

Minutes of CoST Board Meeting No.44 27 and 28 September 2022 (virtual meeting via Teams)

Participants			
Board: Chrik Poortman (CP) (Chair) Gavin English (GE) (Day 1 only) Natalie Forsyuk (NF) (Day 1 only) Vincent Lazatin (VL) (Day 2 only) George Ofori (GO) (Day 2 only) Petter Matthews (PM) Claire Schouten (CS)		Observers: Ian Hawkesworth (IH), World Bank (Day 2 only) Undala Alam (UA), FCDO	
Apologies: Simon Stevens (SS), FCDO Zlatina Loudjeva, Strategic Advisor		Secretariat: John Hawkins (JH) Sean Henderson (SH) Evelyn Hernandez (EH) Lauren Pemberton-Nelson (LPN)	
	Discussion & Decisions	Responsible	Deadline
Item 1. Chairman's Welcome and Opening Remarks			
1.1	The Chair welcomed members and observers and thanked everyone for their time and availability for the meeting.	N/A	N/A
Item 2. Annual General Meeting			
2.1	The annual financial statement was approved by the Board. SH to organise the signing of the statement by CP and PM and submission to Companies House.	SH	N/A
2.2	The Board noted the issues raised in the Key Discussion Document. The Board agreed to replace the word conflict with war.	SH	Oct 2022
2.3	Magma was reappointed as auditor. SH to inform Magma.	SH	Oct 2022
Item 3. Financial report			
3.1	The Board approved the financial report up to 30 th June 2022.	N/A	N/A
Item 4. Approval of the minutes & matters arising			
4.1	The minutes from the 43 rd meeting were approved as accurate.	N/A	N/A
4.2	The Board agreed that the Afghanistan programme would now formally close given that meaningful progress has not been possible. The Board agreed that the Afghanistan Government should be notified of the decision and given 28 days to respond.	SH	N/A

4.3	There was no response from the Province of Buenos Aires to the letter informing them that they are no longer an affiliate.	N/A	N/A
4.4	The Board was informed that the CoST Ukraine MSG has opted to pause their programme whilst the war continues. It is likely that a civil society organisation on the MSG would be tasked with re-establishing the programme at the right time.	N/A	N/A
4.5	The CoST International Secretariat is now a member of the RISE civil society coalition that seeks to influence the reconstruction of Ukraine.	N/A	N/A
Item 5	Risk Register		
5.1	The Board thanked the CoST IS for the updated risk register. It was agreed that it was a comprehensive register but a shorter group of risks with strategic impact should be developed that would be used to inform the Board.	JH	Jan 2023
Item 6.	Board elections		
6.1	The Board approved the process and timetable for electing and rotating Board Members. The first election would be to elect a civil society representative from Africa and would take place in early 2023. The election would be suspended if the anticipated core funding from FCDO was not forthcoming.	PM	Jan 2023
6.2	The Board agreed that PM would be the election coordinator and that an election observer would be identified by the CoST IS.	CoST IS	Oct 2022
Item 7.	Business model		
7.1	The Board was broadly supportive of the proposed business model based on some changes to membership, private sector engagement and offering commercial services but thought it would be helpful to develop a more detailed paper that included information on how this compares to similar organisations and why the business model is evolving. It was also thought helpful to understand the enablers and co-dependencies that make a successful CoST programme.	JH & EH	Jan 2023
Item 8.	Member update		
8.1	The Board agreed to invite Coamo and Dominican Republic to report on progress about their respective affiliate programme.	EH	October 2022
8.2	The Board agreed that CoST Ethiopia would be declared inactive if no meaningful progress is achieved by December.	EH	December 2022
8.3	The Board agreed to write to the Timor-Leste Government setting a deadline to launch the programme in early 2023 as it is now 3 years since their application to join CoST was approved.	EH	October 2022
8.4	The Board agreed to write to the Multi-Stakeholder Groups in El Salvador and Ukraine to continue their efforts to maintain their CoST programme. It would also write to MSGs in Ecuador, Costa Rica, Mozambique, Honduras, Guatemala, Bogota, Sekondi Takoradi, Panama recommending	EH	October 2022

	improvements. Letters would also be sent to the MSGs in Thailand, Uganda and Malawi congratulating them on progress and encouraging improvements in their monitoring and evaluation.		
Item 9.	International and regional promotion		
9.1	The Board endorsed the approach to building strategic partnerships to help diversify CoST's income. It also commended the approach to building CoST's social media profile.	N/A	N/A
Item 10.	Any other business		
10.1	The next Board meeting will be held in January 2023 and if financial circumstances allow will be held in London. The IS will circulate a doodle poll to ascertain availability.	CoST IS	Oct 2022
10.2	No conflicts of interest were reported by Board members.	N/A	N/A
10.3	There were no safeguarding incidents reported since the last Board meeting.	N/A	N/A
Item 11.	Chair's closing remarks		
11.1	The Chair thanked everyone for joining the meeting over two days and the Secretariat for preparing the presentations and documents for this meeting and for the team joining in the very early or very late hours. He asked that members make themselves available for the next meeting.	N/A	N/A

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



24 January 2023

Christiaan J. Poortman
Chair

Date