



Steering Committee Quarterly Face to Face Meeting

Thursday 10th July, 2014

9am arrival for 9.30am – 5pm

**Venue: World Fashion Center, C&A Nederland, Koningin Wilheminaplein 13, Tower 1 14th Floor,
Amsterdam 1062HH**

Attendees:

Chair: Dan Rees

Witness Signatories: Scott Nova

Labour: Roy Ramesh, Alke Boessiger, Monika Kemperle

Brands: Melanie Steiner, Aleix Gonzalez, Andy York, Philip Chamberlain, Jenny Fagerlin, Lisa Fairclough

Executive Team: Alan Roberts, Rob Wayss, Brad Loewen

Accord staff: Tatiana Delany, Joris Oldenziel

Apologies: Christy Hoffman, Jenny Holdcroft, Ineke Zeldenrust

Item	Agenda Items & Actions	Who	Completion date
1.	<p>Budget for June 2014 to May 2015</p> <ul style="list-style-type: none"> - Accord operating to budget following agreed sign off in April face-to-face meeting by SC - Accord staff to engage with individual brands with any issues on budget and Year 2 fee increase <p>Key Action:</p> <ul style="list-style-type: none"> - Circulate current budget to all signatories - Circulate draft budget to signatories two weeks before SC sign off for any questions/clarification 	Alan Roberts	15.7.14
2.	<p>Accounts 31/12/2013</p> <ul style="list-style-type: none"> - Draft annual report circulated to SC - ED IO met with auditors 9.7.14 who have approved and signed off accounts to 31.12.13 with two observations shared with SC: <ul style="list-style-type: none"> - Recommendation to consider those with financial background in re-election of board - Fee structure for brands joining during the course of a year or future years <p>Key Actions:</p> <ul style="list-style-type: none"> - Approval from Board and SC to publish formal accounts to 31.12.13 - ED IO to propose multiple options for fee structure for future new signatories to be discussed at next SC meeting (for next face-to-face meeting) - SC to submit any comments on the annual report before publication 	Alan Roberts	18.7.14
3.	<p>Update on CAPs and remediation:</p> <p>CSI updates SC on latest statistics on inspections, reports & inspection planning around EID.</p> <ul style="list-style-type: none"> - On track to complete by end August + few weeks for final submission of reports - Clarification of distinction between 'critical case' and 'review panel case'; only 'review panel case' if Accord cannot find an immediate solution or there is no compliance to implement immediate actions; requiring intense amount of monitoring and follow-up 	Brad Loewen	-
4. a.	<p>Brands Remediation Commitment Review:</p> <p>Background to proposed policy document on remediation submitted to SC from TU caucus:</p>	Rob Wayss Secretariat	Immediate

	<ul style="list-style-type: none"> - Valid concern over differences in participation from brands in CAP negotiation with factories which will cause implementation issues and future financing problems. - Brand caucus does not agree to proposed policy document, however agreement by SC that conversation about financing must be had in all cases <p>Discussion:</p> <ul style="list-style-type: none"> - Acknowledge that process is functioning well in some cases, with some brands.-supporting suppliers e.g. increase in prices, commercial terms, or simply through having good existing relationships etc. - Need for education process for all Accord brands to understand their responsibilities - Case handlers to work directly with lead brands to ensure conversation is happening - Collect information where this might not be happening and talk directly to brands and factories <p>Key Actions:</p> <ul style="list-style-type: none"> - Immediate intensive break-out communication between SC members, international secretariat and 10-15 brands to educate on all issues around Article 22, CAP process, verification of financial process, and engagement on financing conversations - Draft talking points/plan for above calls - Ensure that Accord brands are informed of their need to show support of TU/labour involvement and worker participation in discussions with factories (esp. in critical cases) - Finance plans to be discussed as part of CAP, factory owners and brands to confirm that finance discussion has taken place as part of the CAP - Accord staff to collect information on successfully negotiated CAPs and related finance plans and create aggregate report - Accord to take more of a facilitation role in remediation discussions in conjunction with lead brands - Research cost examples of top 5-10 common findings and prices, possible channels of support etc; use external consultant, IFC, BGMEA, Accord brands and provide sample costing list to brands 		
4.b.	<p>Financing worker wages in review panel cases:</p> <ul style="list-style-type: none"> - 3-4 factories have terminated worker employment; fund to support workers <p>Key Actions:</p> <ul style="list-style-type: none"> - Gather concrete facts on each review panel case, including wage payments, remediation progress, and brand response and bring back to SC, specifically exceptional cases which are not functioning to be included as agenda item on next SC call. 	Rob Wayss	16.7.14

5.	<p>Code of Conduct:</p> <ul style="list-style-type: none"> - Re-drafted code of conduct by TU caucus following last SC call <p>Key Action:</p> <ul style="list-style-type: none"> - Working group to finalise code of conduct to share with SC and sign-off at next meeting - Working Group has now agreed a final paper on SC call of 21st July. Document to be published on line 	Alke Boessiger Andy York Ineke Zeldenrust	18.7.14
6.	<p>Equivalency Process on previous brands inspections:</p> <ul style="list-style-type: none"> - CSI distributes equivalency clarification document for non-acceptance of brand-led inspections based on analysis of range of reports from various engineering firms - Includes comprehensive list of issues not systematically checked and/or lack of clarity in understanding of these issues in the reports <p>Key Actions:</p> <ul style="list-style-type: none"> - Share equivalency document & accompanying explanatory note with all brands 	Brad Loewen Tatiana Delany	18.7.14
7.a.	<p>Training Update inc. BD labour law issue:</p> <p>Discussion on draft implementation to Labour law:</p> <ul style="list-style-type: none"> - ED BO raising to the SC that Article 17 of Accord may conflict with draft implementation to changes to labour law - H&M request that Accord for practicality could work with worker participation committees to elect and train OHS committees if the worker participation committees have been formulated by election <p>Key Action:</p> <ul style="list-style-type: none"> - Share section on OHS committee labour law with SC & draft implementation law when possible - Accord continue to engage with Tri-Partite Committee to try to ensure draft in line with Accord OHS committee election process and seek guidance from ILO for international guidance 	Rob Wayss	ongoing

7.b.	<p>Update on Accord Worker Participation program</p> <p>ED BD updates SC on Accord worker participation program and worker outreach materials:</p> <ul style="list-style-type: none"> - Training Coordinator (TC) started 29th June, 2014 - TC now needs to select teams of trainers; ED BD to ask industry and unions to suggest potential trainers for Accord - IndustriALL recommend more field resource people if budget permits <p>Key Action:</p> <ul style="list-style-type: none"> - Share 1st information video with all signatories 	Rob Wayss & Secretariat	21.7.14
8.	<p>BD Stakeholder Engagement Update:</p> <p>ED BD updates SC on stakeholder engagement in BD</p> <ul style="list-style-type: none"> - Discussion on BMGEA/employers associations involvement at AB, Board and SC level - Disparity between day-to-day cooperation and constant collaboration and public statements - Thank you to IndustriALL on critical findings factories who are working round the clock to get communication to workers - Prioritise positive communication & positive cases e.g. IndustriALL support, successful critical cases <p>Key Actions:</p> <ul style="list-style-type: none"> - BGMEA involvement at SC level to be tabled as agenda item at next SC meeting - Continue monthly meetings with BGMEA 	Rob Wayss	7/8/14
9.	<p>Amended Governance “Regulations”:</p> <p>Context:</p> <ul style="list-style-type: none"> - Governance Working Group reconvened to look at regulations as adopted on 24 September 2013 and their relevance to Accord - Re-draft of regulations following Working Group meeting circulated to SC 	Alan Roberts	Immediate

	<p>Detail:</p> <ul style="list-style-type: none"> - The changes in the regulation do not affect the operating procedure of the Accord, simply an update to ensure relevance of how Accord operates - Change to election process of SC & Board members which was not in-line with MOAs. - Regulations do not state how appointment of alternates functions, caucus to decide <p>Key Action:</p> <ul style="list-style-type: none"> - SC agree to adopt amended regulations and publish online accordingly 		
10.	<p>Update on Brands Delisting:</p> <ul style="list-style-type: none"> - Tatiana Delany updates SC on latest progress with monitoring brands delisting - Brands have been notified that if they do not tier correctly by 20th of July, all their factories will be considered to be Tier 1 and 2 - Clarification of aggregate figures <p>Key Action:</p> <ul style="list-style-type: none"> - Follow up report at next meeting 	Alan Roberts Tatiana Delany	7.8.14
11.	<p>Communication strategy:</p> <p>Joris Oldenziel updates SC on external communication strategy, key steps and objectives</p> <p>Key Action:</p> <ul style="list-style-type: none"> - Share presentation with SC over email 	Joris Oldenziel	11.7.14
12.	<p>AOB:</p> <p>Next meetings:</p> <ul style="list-style-type: none"> - Face-to-face meeting: 13 November 2014 – Debenhams, London - Next SC call: Thursday 7th August, 8am EST, 1pm GMT, 2pm CET, 6pm BD 		