



# International Cocoa Verification Board

ICVB Secretariat Verité

## International Cocoa Verification Board Minutes

December 2-5, 2008

**Opening:** The third meeting of the International Cocoa Verification Board was called to order at 9 AM in New York City, NY, USA on December 2, 2008 by John Trew, meeting co-chair.

**Board Members Present:** *Isabelle Adam, Assouan Amouan Acquah, Stephen Ayidiya, Alice Koicho-Kipre, Jeff Morgan, Diane Mull, Andrews Tagoe, John Trew,*

**Alternates Present:** *Rita Owusu-Amankwah for Tony Fofie*

**Secretariat Members Present:** *Allison Arbib, Mil Niepold, Alexa Roscoe*

**Verifiers Present:** *Anne Hatløy, Tewodros Kebede, Helene Aiello, Stacy Langer, Afia Appiah Marcel Kouï*

### **Secretariat Report (Presented by Mil Niepold, Verité Secretariat)**

Report from the Secretariat on highlights of past years' activities including selection of the verifiers, conclusion of the verifiers' work in the field and the development of their verification reports

*Agreement:* April 2008 London Meeting Minutes approved by unanimous board vote

### **Board Vote on Maintaining Relationship with Verité as secretariat**

**Agreement:** ICVB will keep Verité as Secretariat and the Finance and Administration Committee will work in conjunction with Verité to develop a Statement of Work

### **Finance and Administration Report (Discussion led by Jeff Morgan, Chair of FAC Committee)**

Discussion of committee operations and systems

*Action Item:* Secretariat will re-circulate document detailing committee structures

*Agreement:* Discussion of committee membership (number of ICVB members per committee) tabled until ICVB meeting in March

*Action Item:* Committee Chairs to circulate monthly "updates" for full board



# International Cocoa Verification Board

## ICVB Secretariat Verité

### Discussion of Meetings in Accra

- Dissemination of Verifiers' reports to African audience
- 3<sup>rd</sup> Consultative Meeting sponsored by industry and Convened by Verité
- Focus on applying knowledge gained through verification process to date to remediation

### Discussion of board compensation/timesheet system

*Agreements:* ICVB to operate on flat-rate honorarium system of \$10,800 per year (beginning 2009), provisional on meeting attendance

- ICVB members have the option of "accept, reject or donate", decided at the beginning of each year
- Honorarium to be paid quarterly
- Board members may receive additional compensation for special assignments contingent on FAC approval
- Payment of alternates will be dealt with on a case by case basis, taking into consideration what sector the alternate represents and whether or not they choose to be compensated
- Rate for Board member Honorarium to be approved annually by ICVB
- ICVB Members who have not submitted 2008 timesheets will be reimbursed at the flat rate of US\$11,200 if they choose to receive or donate their reimbursement

*Other Action Items:* Secretariat to review CDI payment methods and make recommendations to streamline and expedite payments for Ivorian members; Secretariat to draft summaries of Board Member Compensation

### Discussion of Bylaws

*Agreement:* Acceptance of bylaws and conflict of interest statements tabled until ICVB meeting in March, after lawyers have considered changes proposed by board

*Action Item:* Lawyers will be notified of questions/comments arising from discussion; asked to redraft bylaws

*Action Item:* Secretariat will provide bylaws and Conflict of Interest statement translated into French at ICVB March Meeting



# International Cocoa Verification Board

ICVB Secretariat Verité

## **Communications Committee Report (Discussion led by Isabelle Adam, Chair of Communications Committee)**

Discussion of perceptions of verification to date

- Importance of contextualizing work being done on the ground
- Presenting information appropriately to multiple stakeholders
- Concerns with term "remediation"  
*Action Item:* Communications Committee will consider possible alternatives to the term "remediation"
- Accurate information informing recommendations for effective mechanisms

Discussion of Communications Protocols

*Agreement:* Upcoming documents to be translated include Verification Reports, Strategy Reports, Bylaws, Conflict of Interest Statement.

*Action Item:* Secretariat will circulate list of "email headings" for use in ICVB emails, noting task and reply deadline.

Example: "FAC Question Re: XXXX For Response by Jan 1 09"

Discussion FAQs and talking points

*Action Item:* Communications Committee to update FAQ, vision statement, and talking points

## **Technical Committee Report (Discussion led by Diane, Chair of Technical Committee)**

Discussion of Evaluation of Verifiers

*Agreement:* ICVB to evaluate verifiers after completion of deliverables on Jan. 20 Evaluation will be conducted via conference call.

*Action Item:* Technical Committee will draft an evaluation tool

## **Presentation from Government of Ghana (Rita Owusu-Amankwah)**

- Collaboration between verifiers and Ghana has been productive
- Instituting community based child labor monitoring system
- Based on lessons learned, formed rapid response team to follow up with suspected trafficked children
- Need for a database and ID system of trafficked children



# International Cocoa Verification Board

ICVB Secretariat Verité

## **Presentation from Government of Cote d'Ivoire (Madame Acquah)**

- Desire to address root causes of Worst Forms of Child Labor and Forced Adult Labor
- Importance of dedicating resources to responding to needs of children
- Organized a workshop to present remediation plan to partners
- 33 villages will be selected for "integrated activity plan"
- Remediation plans include mobilizing community, training villagers, construction of infrastructure and literacy centers

## **Presentation of Verification Reports (Verifiers)**

- For summary, please see presentation posted at [http://www.cocoaverification.net/Docs/Verifier\\_Presentations.pdf](http://www.cocoaverification.net/Docs/Verifier_Presentations.pdf)

## **ICVB Notes on Verification Report**

- The sub-sample surveys conducted by the verifiers in both countries reaffirms many of the earlier findings of both countries
- In most cases, the weaknesses found in data capture and analysis can be corrected by additional statistical analysis (and would not require additional data collection in the field at this stage)
- As relates to child trafficking and Forced Adult Labour, while differences between countries exist, the verifiers stressed the need for strengthening and improving survey instruments and methodologies that appropriately address these concerns. The sub-sample survey, although limited in its scope, confirmed the results of the larger country surveys with respect to the reported incidence of child trafficking and Forced Adult Labor.
- The ICVB welcomes the verifiers' recommendation to accept both countries' reports

**Closing:** Co-chairs John Trew and Alice Koiho-Kipre officially closed the meeting with thanks to their fellow board members and the verifiers. The next board meeting of the ICVB will take place March 4, 5 in Accra, Ghana