

ASI Board Meeting – Summary of Minutes for publication

Date: Thursday 15 April, 2020

Held: GoToMeeting

Antitrust Statement:

Attendees are kindly reminded that the ASI is committed to complying with all relevant antitrust and competition laws and regulations and, to that end, has adopted an Antitrust Policy, compliance with which is a condition of continued ASI participation. Failure to abide by these laws can potentially have extremely serious consequences for the ASI and its participants, including heavy fines and, in some jurisdictions, imprisonment for individuals. You are therefore asked to have due regard to this Policy today and indeed in respect of all other ASI activity.

ASI Ways of Working

ASI is a multi-stakeholder organisation. Dialogue is at the heart of everything we do. It is critical to ensure that the organisation delivers on its mission. We welcome all participants and value the diversity of backgrounds, views and opinions represented in this meeting. We recognise that we have different opinions; that is the heart of healthy debate and leads to better outcomes. To ensure our meetings are successful, we need to express our views and hear the views of others in a respectful and professional way, protecting the dignity and safety of all participants and enabling full participation from all attendees.

Acknowledgement of Indigenous Peoples

ASI acknowledges Indigenous Peoples and their connections to their traditional lands where we and our members operate. We aim to respect cultural heritage, customs and beliefs of all Indigenous people and we pay our respects to elders past, present and emerging.

Health and Safety

ASI places a high priority on health and safety through the ASI Performance Standard, and likewise aims to ensure that our employees, contractors and participants work and meet safely. If you are travelling for this meeting, please consider health and safety risks, including from transport, illness, manual handling, slips and trips, personal safety and emergency situations. Let us know if you have any concerns or feedback.

Participants: Daniel Weston (Chair), Anita Roper, Gerard Bos, Ken Willings, Pippa Howard, Sasha Courville, Tolga Egrilmezer, Marcel van der Sluijs.

ASI Secretariat: Fiona Solomon (ASI CEO).

Introduction and context

ASI publishes a summary of Board meetings and teleconferences in the interests of transparency.

The following principles are applied in preparing these summaries:

- Statements or perspectives are not attributed to individuals.
- The following matters are NOT included in the summary: personnel matters, financial approvals, small items, or sensitive, premature or evolving discussions.
- Board *decisions* are shared, but not the deliberations or decision-making processes that lead to them.
- Publishing the Board's decisions does not invite or open up debate about these decisions.
- The Board approves the summary before publication on the ASI website and via the monthly Members Update.

Topics discussed at this Board meeting:

- 2019 ASI Directors Report and Financial Statements
- 2020 AGM Notice and agenda
- ASI Auditor Accreditation procedures
- 2019 Governance surveys
- Impact of COVID-19 on ASI
- Harmonisation activities
- ISEAL Alliance
- Downstream and China engagement
- Finance – progress against 2019 budget
- IT systems and Monitoring and Evaluation (M&E)

Outcomes and actions from this meeting:

- **2019 ASI Directors Report and Financial Statements:** Following an earlier review by the Finance and Audit Committee, the Board approved the audited 2019 statements for circulation to ASI members.
- **2020 AGM Notice and agenda:** The Board discussed plans for the webcast of the 2020 ASI Annual General Meeting (AGM), which will replace the planned in-person meetings to be held in May due to the COVID-19 situation. The 2020 AGM Notice was approved for circulation to ASI members on behalf of the Board.
- **ASI Auditor Accreditation Procedures:** The Board reviewed and approved the ASI Accreditation Procedure V2 and the ASI Auditor Accreditation Renewal Confirmation V1 as updates and improvements to the existing processes.
- **2019 Governance Surveys:** Following an earlier review by the Governance Committee, the Board reviewed and approved a Summary of the 2019 Governance surveys to be shared with ASI members.
- **2020 Governance elections:** Sincere thanks to Gerard Bos and Ken Willings for their contributions during their terms as Directors which end on April 15, 2020. Both Gerard and Ken expressed how they had been proud to serve on the Board and appreciated the opportunity to work with their fellow Directors and the ASI team to support the organisation's growth and progress over a number of years. The fact that two new strong

Directors, Nick Madden and Jan Boekelman are joining the Board demonstrates that good and strong leadership builds its own momentum and allows the ASI organization to thrive even in turbulent times.

- **COVID-19:**
 - It was discussed that ASI should be outward facing and reflect on how we can continue to demonstrate and expand our relevance to members
 - The value of ASI organising a COVID-19 management session for members to support good practices on issues like health and safety and worker wellbeing was noted.
 - It was agreed to develop further scenarios regarding potential implications for ASI into 2020-2021, for discussion with the Finance and Audit Committee.