

## **Minutes of the Executive Body Meeting of IAG-Assam**

**Date: 28<sup>th</sup> June 2013**

**Venue: Action Aid Office, Ambari, Guwahati**

**Time: 9:45 a.m.**

### **Agenda for the Discussion:**

1. Update on IAG-Assam
2. Renewal of Membership with IAG-Assam
3. Finalization on Common Assessment Forms
4. Inclusion of Advisories for Emergency Response
5. Workshop on Lessons Learnt on Good Practices
6. Presentation of the Summary of IAG-Assam Financial Statement for the year 2012-2013 and briefing of approved budget from Oxfam India.
7. IAG-Assam Intervention in Conflict Situations
8. Any other

### **Members Present for the meeting:**

1. *Mr. Mrinal Gohain, Chairperson*
2. *Mr. Arman Ali, Advisor*
3. *Mr. L. Meru, Executive Members*
4. *Fr. Vergheese, Executive Member*
5. *Mr. Mukul Borah, Executive Member*
6. *Mr. David Kujur, Coordinator*

### **The minute of the Meeting in Detail:**

1. The meeting started with the Chairperson, Mr. Mrinal Gohain, welcoming the executive members and introducing the new IAG coordinator. The coordinator thanked the members for the opportunity being given to him and gave the executive body members an update on the current activities of the IAG-Assam.

2. The chairperson suggested that the format for collection of database from member organizations seemed limited, and needed to be expanded so that member organizations may present information regarding their work on humanitarian response in previous years, as well as that of their work/interventions on disaster risk reduction. It was also suggested by Mr. L. Meru and Mr. Arman Ali that the format should seek the inclusion of other details like segregated data on work with the Persons with Disabilities, women, children and the aged. He also suggested that we should capture the diversity of the work/interventions and innovations for shared learning.

*Action to be taken by:*

- *IAG-Assam Secretariat would be making the final format by 5<sup>th</sup> July 2013.*
  - *IAG Members are requested to cooperate in providing and consolidating this information asap.*
3. Mr. Arman Ali pointed out that response in emergencies has not been inclusive. We need the creation of disabled friendly interventions in disaster situations. There is also a need for proper documentation of interventions on disability in disaster situations. We need to capture data on Persons with Disability during emergency situations. *IAG Coordinator in consultation with Mr. Arman Ali would prepare an advisory note for the IAG which is to be shared and also put up in the website.*

*Action to be taken by: Mr. Arman Ali and IAG Coordinator*

4. On the matter of new membership, the chairperson pointed out that membership to the IAG is not automatic and organizations seeking to join need to follow the specific guidelines as laid in the IAG-Assam charter. However it was agreed by all present that a drive should be initiated to enhance membership to the IAG, especially of local organizations of the state with emphasis on the Barak Valley.

In this connection, it was suggested by Mr. L. Meru that there is a need to form district IAGs with affiliation to the IAG-Assam. Mr. L. Meru also pointed out that role of district level IAGs need to be specified with tasks/role of local member organizations clearly indicated. The norms for the formation of district IAGs and their terms of association with the IAG-Assam was discussed. It was suggested that where such IAGs exist or are being formed, members need not have separate affiliation and would have automatic affiliation to the IAG-Assam and that district IAGs would have representation in the IAG-Assam General Body. In cases where there are no district IAGs, the local organizations could directly become members of IAG Assam at the same rate as specified in the guidelines for membership. This suggestion was accepted whole heartedly by all as forward looking, however since it is an important structural matter of the organization, the Chair suggested that it be placed in the next GB meeting. In the meantime the secretariat would prepare a proposal for the district IAG structures and their terms of association with the IAG-Assam.

*Action to be taken by: IAG-Secretariat would finalize on the guidelines for membership of IAG-Assam by 9<sup>th</sup> July 2013.*

5. On the renewal of membership it was unanimously agreed by the executive members that IAG-Assam could go for renewal of membership and that the renewal forms should be circulated to the member organizations.

*Action to be taken: IAG Secretariat would initiate the drive immediately.*

6. The Coordinator pointed out that there is a need for Common Assessment Forms to be used by the member organizations. The chair also affirmed that we need to have two different types of assessment forms as per the conditions. One could be for Rapid Assessment as the emergency unfolds and the other could be used for detailed sector wise assessment. It was noted with concern that huge amount of funds are being used for assessment by big organizations, the outcomes of which have not published. It was also suggested that formats of different member organizations would be collected and IAG-Assam would formulate the final Assessment format to be used by member organizations. This would be done after analyzing Assessment formats of some of the member organizations. The meeting for which would be held on 4<sup>th</sup> July 2013.
7. It was decided that the IAG-Assam would be launch a fully functional website by the 15<sup>th</sup> of July 2013.

*Action to be taken by: IAG Secretariat*

8. The chairperson also suggested that advisories need to be prepared on Shelter, Disability, women, children and elderly after due consultations with organizations working on those specific areas.

*Action to be taken by: (i) Drafts of Advisories on Shelter would be prepared jointly by Action Aid and CASA. (ii) Advisories on Disability would be done by Shishu Sharothi Advisories (iii) IAG Secretariat would get in touch with UNICEF and Save the Children to develop an advisory on Children. And,*

*Action to be taken: IAG secretariat in consultation with the chairperson Mr. Mrinal Gohain, Mukul Borah and Geeta Mozumdar would finalize the Common Assessment format by 4<sup>th</sup> July 2013.*

9. The members also suggested for a one day workshop on lessons learnt on good practices of IAG-Assam. There is a need to come up with a document on good practices and also on issues including ethical aspects in disaster response phases and seek approval of the member organization.

*Action to be taken: IAG secretariat in consultation with member organizations with best practices would hold one day workshop by 24<sup>th</sup> July 2013 and come up with an ethical code as well as a document on the best practices of IAG member organizations.*

*Action to be taken: IAG Secretariat would contact Seva Kendra in Silchar by 7<sup>th</sup> July 2013 for assessment and information on disaster situation.*

10. The members also agreed to send condolence message to the affected population in Uttrakhand.

*Action to be taken: The condolence message would be sent by IAG Secretariat by 4<sup>th</sup> July 2013.*

11. The coordinator also presented the budget for summary of financial statement for the financial year 2012-2013.

*Action to be taken: The Summary of IAG-Assam Financial Statement for the year 2012-2013 would be signed by Mr. A.K. Goldsmith by 7<sup>th</sup> July 2013 after necessary corrections.*

12. The Chairperson brought to the notice of the members of the support received from Oxfam India to IAG-Assam for the Coordinator's salary and other critical components of its functioning. Members expressed their gratitude to this very welcome gesture and the continued support that has been received from OXFAM India to IAG-Assam.

13. Mr. L. Meru along with the chairperson pointed out that there is a need for involvement of IAG in conflict situations and the inclusion of local organizations involved in relief and rehabilitation in conflict zones.

The meeting concluded with an affirmation to improve the functioning of IAG-Assam and make a special effort for the sharing of information and collaboration among member organizations. The meeting ended at 11:30 a.m.

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