

## Minutes, ICoC Steering Committee Meeting 31 January 2011, Washington DC

### Attending:

- **Industry:**
  - o Michael Clarke, G4S
  - o Mark DeWitt, Triple Canopy
  - o Sylvia White, Aegis
  
- **Civil Society:**
  - o Oliver Behn, European Interagency Security Forum
  - o Devon Chaffee, Human Rights First
  - o Arvind Ganesan, Human Rights Watch
  - o Meg Roggensack, Human Rights First
  
- **States:**
  - o Josh Dorosin, US Dept. of State
  - o David Hunt, UK Foreign Commonwealth Office
  - o Christopher Mayer, US Dept. of Defense
  - o Ian McKay, US Dept. of State
  - o Jason Pielemeier, US Dept of State
  
- **Convener / Facilitator:** Anne-Marie Buzatu, DCAF

**10:00** Welcome – on behalf of Convener

### Introductory matters

- Agreement that Steering Committee would adopt a “troika” rotating chair system (similar to that of the EU) of current, incoming and outgoing chairs, representing all three stakeholder communities
  
- Choice of current chair: by consensus, David Hunt, UK FCO. Choice of incoming chair for next Steering Committee meeting: by consensus, Sylvia White of Aegis.

## Current Business: Review of Draft Rules of Procedure for Steering Committee

- Line-by-line review of draft rules of procedure, formally considering UK industry and US gov't comments
- Rules of procedure for the Steering Committee agreed

## Next Steering Committee Meeting

- Agreement that next SC meeting would be held via tele/videoconference on **28 February 2011**
- Agreement that others with expertise in multi-stakeholder governance and oversight institutions may be invited to present to the Steering Committee

## Discussion of Oversight Mechanism Work plan (ICoC para 11)

- To be completed end of March 2011
- The work plan will include three components:
  - o A schedule and allocation of work: should be in the form of an annotated work-flow chart (who does what work when)
  - o An options paper that discusses what the work plan is ultimately aiming to achieve with the oversight mechanism
  - o The Steering Committee Framework
- Tour-de-table preliminary discussion/brainstorming of possible elements for an eventual oversight mechanism
  - o Suggest "Ombudsman" option and "Accreditation" option for mechanism
  - o Decision to gather together information that has already been prepared by various sources regarding institutional framework and send to convener / facilitator

- Decision to form small (3 member Mark DeWitt with Sylvia White's help, US rep, Devon Chaffee) working group to draft the options paper for discussion by mid or third week in Feb 2011 (can consult with experts during this time) so that other participants can review it before the next meeting on February 28.
  - o Questions to be answered by the working group in discussion paper on the Mechanism
    - What is the nature of this?
    - What is its legal status
    - How is it funded?
  - o The options paper should not necessarily provide answers, but should rather present options in the format of an options paper.

#### Outreach

- Brief discussion of need to inform Montreux Document endorsing states of ICoC progress, as well as to raise awareness among other (non-state) clients and civil society
- Agreement that agreed rules of procedure and minutes from this meeting would be posted to [www.icoc-psp.org](http://www.icoc-psp.org)

**16:10** End of meeting