

Minutes, ICoC Steering Committee Meeting #4 - Tuesday 26 May 2011 in London, UK

Attending:

- Industry:

- Michael Clarke, G4S
- Mark DeWitt, Triple Canopy
- Estelle Meyer, Saracen International
- Sylvia White, Aegis

- Civil Society:

- Meg Roggensack, Human Rights First
- Andy Orsmond, Human Rights First

- States:

- Josh Dorosin, US Dept. of State
- Jason Pielemeier, US Dept of State
- Ian Proud, UK Foreign Commonwealth Office
- Margaret Belof, UK Foreign Commonwealth Office
- David Dutton, Australia Department of Foreign Affairs
- Christopher Mayer, US Dept. of Defense

- Experts

- Chris Sanderson, Control Risks
- Bruce Gray, Law firm of Hornsby de Gray
- Christopher Beese, Olive Group

- Glynne Evans, Olive Group
- Ian Ralby, independent Consultant
- **Convener / Facilitator:**
 - Thomas Haueter, Swiss Department of Foreign Affairs
 - Anne-Marie Buzatu, DCAF
 - André du Plessis, DCAF

BEGIN 10:00 EST / 15.00 GMT / 16.00 CET / 16.00 SAST

Introductory matters

- Welcome by Outgoing Chair, Josh Dorosin
- Welcome by Current Chair, Michael Clark

Current Business

First Order: TSC Membership

- Welcome to new members:
The TSC welcomed new members to their first face-to-face TSC meeting. New members present at meeting:
 - David Dutton, David Dutton, Australian Department of Foreign Affairs
 - Ian Proud, UK Foreign Commonwealth Office
 - Margaret Belof, UK Foreign Commonwealth Office
 - Andy Orsmond, Human Rights First

Second Order: Future work to create bylaws / charter

- Discussion about exact content and format for next deliverables: bylaws and charter, as well as their relationship to the operational plan (deliverable due November 2011)
- Agreement that this required further consideration by a TSC Subgroup: Mark DeWitt, Meg Roggensack and Josh Dorosin

- Agreement that the TSC subgroup would work on a template for the deliverables with blanks to be filled in by the work of the 3 Working groups, and that this template would be completed by the subgroup before the next TSC meeting at the end of June

Third Order: Working Groups

- Discussion about finalization of Working Group membership, as well as about timelines and procedures for the Working Groups going forward
- Agreement that TSC members would initially take temporary leadership roles as facilitators in WG meetings in order to get groups off the ground
- Agreement that DCAF along with chair (from TSC) would circulate finalized list of WG members and solicit times for first WG meetings
- Agreement that working groups should begin meeting by the end of the following week
- Agreement that each WG would consult and advise TSC on a timeline for their report

Fourth Order: Broader Stakeholder Outreach

- Discussion about reaching out to broader multi-stakeholder community to inform them of TSC's progress so far and to solicit their feedback
- Agreement that stakeholder representatives from TSC would go out and consult with their stakeholder community and report back to TSC on best way to conduct said outreach

Fifth Order: Proposed expert consultations in DC during week of June 6

- Agreement to cancel these separate consultations and let the experts provide their support through the working groups

Next Steering Committee Meeting

- Agreement that next TSC meeting (#6) would be held by teleconference during the week of June 27
- Agreement that TSC meeting # 7 should also be held face-to-face over two days in Washington DC during the week of July 11

Expert Consultations

- Consultations with Chris Sanderson of Control Risks, Christopher Beese and Glynne Evans of Olive Group on the SCEG (Security in Complex Environments Group) UK industry group ADS, and on UK industry viewpoints
- Consultation with Bruce Gray of Hornsby de Gray, LLC on auditing and monitoring PSCs in the field
- Consultation with Ian Ralby on ASIS standard-setting process

END: 11.30 EST / 16.30 GMT / 17.30 CET / 17.30 SAST