

# OCP Advisory Board Meeting

By phone, 9-12am EST, 14th November

## **Attendees:**

Robert Hunja (RH), Advisory Board Chair  
Rakesh Rajani (RR), Vice Chair  
Mohammed Amin Adam  
Chris Anderson  
Laura Bacon  
Alan Detheridge (AD)  
Angelita Gregorio-Medel  
Jeff Gutman  
Beth Noveck  
Stephen Peel  
Jeni Tennison  
Paca Zuleta

## **Apologies:**

Claire Schouten

## *OCP Team:*

Gavin Hayman (GH)  
Kathrin Frauscher (KF)  
Lindsey Marchessault

## **Objectives**

- Adopt the strategy refresh (for decision)
- Review spending in FY2016 (for information)
- Approve the FY2017 budget (for decision)
- Discuss GH's relocation to London and how the team is preparing to work together (for discussion)
- Agree on process to finalize risk register and set up human capital committee that will set salary bands for directors (for decision)
- Look ahead to next in-person board meeting: location, emerging agenda items (for decision)

## **Decisions and Action Points from Meeting**

- *Remaining Action Points from Last Advisory Board Meeting*
  - Actions: The OCP will propose adjustments to the TOR of Advisory Board members and make a suggestion of how to better stagger ending terms. These will be reviewed at the June Advisory Board meeting.
- *Transition of the Advisory Board Chair*
  - Decisions: It was agreed that the Executive Committee would present a proposal to select a new chair to the Advisory Board for approval in the coming months.

- Actions: The Executive Committee will convene in late January and make a proposal for a new chair.
- *Strategy Refresh*
  - Decisions: The Advisory Board approved the strategy refresh and the new targets for the OCP team.
  - Actions: The OCP will share the strategy refresh in its annual report and begin reporting against the new targets.
- *Budgets*
  - Decisions: The Advisory Board approved the FY16 budget review and the FY17 budget. The Board requested an official reserve policy and that a reserve will be integrated in the FY17 budget.
  - Actions: Alan will work with the OCP on the budget reserve policy and figures. The budget reserve policy will be reviewed in the Executive Committee meeting at the end of January. The OCP will include percentages of unrestricted vs. restricted funding in future Board budget reports.
- *Committees*
  - Decisions: The Board agreed to adopt a risk register, to set up a human capital committee and to review which other policies the OCP should establish in 2017.
  - Actions: The OCP team will work with AD to structure and present that register for sign-off by the Executive Committee. At the Executive Committee meeting at the end of January members will also consider and make recommendations for other policies that the OCP should establish in 2017, including its open contracting policy.
- *Other Action Items:*
  - The OCP team will circulate a concept note about the global meeting to the Advisory Board members.
  - The OCP will support the Executive Committee in scheduling a meeting for the end of January. The agenda will include: (i) proposal for new Board chair; (ii) review of risk register; (iii) review of salary bands for directors; (iv) recommendations for other OCP policies that should be developed in 2017
- *Next Advisory Board Meeting*
  - Decisions: The next advisory board meeting will take place on June 22 and 23, 2017 in one of the following locations: London, New York, Mexico City or Ukraine
  - Actions: The OCP team will circulate a survey to make a decision.

## **1. Welcome & framing (Robert & Rakesh)**

RH and RR welcomed the Advisory Board and said that this meeting marks one of the key inflection points for OCP as the organisation increases its global ambitions and seeks to jump scale.

RH also announced that, with the start up phase of OCP coming to an end and with his leaving the World Bank to return to Kenya, he plans to step down from chairing the OCP in the Spring. It would not be goodbye as his new role will see him as a champion of open government across Africa and wider. Everyone thanked Robert for his splendid and inspiring job.

**BOARD DECISION:** It was agreed that the Executive Committee would present a proposal to select a new chair to the Board for approval in the coming months.

## **2. Adoption of strategy refresh (for decision)**

GH presented the OCP's refreshed strategy for approval including our increased ambition, our plans for investment in catalytic support to stakeholders, field building and learning. A full draft is [here](#).

The Board felt that it put the organisation in a really strong place and was both specific and rigorous whilst also providing for flexibility and the ability to pivot work to maximize our local and global impacts. They also discussed how to measure progress from the baselines including early outcome indicators.

**BOARD DECISION:** Advisory Board agreed to adopt the new strategy and that the organisation should now report on the new targets therein.

## **3. Presentation on FY16 & 17 budgets (for decision)**

GH in conjunction with AD, the Advisory Board's Treasurer reviewed the FY16 budget and presented the FY17 budget.

**BOARD DECISION:** Advisory Board noted and approved the FY16 review and approved OCP's FY17 budget. The Board also requested that OCP draw up an official reserve policy and that an appropriate calculation for that be integrated in the FY17 budget too.

The Board also agreed that the OCP team could think of revise the process to track and display OCP's activity costs given the relative stability of their spending here and the intensive nature of the process otherwise.

The Board also asked for future documentation to provide a clear report on amounts of unrestricted funding vs. restricted activity funding.

## **4. Relocation of executive director**

GH presented a relocation update seeking permission from the Board to relocate back to London at his own expense based on his daughter's special education needs. GH was clear that he loves the role at OCP and committed to be back very regularly in DC. The Board said that the ability to be present on more time zones and geographies was positive and, whilst recognising that you can lose something by not being co-located, it was a sign of the strength and early success of OCP team that this is a viable proposition. They also felt that, whilst being mindful to keep watch for any issues, the OCP team should seize on the opportunities that it brings, and encouraged the team to be very intentional about designing processes that support a global reach for their work.

**BOARD DISCUSSION:** The Board supported GH's move back to London.

## **5. Board Committees**

The Advisory Board discussed and approved a process to finalize and adopt a risk register and to establish a Human Capital Committee. The Board also asked the OCP team in conjunction with experts like AD to review OCP's structures and governance to make sure all our policies and procedures remained best in class.

**BOARD DECISION:** The Board agreed to adopt a risk register and that the OCP team will work with AD to structure and present that register for sign-off by the Executive Committee. Members will also consider and make recommendations for other policies that the OCP should establish at the Executive Committee meeting at the end of January 2017.

The Board also agreed to establish a Human Capital Committee overseeing and approving the compensation of the directors as well as a wider remit on encouraging best practice in fostering and developing the entire team at OCP. The Committee would be formed by the OCP's Chair, Vice Chair and Treasurer and also be open to any other interested Board member.

## **6. Next in-person board meeting**

The Board discussed planning for the next in person Board Meeting on June 22-23. Options include London, New York and DC as well as seeing open contracting on the ground in Mexico and Kiev.

It was agreed that the team would circulate a voting document and select the most popular once everyone has voted, mindful of the challenges of arranging visas and logistics as well as making sure that the Advisory Board gets quality time with our local partners.

The AB discussed emerging items including implementation of the new strategy, how GH's relocation was working and the impacts on the team in DC, the selection of a new Chair, Board processes and lessons and impacts from OCP's growing portfolio of work and implementers.

## **8. Other action items**

The OCP will circulate the concept note for the global meeting.

## **9. Closing**

RH warmly thanked everyone for taking part and the OCP team for such a successful and efficient meeting.

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