

Minutes, ICoC Steering Committee Meeting 28 February 2011 via tele / video conference

Attending:

- **Industry:**

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

- **Civil Society:**

- Chris Albin-Lackey, Human Rights Watch
- Devon Chaffee, Human Rights First
- Meg Roggensack, Human Rights First

- **States:**

- Josh Dorosin, US Dept. of State
- David Hunt, UK Foreign Commonwealth Office
- Christopher Mayer, US Dept. of Defense

- **Convener / Facilitator:**

- Corinna Morissey, Swiss Dept. of Foreign Affairs
- Nils Rosemann, Swiss Dept. of Foreign Affairs
- Anne-Marie Buzatu, DCAF

BEGIN 8:30 EST / 13.30 GMT / 14.30 CET / 15.30 SAST

Introductory matters

- Welcome by Current Chair, Sylvia White
- Opening remarks by Outgoing Chair, David Hunt
- Choice of Incoming Chair by consensus: Devon Chaffee

Current Business

First Order: Proposed Tools to support ICoC

- Presentation by Nils Rosemann of tools Swiss government are proposing to produce to support implementation of ICoC:
 - o Implementation Guidance Tool to help Signatory Companies know how to implement the Code into their management and operational practices
 - o Reporting Tool to provide information on how Signatory Companies are implementing the Code into management / operational practices
 - o Human Rights Self-Assessment Tool to help Signatory Companies assess risks when go into a specific region
 - o Maritime Security Annex – a lot of demand for this by states, and could encourage broader state participation
- Brief discussion of how development of these tools would relate to the work of the Steering Committee.
- Agreement that regular agenda item for Steering Committee meetings would include update and discussion on Swiss government activities relating to tools

Second Order: Governance Concept Paper for ICoC developed by Josh Dorosin, Mark DeWitt and Devon Chaffee

- Initial discussion on “big-picture” questions for governance system / mechanisms, including budget and how to approach governance structure
- General agreement that form should follow function, or what is needed to have an effective governance system
- Section-by-section discussion of paper:
 - o Principle functions of governance structure:
 - Verification and Assessment through Auditing,
 - Monitoring and Certification,
 - Reporting and Assessment
 - Code Administration

- Structural Components for an ICoC Governance Mechanism
 - Governance Structure
 - Legal Status
 - Budget, Funding Options and In-Kind Support

- General agreement that each of these areas required much more in-depth discussion

- Steering Committee agreed to divide into its three stakeholder groups in order to provide their own detailed answers to the questions identified in discussion paper, and that these stakeholder-specific answers would be provided to the entire Steering Committee group by the **9th of March**

- Agreed that Mark DeWitt would begin “straw-man” version of work plan to form the basis for the work plan due at the end of March

- Proposal that during months of April and May Steering Committee conducts further research and consults with experts in order to reach consensus on questions posed in discussion paper with a view to preparing the by-laws / charter by the 31 July 2011 deadline.

Next Steering Committee Meeting

- Agreement that next Steering Committee meeting would be held via teleconference on **28 March 2011**

END: 12:30 EST / 17:30 GMT / 18:30 CET / 19:30 SAST