



Steering Committee Quarterly Face to Face meeting

Thursday 10th April, 2014, 9am-5pm

H&M training center, Uttara, Dhaka

Attendees:

Chairs: Jenny Holdcroft (IndustriALL) & Philip Chamberlain (C&A)

Labour: Monika Kemperle (IndustriALL), Christy Hoffman (Uni Global Union), Roy Ramesh (IndustriALL), Amirul Haque Amin (NGWF)

Brands: Andy York (N Brown Group), Lisa Fairclough (Debenhams), Jenny Fagerlin (H&M), Aleix Gonzalez (Inditex)

Witness Signatories: Scott Nova (WRC)

Accord Executive Team: Alan Roberts, Rob Wayss, Brad Loewen

Accord staff: Tatiana Delany

Apologies:

Melanie Steiner (PVH), Alke Boessiger (Uni Global Union), Dan Rees (ILO)

Item	Agenda Items	Who	Action
1.	<p><u>Operational Plans:</u></p> <ul style="list-style-type: none"> - Steering Committee discussed Executive Directors individual immediate priority actions: <p><u>Chief Safety Inspector (CSI): Brad Loewen:</u></p> <ul style="list-style-type: none"> - CSI updated the SC on the inspection programs to date - CSI to develop guidance, clarification and interpretation to building standards (e.g. fire doors) - CSI to recruit and train 25 Accord engineers by end June 2014 - CSI to hire program manager to project manage the inspection program on a 6 months contract - Steering Committee was updated on technical cooperation with Alliance; <ul style="list-style-type: none"> o Accord is committed to avoid duplication with common Accord/Alliance factories o Accord may inspect all common factories; potential to share costs with Alliance in this case? o Managing remediation in common factories with Alliance is not yet agreed - CSI to compile list of service providers and product suppliers in Bangladesh to support remediation - CSI to develop KPI's & produce quarterly aggregate reports. 	Brad Loewen	Ongoing
	<p>Key Action. Produce concise public communication from Accord explaining temporary factory closures and/or partial evacuations.</p>	Rob Wayss	18/4/14
	<p><u>Executive Director - Bangladesh Operations (ED BO): Rob Wayss</u></p> <ul style="list-style-type: none"> - ED BO to develop process and protocol to identify 'cynical avoidance'/bad practice amongst brands <ul style="list-style-type: none"> o Steering Committee agrees that Accord signatory brands are responsible for a factory if it is on their factory list unless proof that brand had requested FFC de-list that factory prior to inspection notification sent from the Accord. 	Rob Wayss	Ongoing
	<p>Key action. Organize small working group of brands in Bangladesh to identify bad practice and related issues to feedback into cynical avoidance protocol</p>	Rob Wayss	25/4/14

<ul style="list-style-type: none"> - ED BO updated Steering Committee on ongoing Worker Participation program implementation: <ul style="list-style-type: none"> o Three step audio and visual outreach materials to workers complete o Accord to employ full time liaison person to co-ordinate with unions - Training Coordinator, once hired, to carry out equivalency research for training program using best-practice experience from brands and labour background - ED BO explains that OHS committees will be developed in tandem with training program, it is noted however that Accord is awaiting clarification to amendment to labour law which now requires OHS committees in factories with more than 50 employees - Steering Committee discuss how to manage the challenge of OHS committee elections? <ul style="list-style-type: none"> o Inditex/IndustriALL have an election proposal/program already in place and are willing to share this with the Accord. - ED BO to hire a communications officer in BD - ED BO to develop guidance options, information gathering for remediation financing e.g. <ul style="list-style-type: none"> o IFC/loan instruments/Standard Charter/French government fund - ED BO to look into how Bangladesh government can support regulation & mechanisms to ensure finances to support remediation can enter Bangladesh and go directly to support remediation - ED BO to meet with local banks to explain the Accord to ensure that they don't preclude loans following an inspection if they believe the factory owner is now a credit risk 	Rob Wayss	Ongoing
<p><u>Executive Director – International Operations (ED IO): Alan Roberts</u></p> <ul style="list-style-type: none"> - ED IO agrees to manage publication of SC minutes two weeks following every meeting - ED IO supporting staff to document & maintain record of all agreed Accord policies and protocols - ED IO put together external communications strategy including crisis management system - Steering Committee was updated on communications strategy for Rana Plaza anniversary and agreed that there will be no specific Accord event, other than the following participation by Executive Team in external events; <ul style="list-style-type: none"> o Rob Wayss has been invited by ILO to a seat on media briefing for Rana Plaza o Rob Wayss and Brad Loewen to attend BGMEA event. o Alan Roberts attending & speaking at Danish Fashion Summit & conference on 24th April - ED-IO aligning budget and reporting procedures with Bangladesh & Accord Foundation accountant will be traveling to Bangladesh in May with ED-IO to support 	Alan Roberts	Ongoing

	<p>Key actions. ED-IO to draft Rana Plaza statement to be published on Accord website (shared with SC in advance) & a common set of talking points/milestones on the Accord to be shared with signatories</p> <p>ED-IO to draft briefing note for all Signatories detailing the plans for the Accord anniversary</p>	Alan Roberts	18/4/14
2.	<p><u>Dispute resolution document:</u></p> <p>Steering Committee agree to accept dispute resolution document with amendments as discussed and noted. Key action: Publish revised document on website.</p>	Secretariat	10/4/14
3.	<p><u>Accord Article 23:</u></p> <ul style="list-style-type: none"> - ED IO updated Steering Committee on unanimous decision taken at brands meeting on 19.4.14 that guidance document was not necessary or required. - Brands accepted that there were concerns from labour that some signatory brands may not be respecting commitments under Article 23. <p>Key action: ED-IO and ED-BO to develop a protocol for the Executive Team to monitor and resolve potential mal-practice/cynical avoidance before escalating to SC. To be agreed by full SC.</p>	Alan Roberts Rob Wayss	31/5/14
4.	<p><u>Discussion on "critical findings" cases, Accord Article 13, and practical realities:</u></p> <p>Steering Committee re-confirmed unanimous agreement & understanding of signatory obligations under the Accord:</p> <ul style="list-style-type: none"> - Agree that sequence of payments as set out under Article 13 means maintaining regular wages sequentially by month - Agree that Article 13 and Article 22 are related with regards remediation (<i>upgrades & wages</i>) - Agreed that brands are not obligated to pay wages to workers, but <u>are obligated to ensure that the supplier can continue business and pay wages and upgrade</u> - Agree that signatory brands are responsible for communicating to their suppliers that they will support the supplier as needed with regards remediation (<i>upgrades & wages</i>) and, also, that the brands are responsible for communicating to the supplier that the supplier is responsible for paying wages <p>Communication and practicalities:</p> <ul style="list-style-type: none"> - Agreed that where possible union members, brand representative (lead brand if possible) and 	Rob Wayss	Ongoing

	<p>Accord member must be present at factory closure</p> <ul style="list-style-type: none"> - Draft pre-agreed communication to supply chain from brands to be sent - Create list of individuals that Accord can call on in event of factory closure (WRC happy to send a representative to facilitate if needed) - Agreed that Accord convenes a conference call with factory owner, brands & union members upon immediate knowledge of factory closure - Unions need Accord support to guarantee that worker wages will be paid in order to communicate as such - Poster to be issued and posted on gate of factory translated into Bangla 		
	<p>Key action: ED-BO to draft communications procedure for critical findings cases to include the necessity for Brands to take equal responsibility for communicating with factories.</p>	Rob Wayss	18.4.14
5.	<p><u>Budget deficit:</u></p> <ul style="list-style-type: none"> - Inspection benchmarking completed - SC signed off budget in January, however with short-term budget deficit due to the scale of the inspections at the start of Accord five year program. - Steering Committee agree revised budget and income proposals. - Agreed to bill all new signatory brands also at revised rates. <p>Key action: ED IO to draft communication to this effect, communication to be passed to Steering Committee for onward circulation to all Brand signatories.</p>	Alan Roberts	14/4/14
	<ul style="list-style-type: none"> - Review rationale and proposal for deep-dive inspections after initial reports highlight the requirement for further detailed investigation. <p>Key action: Draft deep-dive proposal incorporating all reasonable options & all associated costs. Proposal to be reviewed by Management Committee before Steering Committee.</p>	Alan Roberts Brad Loewen (+engineers)	15/6/14
6.	<p><u>SC/Staff/Witness signatories Code of Behaviour:</u></p> <ul style="list-style-type: none"> - The SC discussed and agreed the need for a Code of Behaviour for all staff, signatories and witness signatories. <p>Key action:</p>	Alan Roberts	25/4/14

	ED-IO to review the existing ETI Code and consider whether it can be adopted for Accord. If not, develop an appropriate protocol for the SC to adopt.		
7.	<p><u>Implementation of Steering Committee Management Committee:</u></p> <ul style="list-style-type: none"> - Terms of Reference agreed - Fortnightly review with management committee <p>Key action: Agree dates for Management Committee meetings.</p>	Jenny Holdcroft Lisa Fairclough Alan Roberts	10/4/14
8.	<p><u>AOB:</u> <u>Report from Advisory Board (AB) meeting 3.4.14</u></p> <ul style="list-style-type: none"> - The SC discussed the recent AB meeting and agreed that the involvement of both the BGMEA and BKMEA was essential to the credibility of the process. <p>Key action: Minutes from AB meeting to be shared with Steering Committee and published on line thereafter.</p>	Rob Wayss	16.4.14
	<p><u>Liberty Fashions:</u></p> <p>Key action: Communicate and follow-up with brands regarding responsible exit & severance</p>	Alan Roberts	Immediate
	<p><u>Contribution to family of Woosun engineer:</u> Steering Committee agrees to make Accord financial contribution to the family of deceased Woosun engineer</p>	-	-
	<p><u>Next Steering Committee meetings:</u></p> <ul style="list-style-type: none"> - Face to Face; 9/10 July 2014: Amsterdam 	Tatiana Delany	14/4/14