

Board of Trustees
09-10 March 2023

Refers to
agenda item 3.4

Agenda Item 3.4: Review of Governance Calendar

Summary:

The Governance Calendar is an annual plan of governance events. The calendar gives information on meetings and events planned for the year, including meetings dates, type of meetings and tentative agenda.

Action Required:

The Board of Trustees is requested **to note** the Governance Calendar for 2023.

Abbreviations & Acronyms

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| ACRO | Americas and The Caribbean Regional Office |
| BoT | Board of Trustees |
| CFAR | Finance, Audit, and Risk Committee |
| COI | Conflicts of Interest |
| CONT. | Continued |
| CSIP | Strategy, Investment and Policy Committee |
| DG | Director-General |
| GA | General Assembly |
| IPPF | International Planned Parenthood Federation |
| IT | Information Technology |
| KPI | Key Performance Indicators |
| MA | Member Association |
| MC | Membership Committee |
| NGC | Nominations and Governance Committee |
| RATC | Resource Allocation and Technical Committee |
| TBC | To be confirmed |
| VC | Vice Chair |

High Level Governance Agenda (2023)

Updated on 6th February 2023

| NGC (12 Jan) | CSIP (16 Feb) | CFAR (23 Feb) | BoT (09-10 Mar) | CFAR (23 Mar) |
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| <ul style="list-style-type: none"> • Appointment of NGC Members • NGC Work Plan Updates • Review of BoT Minutes • Performance Review • Planning/Scheduling of recruitment • Other Urgent Items | <ul style="list-style-type: none"> • General update of focuses and C-SIP priorities for 2023 • IPPF Charter and rebrand • IPPF Policy developments and C-SIP Policy priorities | <ul style="list-style-type: none"> • Draft Year Ending 31st December 2022 Financial position • Safeguarding and Incident management reports ending 31st Dec 22. • External audit 2022 status update on pre-audit. • Internal audit action plan for 2023 approval • Special Payment register ending 31st December 22 • Any other matter including any new policies developed. | <ul style="list-style-type: none"> • Review of Board VC applications • Chair and DG progress report • Board/Trustees performance review • Youth forum resolution • Board Workplan & Calendar • Rotation of Board Committee Chairs/Trustees • Recruitment of committee members • Secretariat Alignment & Strategy Implementation • Branding and Charter Projects • Member Associations Issues • Safeguarding report • Election of the Board VC | <ul style="list-style-type: none"> • Risk management update highlighting current strategic risks and mitigating actions along with a heat map according to likelihood and impact. • Global Assurance actions update including reporting on fraud incidents being investigated. • Finance Journey Update with budget utilisation till 28th Feb 2023. • IT Journey update with budget utilisation till 28th Feb 2023. • Going concern note review and approve. • Any other matter including any new policies developed. |
| NGC (30 Mar) | CSIP (20 Apr or 11 May) | CFAR (TBC, 25 or 18 May) | Donors Meeting (11-13 Jun, Face-to-Face) | MC (14 Jun, Face-to-Face) |
| <ul style="list-style-type: none"> • NGC Work Plan Updates • Review of BoT Minutes • Performance Review • Planning/Scheduling of recruitment • Other Urgent Items | <ul style="list-style-type: none"> • Preparations for June Board Meeting • Facilitation to Board to have an in-depth session on the IPPF Charter and rebrand | <ul style="list-style-type: none"> • Financial updated for the Quarter 1 ending 31st March 23. • Quarter 2 forecast/ revised budget 2023. (3+9) • Review and recommend <ul style="list-style-type: none"> • financial statement for the year ending 31st Dec 2022. • Auditor's recommendations for the year ending 31st Dec 22. • Delegate authority to C-FAR chair to sign off, along with the DG. • Internal Audit action taken report till 31st March 23 • Safeguarding and Incident management reports ending 31st Apr 22. • Any other matter including any new policies developed | <ul style="list-style-type: none"> • Donor Meeting | <ul style="list-style-type: none"> • Final Phase 3 Accreditation Outcome Reports • Accreditation Review Follow-up Reports • Recommendations for Accreditation • Updates on Suspensions • Recommendations for Expulsion • Applications for Associate Membership |

| BoT (15-16, Jun, Face-to-Face) | NGC (23 Jun) | CFAR (28 Jul) | CSIP (TBC, 14 Sep or 20 Oct, Face-to-Face) | MC (26 Oct, Virtual) |
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| <ul style="list-style-type: none"> Review of Board Work Plan Review of Governance Calendar Branding and Charter Updates Finance Updates, 2023 report and accounts Program Updates Strategy Implementation Updates MC/Accreditation Updates Board Succession Plan | <ul style="list-style-type: none"> NGC Work Plan Updates Review of BoT Minutes Performance Review Planning/Scheduling of Recruitment Other Urgent Items | <ul style="list-style-type: none"> Financial Statement for five months ending 31st May 2023 Quarter 3 forecast/ revised budget 2023 (5+7) Global Assurance actions update including reporting on fraud incidents being investigated. Internal audit update ending 31st May 2023 Incident Report ending 30th Jun 2023. Update on action taken on Finance Journey Update on actions taken on Risk register 2023 Any other matter | <ul style="list-style-type: none"> Engagement on the IPPF Branding and Charter Guide BoT on the Charter/Rebrand Decide on the Stream 2 Theme for 2024 | <ul style="list-style-type: none"> Phase 4 Accreditation Outcome Reports Phase 3 Follow-up Reports Recommendations for Accreditation Updates on Suspensions Recommendations for Expulsion Reconfirmation of Associate Membership Applications for Associate Membership |
| CFAR (15 Nov) | NGC (30 Nov) | BoT (23-24 Nov) | RATC (TBD) | |
| <ul style="list-style-type: none"> Financial Statement for eight months ending 31st Aug 23 Quarter 3 forecast/ revised budget 2023 (8+4) and updated year-end projection 2022. Internal audit update Incident management <ul style="list-style-type: none"> Global assurance update including fraud Incident status as on 30th Sept 2023. Safeguarding and Incident Reports for quarter 3 2022 and month ending Sept 22 Annual Plan and Budget for the Secretariat 2024 Updated Annual plan and budget of the MAs for 2023-25 (second year in the cycle) Take note of the External Audit Plan and Fee 2023 (current year) Review and recommend approval of Risk Register for 2023-24. Plan of action and dates of next meetings | <ul style="list-style-type: none"> NGC Work Plan Updates Review of BoT Minutes Performance Review Planning/Scheduling of Recruitment Other Urgent Items | <ul style="list-style-type: none"> Review of Board Work Plan Review of Governance Calendar Branding and Charter Updates Finance Updates Program Updates Strategy Implementation Updates MC/Accreditation Updates | <ul style="list-style-type: none"> Review the progress of resource allocation and its implications for governance | |