

**AMNESTY
INTERNATIONAL**



AGENDA

CHAIRS ASSEMBLY 2012 22-24 JUNE BARCELONA

AMNESTY INTERNATIONAL MEMBERS ONLY

AI Index: ORG 41/015/2012

To: Sections and Structures
From: Organization Liaison Unit (OLU)
Date: 21 April 2012

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SUMMARY

This is the final agenda for the Chairs Assembly (CA) that will be held in Barcelona, Spain in June 2012.

DISTRIBUTION

This is an internal document which is being sent to the Chairs and Directors of all Sections and Structures

RECOMMENDED ACTIONS

Please ensure this document is brought to the attention of those involved in the preparation of the CA in your Section or Structure.

Vision

The Chairs Assembly will equip Chairs to be local and global leaders and will mobilise and motivate them to implement Amnesty International's human rights priorities and its strategic agenda, to increase human rights impact and growth.

The meeting will:

- Be grounded in our human rights work
- Encourage broad and genuine participation with Chairs sharing their opinions
- Engender a collaborative spirit among the IEC, SLT and Chairs
- Build Chairs' governance skills
- Grapple with creating conditions for growth
- Prepare Chairs to lead on these issues in their Sections/Structures

Sessions

To assist with your planning and preparation for the meeting many sessions on the agenda are numbered and identified as either:

- **(I)** *Involve – learn, discuss, share information/knowledge, develop action ideas*
- **(C)** *Consult – robust discussion of proposals*
- **(S)** *Share – participants will receive updates, information or reports*
- **(D)** *Decide – participants will take a formal decision after robust discussion*

Preparation

Please see the preparation email that was sent with this agenda.

Papers

Participants are asked to bring their own copies of their papers to the meeting as hard copies will not be available on-site. Please see the papers list below.

The meeting agenda and papers can be downloaded from the wiki site for Chairs:

<https://intranet.amnesty.org/wiki/display/CHFOR/1+Chairs+Assembly+2012>

This is may be accessed through the Governance Portal on the intranet:

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



Papers List

Index Number	Title	Agenda session
Required		
ORG 41/013/2012	Mapping IEC Strategy	All
ORG 82/002/2012	Introducing CMAG	5
ORG 41/006/2012	CFSC Report	8
Pending	Gender Action Plan Guidelines	11
ORG 30/005/2012	New Forms of Presence	13
ORG 41/011/2012	Chairs Forum Terms of Reference	14
ORG 41/012/2012	Chairs Forum Steering Committee Terms of Reference	14
Pending	Draft Global People Management Standards	17
ORG 41/014/2012	Update on the Implementation of ICM Decision 1	21
ORG 70/006/2012	Report of the Board Review Group	21
ORG 82/003/2012	Core Governance Standards	23

Index Number	Title	Agenda session
Background		
ORG 41/014/2011	CMAG Terms of Reference	5
N/A	TMT Bulletin October 2011 [English only]	4
N/A	TMT Bulletin November 2011 [English only]	4
N/A	TMT Bulletin January 2012 [English only]	4
N/A	TMT Bulletin February 2012 [English only]	4
N/A	TMT Bulletin March 2012 [English only]	4
POL 30/009/2011	Road Map for Diversity & GAP 2011	11
N/A	Roadmap for Diversity: Guidelines for Scoping Exercise and Sample Survey on Diversity	11
ORG 30/009/2011	ICM Circular 17: Growing AI for Impact through New Forms of Presence	13
ORG 51/001/2012	Report on the Implementation of ICM Decision 1	21
ORG 82/001/2012	INC Terms of Reference	22

CHAIRS ASSEMBLY AGENDA

Thursday 21 June			
Time	#	Session	For
09:30-17:30		Capacity Building for New Chairs (For new Chairs only)	I
19:00		Reception with IEC/SLT (For all Chairs)	

Day 1 – Friday 22 June			
Time	#	Session	For
09:00	1	Welcome <ul style="list-style-type: none"> ▪ Introductions (new Chairs, international members, IEC, IS staff, etc.) ▪ Welcome from CFSC ▪ Welcome from IEC ▪ Agenda overview ▪ Appointment of election officer / tellers 	S
09:30	2	Our Human Rights Work <ul style="list-style-type: none"> ▪ Current Amnesty International human rights work 	S
11:00		Break	
11:30	3	Update from the IEC	S
12:00	4	Update from the Secretary General <ul style="list-style-type: none"> ▪ Including the Global Transition Programme and Questions and Answers about this session 	S
13:30		Lunch	
15:00	5	Conflict Management Assistance Group <ul style="list-style-type: none"> ▪ Introduction of the members of the CMAG ▪ Overview of CMAG Terms of Reference and working methods 	S
15:30	6	Sections & Structures: Sharing Success <ul style="list-style-type: none"> ▪ Including building the Wall of Success 	I
16:30		Break	
17:00	7	Strategy for Global Monitoring and Country Prioritization <ul style="list-style-type: none"> ▪ Update on Country Prioritization process 	S
17:30	8	CFSC Report <ul style="list-style-type: none"> ▪ Update on the progress, activities and achievements of the CFSC 	S
17:45	9	Meet the CFSC Candidates <ul style="list-style-type: none"> ▪ Candidates give a short introductory speech (interpreted) ▪ Speed dating (no interpretation) – small groups will have the opportunity to meet each candidate 	C
19:00		Dinner	
20:30-21:30	10	Regional Meetings (no interpretation)	C
End of Day 1			



CHAIRS ASSEMBLY AGENDA			
Day 2 – Saturday 23 June			
Time	#	Session	For
09:00	11	Diversity and Gender Mainstreaming <ul style="list-style-type: none"> ▪ Discussion of diversity within the movement ▪ Discuss Gender Action Plan next steps 	I
10:30	12	Finance Update <ul style="list-style-type: none"> ▪ Update from the International Treasurer 	S
11:00	Break		
11:30	13	New Forms of Presence <ul style="list-style-type: none"> ▪ Building on ICM Decision 8 and the work of the IEC Governance Committee, a discussion of new forms of AI presence 	C
13:00	14	Update Chairs Forum & CFSC Terms of Reference <ul style="list-style-type: none"> ▪ The revised terms of reference for both the Chairs Forum and for the CFSC are introduced 	S
13:30	Lunch/ CFSC Elections		
15:00	15	IEC & SG/SLT Questions & Answers <ul style="list-style-type: none"> ▪ Questions are asked for in advance and will be taken from the floor if time 	I
16:00	16	Capacity Building Sessions (to be confirmed) Choose EITHER: How to work with Directors <ul style="list-style-type: none"> ▪ Session to explore best practices in Chair / Director relationships OR Leadership Development <ul style="list-style-type: none"> ▪ Session to equip Chairs to build a good board, including recruiting board members 	I
17:15	Break		
17:45-19:00	17	Capacity Building Sessions (to be confirmed) Choose EITHER: Navigating Section / international responsibilities <ul style="list-style-type: none"> ▪ Session on Chairs role as the link between collective discussions and local realities OR Global People Management <ul style="list-style-type: none"> ▪ Chairs consider the draft global standards for human resources 	I
End of Day 2			
20:00	Dinner		
Day 3 – Sunday 24 June			
Time	#	Session	For
09:00	18	Election Results	S
09:15	19	Growth: Creating the conditions to grow in local relevance, activism and money <ul style="list-style-type: none"> ▪ What have we learned from our growth projects and what do we need to do next? ▪ How does this relate to fundraising? ▪ Update on regional growth strategies 	C



10:45		Break	
11:15	20	Decision Making <ul style="list-style-type: none"> ▪ Voting on CF and CFSC Terms of Reference 	D
11:45	21	Implementation of Decision 1 <ul style="list-style-type: none"> ▪ The IEC share with the Chairs the progress so far in implementing ICM Decision 1 ▪ The results and recommendations of the independent board review will be shared 	S
13:00	22	International Nominations Committee <ul style="list-style-type: none"> ▪ Meet the INC members and an update on their work 	S
13:30		Lunch	
15:00	23	Core Governance Standards <ul style="list-style-type: none"> ▪ Building on ICM Decision 7, Chairs will be consulted on the draft core standards 	C
16:30-17:0	24	Closing <ul style="list-style-type: none"> ▪ Summary of Meeting ▪ Appreciations ▪ Close of Meeting 	S
End of Meeting			