoT requested the members to consider continuation of Prof. Dr. Krasae as an invited member to the BoT for 2022.

The BoT Member from Thailand expressed their support for the invitation, and the Chair extended the invitation to Prof. Dr. Krasae as an invited member of the BoT for 2022.

Agenda A6 – Consideration of the updated project overhead rate of ADPC

The Secretary to the BoT briefed the members on the need for overhead charges to projects/programs to cover ADPC's corporate costs. In accordance with the ADPC Finance and Accounting Manual, the BoT is to approve the revised/updated overhead rate for each year.

The Secretary to the BoT requested the BoT members to approve the overhead rates for Basic [cost] Recovery (9.2%) and Full [cost] Recovery (19.6%). In addition, as part of the cost recovery, the BOT was requested to approve the updated office facilities charge for 2022 (USD 14/staff unit). The BoT Member from Bangladesh recommended the approval of these adjusted rates.

The BoT approved the overhead rate for Basic and Full Recovery and the office facilities charge for 2022.

Agenda A7 – Update of status on ADPC hosting agreements in founding member countries

The Secretary to the BoT expressed his appreciation to the Government of Thailand for signing the host country agreement. He further explained the need for establishing hosting agreements in member countries where ADPC has offices and/or staff and briefed the BoT members on the progress of host country agreement discussions in other founding member countries.

The BoT acknowledged the update of status on ADPC host country agreements in founding member countries.

Agenda A8 – Update on the ADPC Strategy 2030

The Secretary to the BoT briefed the meeting regarding progress on the development of the ADPC Strategy 2030. It was noted that there have been delays in its development during 2021; however, this has made it possible to incorporate new material such as COP 26, the 16th RCC meeting, and recent advancements due to disasters and other emergency situations during this year.

Key elements and areas of focus were presented to the meeting: on ADPC Vision, Values, Core Principles, and Approaches. Key intervention areas and organizational considerations were also presented to the meeting. Next steps on the development of ADPC Strategy 2030 were presented for the BoT to comment on.

The Chair acknowledged the updating of the ADPC Strategy 2030.

Agenda A9 – ADPC’s capacities and consideration of Founding Members to use and support ADPC

The Secretary to the BoT presented ADPC’s technical and organizational capacities that can be used by founding member countries in accelerating DRR and CR agendas in their respective countries and for regional and international cooperation. Since ADPC does not receive core funding from the member countries, financial support would be needed to provide such support including DRR and CR institutional and policy strengthening, capacity building and knowledge sharing. Some viable options were presented by the Secretary to the BoT to the members.

The BoT member from Bangladesh thanked the Secretary to the BoT for the briefing and expressed the continued support of the Government of Bangladesh to ADPC.

The BoT member from Nepal thanked ADPC for their support and suggested an additional element “Cooperation” into the “ADPC Values” [in the Strategy 2030]. He stressed the importance of more engagement with/of the private sector for DRR and CR in member countries. He desired for more support from ADPC on this issue.

The BoT member from the Philippines expressed his gratitude to ADPC for helping with the formation of the Philippines Preparedness Partnership [PhilPrep] and the important work carried out by ADPC in the areas of localization. He desired to the expansion of this initiative in the country.

The BoT member from Thailand expressed her appreciation to ADPC for its work in Thailand and the Asia and the Pacific region, especially in linking health risk and DRR. She encouraged ADPC to further strengthen ADPC’s work in that area and said that Thailand looks forward to finding more ways to provide support to ADPC.

The BoT member from China emphasized on increasing regional cooperation on DRR with ADPC, and possibility of signing a multi-year cooperation agreement with ADPC in 2022.

The Secretary to the BoT thanked the members for their willingness and look forward in strengthening the ADPC engagement with member countries in 2022.

The Chair acknowledged the briefing on ADPC’s capacities and consideration of member countries to utilize and support ADPC.

Agenda B - ADPC Operational Matters

Agenda B1 – Presentation of 2020 Annual Report, achievements, results and audit

The Secretary to the BoT presented the 2020 Annual Report and Annual Audit to the meeting. It was noted that the COVID-19 pandemic has greatly impacted the work of ADPC, but the organization has learnt to adapt to the new online working modality. The external Annual Audit of ADPC was undertaken by the audit firm KPMG.

The Chair acknowledged the presentation of the annual report, and the BoT approved the Annual Audit Report for 2020.

Agenda B2 – Presentation of achievements and results of 2021

The Secretary to the BoT presented the achievements and results of 2021. ADPC faced difficulties in implementing planned activities in the region due to the COVID-19 pandemic, and that has led to the reduction of the overall spending of the year. The Secretary to the BoT highlighted some achievements such as the Statement of Cooperation with United Nations Office for Disaster Risk Reduction (UNDRR), and MoU with Asian Institute of Technology (AIT). It was noted that ADPC conducted more online webinars and consultations in 2021 under the “new normal” modality.

The BoT Member from China appreciated the briefing and requested the Secretary to the BoT to share all meeting documents with the members at least two weeks prior to the meeting for them to review the information. The Secretary to the BoT acknowledged and thanked him for the comment and assure to comply with the suggestions

The Chair acknowledged the presentation of ADPC's achievements and results of 2021.

Agenda B3 – Consideration of the draft Annual work plan and budget for 2022

The Secretary to the BoT presented the draft annual work plan and budget for 2022 with 29 projects in 14 countries and regionally with a total budget of USD 21 million. The details of Annual work plan and budget for 2022 was provided to the members. The Secretary to the BoT requested for the approval of the annual workplan and budget for 2022.

The BoT Member from China requested [in the context of the work plan] on the possibility of ADPC's work on DRR in rural areas and engagement in the tri-lateral/multi-lateral collaboration on DRR under the framework of 10+1 Ministerial Conference on DRR between China and ASEAN. He further informed that the Lancang-Mekong Cooperation (LMC) is developing a disaster management component that ADPC may consider joining.

The BoT Member from Thailand supported the suggestions made by the BoT Member from China. She further emphasized on the opportunities for regional cooperation on health risk management issues in 2022.

The BoT Member from Bangladesh requested the members to support ADPC to expand its donor base in 2022 and dealing with post-COVID-19 issues.

The Chair acknowledged the presentation, and the members approved the Annual work plan and Budget for 2022.

Agenda B4 – Report from Executive Committee

The Secretary to the BoT briefed the members on the conduct of Executive Committee (ExCom) meetings in 2021. The ExCom discussions throughout the year focused on creation and facilitation of a safe working modality for ADPC staff and to operationalization of the institutional and operational manuals and policies approved by the BoT in its 2nd Meeting. The Secretary to the BoT apologized to the members for the delay in the submission of the ExCom meeting minutes with BoT members and assured of timely submission in the future.

The BoT Member from Thailand thanked the hard work of the ExCom. She enquired on the status of the Advisory Council approved in the previous BoT meeting and the results of the working group to evaluate the performance of the Executive Director of ADPC.

The Secretary to the BoT apprised the meeting that the Advisory Council would be operationalized in 2022. He also updated the members on the status to review the performance of the Executive Director. It is noted that the Chair of the working group has shared results with the members and its recommendation to the Chair of the BoT.

The Chair acknowledged the report from Executive Committee.

Agenda B5 – Update on Coordinating Committee

The Secretary to the BoT briefed the members on the Coordinating Committee created with the main purpose of helping ADPC during its transition into a fully operational International organization. The Committee was very active in the year 2020 guiding ADPC in formulating the new Institutional manuals and policies and its operationalization. No meetings were held in the year 202. As most of the manuals and policies are now in place for ADPC, it is recommended do discontinue the Committee for 2022.

The Chair acknowledged the update, and the BoT agreed that the Coordinating Committee will not continue for 2022.

Any other business (pursuant to Rule 3 in the RoP for BoT)

The BoT Member from China shared that the Ministry of Emergency Management of China has put forward a few new initiatives, such as the Belt and Road International Cooperation Framework for Disaster Risk Reduction and Emergency Management with a focus on south-south cooperation on DRR and is planning to regularly hold Ministerial Fora on DRR under the above-mentioned framework in the future. The Chinese side welcomes the participation of other countries and international organizations from the Asia-Pacific region and beyond. China is also ready to work closely with ADPC to enhance the already well-established cooperative relations.

Agenda C – Minutes of the Meeting

Agenda C1 – Review of minutes of the 3rd Meeting of BOT

The Secretary to the Board informed the meeting that ADPC would finalize the meeting minutes and circulate to the BOT Members for their concurrence.

Agenda C2 – Adoption of the minutes of the 3rd Meeting of the BOT

The minutes of the 3rd Meeting of the BOT would be adopted after the concurrence by BOT Members through email.

The adopted meeting minute will be posted on ADPC website as per the ROP for the BOT.

Agenda C3 – Closing of the 3rd Meeting of the BOT

The Chair proceeded by thanking all the Board members and other participants and closed the 3rd Meeting of the BOT.

Finalized on the 18 February 2022



Mr. Hans Guttman
Secretary to Board of Trustees

Appendix 1: Agenda for the 3rd Meeting of the ADPC Board of Trustees



Agenda 3rd Meeting of ADPC Board of Trustees

Time	Item	By
Bangkok time	3rd Meeting of the ADPC Board of Trustees	
	A - ADPC Institutional Matters	
13:00	A1 – Opening of 3 rd BOT meeting	Chair of BOT (Bangladesh)
13:10	A2 – Transfer of Chairship from Bangladesh to Cambodia	Board members of Bangladesh, Cambodia and Secretary to the Board
13:15	A3 – Welcome address by new Chair	Chair of BOT (Cambodia)
13:25	A4 – Consideration of Vice-Chair of BOT	Chair and Secretary to the Board
13:35	A5 – Consideration invited members to the BOT	Chair and Secretary to the Board
13:45	A6 – Consideration of the updated project overhead rate of ADPC	Chair and Secretary to the Board
13:55	A7 – Update of status on ADPC hosting agreements in founding member countries	Chair and Secretary to the Board
14:15	A8 – Update on the ADPC Strategy 2030	Chair and Secretary to the Board
14:35	A9 – ADPC’s capacities and consideration of Founding Members to use and support ADPC	Chair and Secretary to the Board
	B - ADPC Operational Matters	
14:45	B1 – Presentation of 2020 Annual Report, achievements, results and audit	Chair and Secretary to the Board
15:00	B2 – Presentation of achievements and results of 2021	Chair and Secretary to the Board
15:15	B3 – Consideration of the draft Annual work plan and budget for 2022	Chair and Secretary to the Board
15:30	B4 – Report from Executive Committee	Chair of Executive Committee
15:40	B5 – Update on Coordinating Committee	Secretary to the Coordinating Committee
15:50	Any other business (pursuant to Rule 3 in the ROP for BOT)	Chair
	C - Minutes of the Meeting	
16:00	C1 – Review of minutes of the 3 rd Meeting of BOT	Chair and Secretary to the Board
16:10	C2 – Adoption of the minutes of the 3 rd Meeting of the BOT	Chair
16:20	C3 – Closing of the 3 rd Meeting of the BOT	Chair

Appendix 2: Participation of Members/Representatives in the 3rd Meeting of the ADPC Board of Trustees

Country	BOT Member	Member/Representative participated at the 3 rd BOT meeting
Bangladesh	Mr. Md. Mohsin Secretary Ministry of Disaster Management and Relief, Bangladesh	Mr. Md. Mohsin
Cambodia	HE Kim Virak Advisor to NCDM (Ranking: Secretary of State) National Committee for Disaster Management, Cambodia	HE Samban Seng Advisor to NCDM National Committee for Disaster Management
China	Dr. Zheng Guoguang Secretary General, China National Commission for Disaster Reduction	Mr. Zhang Hongliang Director, Division of Multilateral Affairs, Department of International Cooperation and Rescue, Ministry of Emergency Management
India	Mr. Kamal Kishore Member National Disaster Management Authority, India	Mr. Kamal Kishore
Nepal	Mr. Tek Narayan Pandey Secretary, Disaster Management Division, Ministry of Home Affairs, Nepal	Mr. Pradip Kumar Koirala, Joint Secretary and Chief, Disaster and Conflict Management Division, MoHA
Pakistan	Lt. General Akhtar Nawaz, HI (M) Chairman National Disaster management Authority, Pakistan	Lt. General Akhtar Nawaz, HI (M)
Philippines	Mr. Ricardo B. Jalad (Retired General) Under Secretary (Deputy Minister) and Administrator, Office of Civil Defense, Department of National Defense, the Philippines	Mr. Ricardo B. Jalad
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	H.E. Mrs. C. A. Chaminda I. Colonne Ambassador and Permanent Representative to UNESCAP
Thailand	Mr Chutintorn Gongsakdi Deputy Permanent Secretary, Ministry of Foreign Affairs, Thailand	Miss Ek-on Khunacharoen Deputy Director General, Department of International Organizations, Ministry of Foreign Affairs, Thailand
Invited member	Professor Krasae Chanawongse, Chair, Thai Disaster Preparedness Foundation	Professor Krasae Chanawongse
Secretary to the BOT	Hans Guttman Executive Director, ADPC	Hans Guttman

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

Name	Designation
Ms. Shikha Sarker	Additional Secretary, Ministry of Disaster Management and Relief, Bangladesh
Mr. S. M. Ferdous	Deputy Secretary, Ministry of Disaster Management and Relief, Bangladesh
Ms. Shaila Yasmin	Deputy Secretary, Ministry of Disaster Management and Relief, Bangladesh
Mr. Abu Sayed Md. Kamal	Deputy Secretary, Ministry of Disaster Management and Relief, Bangladesh
Mr. Yousuf Farhad	Assistant Director, URP, DDM, Ministry of Disaster Management and Relief, Bangladesh
Md. Nawrose Meseid	National IT Consultant & Engineer, Ministry of Disaster Management and Relief, Bangladesh
Md. Selim Hossain	Senior Information Officer, Ministry of Disaster Management and Relief, Bangladesh
Mr. Ke Yousheng	Permanent Representative of P.R. China to UNESCAP, Embassy of China to Thailand
Mr. Idrees Mahsud	Member, National Disaster Management Authority, Pakistan
Dir. Susana G. Juangco	Director III, Policy Development and Planning Service, Office of Civil Defence, Philippines
Ms. Saritha Ranatunga	First Secretary, Embassy of the Democratic Socialist Republic of Sri Lanka to Kingdom of Thailand
Miss Cataleya Phatoomros	Director, Development Affairs Division, Ministry of Foreign Affairs, Thailand
Mr. Rathanand Vichaidit	Counsellor, Development Affairs Division, Ministry of Foreign Affairs, Thailand
Miss Nazarra Chirakajonwongse	First Secretary, Development Affairs Division, Ministry of Foreign Affairs, Thailand
ADPC ExCom members, Country Representatives and Staff	



BOT members and representatives based in Thailand



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