

**AMNESTY  
INTERNATIONAL**



# DRAFT AGENDA

## CHAIRS ASSEMBLY AND DIRECTORS FORUM 2013 9-10 FEBRUARY 2013 NOORDWIJKERHOUT, THE NETHERLANDS

AMNESTY INTERNATIONAL MEMBERS ONLY

AI Index: ORG 41/001/2013

To: Sections and Structures  
From: Organization Liaison Unit (OLU)  
Date: 16 January 2013

Amnesty International  
International Secretariat (IS)  
Peter Benenson House  
1 Easton Street  
London WC1X 0DW  
United Kingdom

### SUMMARY

This is the draft agenda for the Chairs Assembly (CA) and Directors Forum (DF) that will be held in Noordwijkerhout, the Netherlands in February 2013.

### DISTRIBUTION

This is an internal document which is being sent to all sections and structures

### RECOMMENDED ACTIONS

Please ensure this document is brought to the attention of the Chair and Director of your section or structure.

If you have any queries please contact the Organization Liaison Unit (OLU) at:  
[chairs.assembly@amnesty.org](mailto:chairs.assembly@amnesty.org)

**Purpose**

- Discuss the vision and direction that the International Executive Committee (IEC) has set for the Global Transition Programme (GTP).
- Develop a shared view on the GTP across the movement.
- Equip the leadership across the movement to deliver and work within the new global model.
- Understand and embrace the implications of the GTP for the movement as we move forward with its implementation, discussing:
  - the proposals for, and implications of, an integrated working model;
  - how a distributed International Secretariat (IS) model will work closer to ground;
  - how we will resource the new global model and increase investment in the global south; and
  - what this transition means for sections and structures and how we will work together differently as *One Amnesty*.
- Discuss the report of the Reference Group and the IEC's response to it, including their implementation plan; advise on next steps.

**Expected outcomes**

- United and coherent understanding of the GTP.
- Shared commitment to the implementation phase.
- Frank conversation about key issues including staff concerns.

**Please note:**

- Per the Chairs Assembly Standing Orders, the CA only makes decisions as referred to it by the International Council Meeting (ICM). The CA is not primarily a decision-making forum. It is an opportunity for ideas and input, and to raise questions and concerns.
- We are not reopening decisions that have already been made such as to integrate IS operations, to open hubs and increase investment in the global south.



## Papers

Papers will be posted as they become available on the Chairs Forum intranet wiki and the Directors intranet wiki. Participants are asked to bring their own copies of their papers to the meeting as hard copies will not be available on-site.

Access via the Governance portal:

<https://intranet.amnesty.org/wiki/display/GHPP/Governance+Home+Page>

Direct access to the Chairs Assembly page:

<https://intranet.amnesty.org/wiki/display/CHFOR/Chairs+Assembly>

Direct access to the Directors wiki page:

<https://intranet.amnesty.org/wiki/display/SECDIR/AI+Directors+Homepage>

**Please log into this site using your intranet username and password -also known as OpenID.** If you do not already have a username and password please contact your Intranet Gatekeeper. If you have any problems that your gatekeeper is unable to solve, or if your section or structure does not have a gatekeeper please email: [intranet@amnesty.org](mailto:intranet@amnesty.org).

## Papers List

Index Number	Title	Agenda session
<b>Required</b>		
<i>Pending</i>	GTP Roadmap	2, 3, 5, 6 & 8
<i>Pending</i>	Report of the Reference Group	7
<i>Pending</i>	Discussion paper associated to the roadmap	2, 3, 5, 6 & 8
<i>Pending</i>	Paper on proposed changes to the International Nominations Committee Terms of Reference	9

Index Number	Title	Agenda session
<b>Background</b>		
ORG 30/011/2011	Blueprint for an integrated and results-driven IS, closer to the ground (August 2011)	2, 3, 5, 6 & 8
ORG 41/017/2012	Joint Message from the IEC and the SG (June 2012)	2, 3, 5, 6 & 8
N/A	Q & A on GTP (July / August 2012) – please visit the Wiki address below	2, 3, 5, 6 & 8
FIN 40/008/2012	Global Management Accounts (November 2012)	6
N/A	IS Budget Information pack 2012 – (March 2012)	6
N/A	IS Budget Information pack 2013 – (December 2012)	6

The Q&A on GTP (July / August 2012) can be accessed here:

<https://intranet.amnesty.org/wiki/download/attachments/63472316/GTP+Combined+QandA+310812.doc?version=1&modificationDate=1346833720000>



**CHAIRS ASSEMBLY AND DIRECTORS FORUM AGENDA****Saturday 9 February 2013**

<b>Time</b>	<b>#</b>	<b>Session</b>
09:00	1	<ul style="list-style-type: none"> <li>▪ Welcome: Janet MacLean and Martin Epstein</li> <li>▪ Welcome and expectations for the meeting: Pietro Antonioli &amp; Salil Shetty</li> <li>▪ Agenda overview: <i>during each session there will be a variety of methods used for participants to engage the information and ideas presented and to provide their feedback. We will also be regularly collecting questions to ensure that they are addressed.</i></li> </ul>
09:45	2	<p><b>Setting the Context – the development of the GTP:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to provide an overview of the development of the GTP. Presented by the IEC and the Senior Leadership Team (SLT).</li> </ul>
11:00	<b>Break</b>	
11:30	3	<p><b>Aligning Resources to Agreed Human Rights Objectives:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to focus on the parts of the Roadmap related to prioritizing our work. We will have a robust discussion on how priorities are set and adjusted.</li> </ul>
13:30	<b>Lunch</b>	
15:00	4	<p><b>Brief introduction of CFSC candidates:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to introduce candidates for the 2 positions on the Chairs Forum Steering Committee (CFSC). Elections will take place over dinner.</li> </ul>
15:30	5	<p><b>A “Distributed IS”:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to discuss the parts of the Roadmap related to how the International Secretariat will function, how sections will interact with it. We will consider as well what we have learned so far from the pathfinder projects.</li> </ul>
17:00	<b>Break</b>	
17:30 – 19:00	6	<p><b>Moving resources / implementing One Financial Amnesty:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to consider how we are moving resources to the global south, including how sections are implementing One Financial Amnesty (40:60 by 2021), the financial projections for the GTP, an update on the budget.</li> </ul>
20:00	<b>Dinner (CFSC elections will take place over dinner)</b>	



**Sunday 10 February 10 2013**

<b>Time</b>	<b>#</b>	<b>Session</b>
09:00		<ul style="list-style-type: none"> <li>▪ <b>CFSC election results announced</b></li> </ul>
09:10	7	<p><b>Report of the Reference Group:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is hear the report of the Reference Group as well as the IEC and SLT's responses to it and to have a frank conversation regarding key issues such as rebuilding trust and staff concerns.</li> </ul>
11:15		<b>Break</b>
11:45	8	<p><b>The Leadership Role of Chairs and Directors during Organizational Change:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to discuss how the changes of the GTP will affect the work of your section and how the Chair and Director will work together to manage these changes. We will also identify the communication strategies necessary as we move forward.</li> </ul>
13:00		<b>Lunch</b>
14:30	9	<p><b>Consultation on International Nominations Committee (INC) Terms of Reference:</b></p> <ul style="list-style-type: none"> <li>▪ The purpose of this session is to explore proposed changes in the terms of reference of the INC.</li> </ul>
15:30 – 16:00	10	<p><b>Closing</b></p> <ul style="list-style-type: none"> <li>▪ Summary of the meeting from the Chair.</li> </ul>

