

Minutes of CoST Board Meeting No.41

9 February 2022 (*virtual meeting via Teams*)

Participants			
Board: Chrik Poortman (CP) (Chair) George Ofori (GO) Petter Matthews (PM) Vincent Lazatin (VL) Gavin English (GE) Claire Schouten (CS)		In Attendance: Manuela Di Mauro (MDM), FCDO Charlotte Broyd (CB) International Secretariat Evelyn Hernandez (EH) International Secretariat John Hawkins (JH) International Secretariat Apologies: Ian Hawkesworth (IH), World Bank Zlatina Loudjeva (ZL), Strategic Advisor Natalie Forsyuk (NF)	
	Discussion & Decisions	Responsible	Deadline
Item 1. Chairman's Welcome and Opening Remarks			
1.1	The Chair welcomed Board members and observers to the call and thanked everyone for their time and availability for the online meeting.	N/A	N/A
1.2	The Chair thanked CB for efforts in helping to significantly raise the profile of CoST during her four years with the organisation and wished her well for the future.	N/A	N/A
Item 2. Approval of the minutes & matters arising			
2.1	The minutes from the 40 th meeting were approved as accurate with the typos corrected.	N/A	N/A
2.2	An additional board meeting focused on the progress and issues arising from CoST member programmes will be held soon.	N/A	N/A
Item 3 Board membership			
3.1	CS was appointed as the new Board member representing international civil society.	N/A	N/A
3.2	With their funding agreement having concluded, MinBuZa have stood down as a Board observer. No new organisation will be invited to join the Board as an observer in the short-term. A basis for inviting potential funders to join as an observer in the future will be developed.	CoST IS	April 2022
Item 4 Future scenarios			
4.1	The financial report including the end of year accounts for 2021 was approved. A budget for 2022 will be developed in the coming weeks once funding from potential bilateral donors is clarified.	N/A	N/A
4.2	Identify potential senior government representatives in CoST member countries who can write to UK Ambassadors or	CoST IS	Feb 2022

	Ministers expressing their support for CoST. CoST IS to also develop a standardised letter that MSGs can send to their local donor offices.		
4.3	A short advocacy plan to be developed by the CoST IS.	CoST IS	Feb 2022
Item 5.	CoST business model		
5.1	Board agreed that the paper should be updated to confirm where decisions are required and that a more detailed action plan is required.	CoST IS	March 2022
5.2	It was agreed that the consultation with CoST members would take place after 31 st March 2022.	CoST IS	April 2022
5.3	CoST IS to identify the demand for the resources to help who may be the potential partners who are interested in maintaining the standards, tools and guidance.	CoST IS	April 2022
Item 6.	CoST principles, value & code of conduct		
6.1	The Board were broadly supportive of the approach taken in developing a new set of principles, values and a code of conduct. GE thought there should be more reference to sustainability and climate change in the principles. The Board to email any detailed comments by the end of February.	Board Members	End Feb
6.2	A final version will then be developed for consultation with CoST members and affiliates.	N/A	N/A
Item 7.	Any other business		
7.1	Board members were asked to complete an updated version of the doodle poll that Sean has issued to identify dates for meetings in 2022 including an additional meeting in mid to late March.	Board Members	Feb 2022
7.2	No conflicts of interested were reported by Board members	N/A	N/A
7.3	There were no safeguarding incidents reported since the last Board meeting	N/A	N/A
Item 8.	Chair's closing remarks		
8.1	The Chair thanked everyone for joining the call and the Secretariat for preparing the presentation and documents for this meeting and for the team joining in the very early or very late hours.	N/A	N/A

These minutes were approved as an accurate record of the meeting.



24 April 2022

Christiaan J. Poortman
Chair

Date