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PWYP Board Meeting (online)

14 May 2021

Attendees

Board Members

Alan Detheridge (AD), Treasurer

Ali Idrissa (AI)

Athayde Motta (AM), GC/Board Liaison

Carlo Merla (CM), Chair

Julie McCarthy (JM)

Susan Hazledine (SH)

Victoria Ibezim-Ohaeri (VO)

Secretariat

Alison Smith, Interim Director of Finance (AS)

Elisa Peter, Executive Director (EP)

Fern Pooley, Fundraising Manager (FP)

Joe Bardwell, Communications and Campaign Manager (JB)

Nyree Woolston, Operations Manager (NW)

Sandrine Levy, Executive Administrator (SL)

Stephanie Rochford, Director of Member Engagement (SR)

Guests

Rami Hassouna, incoming Director of Finance and Operations (RH)

MINUTES

Decisions

- The Board approved the 2020 audited financial statements and annual report, subject to non-material changes.

Actions

Action	By who	By when
Ensure a visual element is included in the trustees' report to enhance readership	Secretariat (JB)	31 May 2021
Share the revised Covid-19 reserve ToR	Secretariat (SR)	31 May 2021

Introduction

CM welcomed the participants and the board adopted the agenda. No conflicts of interest were declared or noted. The board reviewed the actions from the last meeting and confirmed progress made against them. The minutes from the last meeting were accepted and approved.

Introduction of Rami Hassouna

The incoming Director of Finance and Operations introduced himself and shared his work experience and skills. The Board are delighted to welcome RH to PWYP and wish him every success in his new role.

Report from the Finance, Fundraising and Audit subcommittee call

AD gave an update from the last subcommittee call, which was held on 28 April 2021. At this meeting the audited financial statements and trustees' report were reviewed with the auditor. With the agreed changes that are detailed in the sub-committee meeting minutes, the audited financial statements and annual report were recommended for approval to the board together with the letter of representation.

Review of 2020 audited accounts

AS provided an overview of the audit process and presented the 2020 audited financial statements, highlighting the organisation's financial position and headline figures. There is a small deficit on the restricted funds due to spending balances brought forward. The unrestricted surplus was discussed together with the proposed transfers to operational and Covid-19 reserves. A revised TOR for the Covid-19 reserves will be circulated by email for input and comment. The team were thanked for their efforts in preparation of the audited accounts and congratulated on the timely completion. Upon a motion duly made and seconded, the audited financial statements and letter of representation were approved to be signed.

PWYP 2020 Annual report

JB presented a streamlined annual report that was redesigned this year with the goal to meet statutory requirements as well as present a compelling picture of PWYP's impact and purpose. Historically the report has provided a more in depth summary of PWYP's activities, however this can be fulfilled through other communications, for example the stories for change series. The Board approved of the rationalised approach and noted the importance of visual aspects to enhance readership. Upon a motion duly made and seconded, the annual report was approved, subject to non material changes.

Progress on 2021 work plan

SR shared that good progress has been made during the first quarter, using a traffic light system (green, amber, red). Overall, we realised expected results for 77% of the work planned in Q1; and unexpected or less effective results for 23%.

Following the Q1 internal evaluation, milestones rated amber will be assessed to understand why the results were unexpected or less effective, to determine if any plans need to change in Q2 and Q3 in



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order to respond. During the quarter, the energy transition debate continued to gain momentum within the Secretariat and also within the PWYP movement. PWYP continues to hold capacity building and strategic conversations internally and also with other key stakeholders regarding how to advance this agenda within the movement. For the first time, the Africa conference was held online and energy transition and climate change featured on the main agenda. Furthermore a revised Africa Charter was adopted, including a commitment to gender equality. Other key highlights include the appointment of key recruitments as well as securing a registered office address in Belgium to support the progress of the setup of the INPA. Key challenges were also shared as well as lessons learned. PWYP continues to adapt activities to the evolving context of Covid-19.

PWYP 2021 fundraising plan

FP advised that 2021 presents both important fundraising opportunities and critical challenges for PWYP. Since the last meeting in December 2020, PWYP's fundraising strategy has been revised and will continue to be updated regularly and encouragingly some grant restrictions have been lifted. Our financial situation is currently healthy, however, our ambitious goals for 2021 mean that it is a priority to secure additional funding for 2022 onwards. Future fundraising strategies will be more forward-looking with plans over three-five years. The focus for 2021 will be to maintain the current operating level, cultivate prospective grant opportunities for 2022 onwards, and to strengthen and diversify the range of foundation and bilateral donors supporting PWYP's evolving work. As fundraising opportunities present themselves, during the period of EP's sabbatical, FP is encouraged to work with the Board and Global Council for high level support and representation.

Risk register update

EP presented a risk register for the Board to review. There are 28 risks identified across 5 categories; governance, operational, financial, external and legal. Some risks have been reclassified and higher level risks continue to be monitored regularly. No new risks have been identified as a result of Covid-19, Brexit and sub-granting since the last time the risk register was presented.

Plans for the Secretariat during Elisa's sabbatical

EP shared the expected outcomes of her period of sabbatical leave. It is a great opportunity to strengthen leadership across the team during her absence and ongoing external activities have been mapped across the team. Potential risks have been identified and addressed by the division of work, clear plans, agreed expectations as well as postponed activities.

AOB

Noting that it will be her last meeting, the board and team thanked Alison for her contribution during a period of transition as the Interim Director of Finance.

There being no other business the meeting was adjourned.

Thereafter the board held an executive session at which minutes were not taken.

The meeting closed at 18.00.