



# AGENDA

## CHAIRS FORUM MEETING 2011 8-10 APRIL LONDON, UNITED KINGDOM

AMNESTY INTERNATIONAL MEMBERS ONLY

AI Index: ORG 41/003/2011

To: All sections and structures  
From: Organization Liaison Unit (OLU)  
Date: 09 February 2011

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### **SUMMARY**

This is the agenda for the Chairs Forum Meeting (CFM) which will be held at the Park Inn Heathrow Hotel at Heathrow, London, United Kingdom in April 2011.

### **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

Dear Chairs

We are pleased to share with you the draft agenda for the 2011 Chairs Forum Meeting (CFM) which will take place from 7-10 April 2011, near Heathrow, London England. This agenda has been designed by the Chairs Forum Steering Committee (CFSC) in collaboration with the International Council Meeting (ICM) and CFM Chair, Janet MacLean, the International Executive Committee (IEC) and of course, incorporating wherever possible your feedback and commentary on previous CFMs and areas of concern.

You will note that on Thursday 7 April, there will be an all-day induction session for new Chairs being offered by the International Secretariat (IS). More information about this will follow. The CFM itself will begin on the morning of Friday 8 April.

We have endeavoured to build a meeting agenda that will address your needs as Chairs, while at the same time helping the movement move forward with decisions taken at the 2009 ICM, and looking forward to the 2011 ICM. While we are together we will engage in several human rights activism opportunities, and will celebrate Amnesty International (AI) at 50. This is a milestone anniversary for a movement made up of volunteer members!

As we did last year, we will soon circulate some information designed to help you prepare for the 2011 CFM. We hope you will take every opportunity to consult with your members, and prepare with your Directors for the upcoming meeting.

Please feel free to share with us any comments you may have regarding the draft agenda. We very much look forward to seeing you at Heathrow.

With warm regards from the CFSC  
Gina Hill  
CFSC Chair

A note from the IEC

As we prepare for the next CFM in April our main message is very simple: a lot has been achieved since the 2009 ICM, but we need to do a lot more to maximize AI's impact. The IEC is committed to helping you prepare effectively for debate and discussion on the main topics on our collective agenda.

We have already circulated a package of ICM resolutions (produced with the hard work of our taskforces) on governance, *One Financial Amnesty*, diversity and gender-mainstreaming, and related topics. In all these areas we are making proposals that make sense independently and collectively, that will enable AI to become a well-integrated movement with the right governance and management arrangements to grow and deliver for impact.

We expect that after the CFM you will feel well-informed about the developments that have taken place in the last nine months; you will feel confident that you have been able to engage with the *One Amnesty* strategic agenda, highlighting both points of agreement and areas of concern. For those of you submitting your own ICM resolutions we hope you will feel confident that you have had some time to explain them to AI's global leaders.

Above all, we expect to be clear about the work we need to do in preparing for a successful ICM in August, and we will all be committed to making it a special event that truly reinforces AI's role as a movement of people committed to maximizing our collective impact for human rights. To that end, we encourage you to start sharing your thoughts on secchair and on the Chairs Interactive Forum (CiF) and look forward to a very interesting and productive CFM.

## Introduction

The main theme of the 2011 CFM is ‘*shaping the systems for human rights impact*’.

The aims of the meeting are to:

- Explore how AI balances prioritization and flexibility
- Prepare for supporting growth through One Financial Amnesty
- Move toward consensus on the governance systems needed for One Amnesty.

## Sessions

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

- **(C)** *Consultation* – discuss issues and provide feedback and input to the IEC, IS and CFSC
- **(D)** *Decision* – take a formal decision
- **(I)** *Information* – receive information, updates or reports
- **(W)** *Capacity Building* – discuss, share information/ knowledge and develop action ideas

## Papers

Participants are asked to bring their own copies of their papers to the meeting as OLU regrets it is unable to provide them on-site. Please see the papers list below.

All available papers and presentations can be downloaded via the Amnesty International intranet site at: <https://intranet.amnesty.org/wiki/display/CHFOR/2011>.



**Papers List (to be finalized one month prior to the CFM)**

Index Number	Title	Agenda session
<b>Required</b>		
ORG 52/003/2003	Decision 30 – CF Terms of Reference (ToR)	1
ORG 52/003/2005	Decision 24 – Role of the Chairs Forum (CF)	1
ORG 41/007/2007	CF Standing Orders	1
ORG 41/011/2010	CFSC ToRs As Agreed at June 2010 CF	1, 6

Index Number	Title	Agenda session
<b>Background</b>		
ORG 52/003/2009	Decisions of the 2009 ICM	3,10, 13, 16, 17
POL 50/012/2009	Global Priority Statement (GPS) 2010-11: Transition into the new Integrated Strategic Plan (ISP)	18
POL 50/002/2010	AI's ISP 2010-2016	18
	CFSC Bulletin #2: September-December 2011	6

**CHAIRS FORUM MEETING AGENDA**

Thursday 7 April				
Time	#	Session	People	For
09:30-17:30		<b>Capacity Building for New Chairs</b> For new chairs only	IS	W
19:00		<b>Reception with IEC/SG/SLT</b>		
20:00		<i>Dinner</i>		

Day 1 – Friday 8 April				
Time	#	Session	People	For
09:00	1	<b>Welcome</b> <ul style="list-style-type: none"> <li>▪ Introductions (new Chairs, international members, IEC, IS staff, etc.)</li> <li>▪ Welcome from CFSC</li> <li>▪ Welcome from IEC</li> <li>▪ Agenda overview</li> <li>▪ Appointment of election officer/ tellers</li> </ul>	CFM Chair, IEC Chair, CFSC Chair	I
09:45	2	<b>Secretary General (SG) Address</b>	SG	I
10:15	3	<b>Reporting/ Decision-making: interim International Nominations Committee (iINC)</b> <ul style="list-style-type: none"> <li>▪ Presentation of recommendations from iINC</li> <li>▪ Questions for clarification</li> </ul>	CFM Chair, iINC Chair	D
11:00		<i>Break</i>		
11:30	4	<b>Setting the Context</b> <ul style="list-style-type: none"> <li>▪ AI @ 50</li> <li>▪ Human Rights Concerns</li> </ul>	IS, External guests	I/W
13:00		<i>Lunch</i>		
14:30	5	<b>Emerging Human Rights Issues</b> How AI deals with emerging human rights issues	CFM Chair, IEC Strategy Committee	C
16:00		<i>Break</i>		
16:30	6	<b>CFSC</b> Report of Activities	CFM Chair, CFSC Chair	I
17:00	7	<b>Introduction of CFSC Candidates</b>	CFM Chair, Elections Officer	I/D
		<i>End of interpretation</i>		
17:30	8	<b>Meet the CFSC Candidates</b>	CFM Chair	I/D
18:30 – 19:30	9	<b>Regional Meetings</b> <ul style="list-style-type: none"> <li>▪ Focus on sub-regional/regional growth strategies</li> <li>▪ Chairs to report back via secchair</li> </ul>		C
<b>End of Day 1</b>				
20:00		<i>Dinner</i>		



Day 2: 9 April – SATURDAY				
Time	#	Session	People	For
09:00	10	<b>Growing One Financial Amnesty</b> <ul style="list-style-type: none"> <li>▪ Presentation of where we are in this conversation: changing assessment system in order to achieve growth.</li> <li>▪ Table conversations and report back <i>Outcome:</i> Chairs share their perspectives</li> </ul>	CFM Chair, International Treasurer	I/C
10:30		<b>Break</b>		
11:00	11	<b>What have we been up to?</b> <i>Questions for IEC and SG (40 mins)</i> <ul style="list-style-type: none"> <li>▪ If you send your questions to OLU in advance the SG/IEC will have more time for a substantive answer.</li> <li>▪ Questions from the floor (depending on time)</li> </ul>	CFM Chair, IEC, SG	
		<i>Questions for Sections &amp; Structures (40 mins)</i> Come prepared to address the following: <ul style="list-style-type: none"> <li>▪ What can my section/structure contribute the most to the whole AI movement?</li> <li>▪ How do you prioritize ISP and GPS goals when you create your section/structure plans?</li> <li>▪ Describe your section/structure's strategy for dealing with emerging human rights issues</li> <li>▪ How do you adjust your finances to incorporate working on emerging human rights issues?</li> <li>▪ How does your section/structure define membership?</li> <li>▪ Describe one significant success that has occurred in increasing diversity among your membership or leadership as a result of your diversity/ gender mainstreaming programme</li> <li>▪ What changes has your section/structure taken in governance as a result of global governance changes?</li> <li>▪ How have you and your board enabled other board members to participate in AI's global governance?</li> <li>▪ How is your section/structure using the anniversary of AI@50 to increase growth?</li> <li>▪ Describe one learning your section/structure can share with the movement regarding managing growth</li> <li>▪ What changes does AI need to make in the light of the popular uprising for human rights and justice in Egypt, Tunisia and others?</li> </ul>		
12:20	12	<b>What's on our mind going into the ICM?</b> <ul style="list-style-type: none"> <li>▪ Sections/structures to share</li> </ul>	CFM Chair	
13:00		<b>Lunch/ CFSC Elections</b>		



14:30	13	<b>Governance Consultation</b> <ul style="list-style-type: none"> <li>▪ Plenary presentation of roles and responsibilities: (particularly what is different and what is meant by consultation, decides, consults)</li> <li>▪ Questions for clarification</li> <li>▪ In small groups: initial positions and areas of concern identified.</li> <li>▪ Report back to large group from tables</li> </ul>	CFM Chair, GGT, IEC	I/C
16:00		<b>Break</b>		
16:15	14	<b>Capacity Building Sessions</b> <i>Workshop topics to be decided pending outcome of consultation with Chairs. Consultation deadline 26/02</i>	CFSC, IS	W
17:30		<b>Break</b>		
17:45-19:00		<b>Capacity Building Sessions</b> <i>Workshop topics to be decided pending outcome of consultation with Chairs. Consultation deadline 26/02</i>	CFSC, IS	W
<b>End of Day 2</b>				
20:00		<b>Dinner</b>	CFSC	

Day 3: 10 April – SUNDAY				
Time	#	Session	People	For
09:00	15	<b>Election Results</b>	CFM Chair	I
09:15	16	<b>Decision-making: iINC</b>	CFM Chair, iINC	D
09:45	17	<b>Formal agreements</b> Presentation and questions on: <ul style="list-style-type: none"> <li>• Licensing agreements: between sections and AI Ltd.</li> <li>• Minimum operating standards for sections</li> </ul> <i>Purpose: To update and explain why they are necessary</i>	CFM Chair, GGT	I
10:30		<b>Break</b>		
11:00	18	<b>How do we prioritize our work?</b> Broad based discussion on how we develop/change priorities, build the GPS and adjust to changes in external world.	SG, IEC	I/C
13:00		<b>Lunch</b>		
14:30	19	<b>The Integrated Agenda</b> <ul style="list-style-type: none"> <li>• The integrated agenda: revisited.</li> <li>• How this CFM has contributed to it.</li> <li>• How we move from here to the ICM</li> </ul>	CFM Chair, IEC Chair	
15:00	20	<b>Closing</b> <ul style="list-style-type: none"> <li>• Summary of Meeting</li> <li>• Appreciations</li> <li>• Close of Meeting</li> </ul>	CFM Chair, CFSC Chair	
<b>End of meeting</b>				