Minutes approved via e-mail correspondence, concluded on November 15th, 2008

Minutes OCA-C September 11th, 2008 (20h30 – 22h30)
Approved

Present: Pim de Graaf (Chair), Anita Janssen, Tankred Stoebe, Paul Foreman, Martin Baehr, Joni Guptill
Excused: Joanne Liu
Minutes: Bianca Paslak

Agenda

The main purpose of this TC is to review all actions agreed upon and planned.

1) OCA-Council Secretary (for action)
2) OCA all-Board meeting (for action)
3) Legal entity (for action)
4) Security management (for guidance and endorsement)
5) Manifesto, Culture & Values (for approval)
6) OCA-MT Evaluation (for discussion and further planning)
7) 4M Reporting (for information)
8) OCA Annual Plan 2009 (for information)
9) OCA Chair (for action)
10) Agenda topics, date and location next F2F OCA Council meeting

Section Update

MSF-D: Tankred will be on mission Sept/Oct, to be replaced by Johannes Leidinger (VP), Martin planning to go on mission Dec/Jan
MSF-UK: Paul is inviting other Council members to the next MSF-UK BM 24th/25th Oct. to share a greater understanding and discuss the OCA
MSF-CA: Joanne and Joni won’t both be able to attend the next Council Meeting in Oct. and therefore try to send a representative.
MSF-H: Anita will be on holiday Sept. 21st/Oct. 5th; next Holland Board meeting Oct. 24th

1) OCA-Council Secretary

One council member states disappointment about the last F2F meeting. A discussion follows. A proposal to reinforce the council is made.

Action Point Pim, Joni, Paul: formulate TOR for the OCA-Council Secretary. All agree to have the results within 3 – 4 weeks (end of Sept/beg. of Oct). Joni and Paul will have a TC about it.

2) OCA all-Board meeting

Idea: The idea of the meeting is to have a chance to discuss and outline the OCA strategic plan as well as to discuss the action plan that had resulted from the mc review. Furthermore should the OCA be reviewed, the operational strategy and the legal entity. The concrete planning on timeframe, agenda etc. as well as a formation of working groups on content will be done at the next F2F.

Decision → Date: 13./14th of February 2009; Venue: BERLIN

Action Point All: Inform and invite all own section boards to the all-Board meeting.

3) Legal entity

Tankred consulted the MSF-D lawyer regarding the legal entity issue. A unilateral MoU would be legally sufficient for a co-ownership, the legal responsibility would be binding for operational responsibility. A discussion follows. The Council agrees to further explore this option (The entire process would costs 5.000 - 15.000 €).

Decision → All Council members agree for the MSF-D lawyer to write an exposé (1-3 pages) on the legal issue until the next F2F meeting in October, outlining liability, risk etc., representing all four sections. Based on this a decision will be taken about next steps.
4) Security management

The topic is postponed to the next F2F meeting, so the new MSF-H GD can give his input.

Decision → The Council agrees to the general approval to issue documents.

5) Manifesto, Culture & Values

After last small changes, the paper is agreed by all to be the final version. It can now be widely circulated in the sections.

Action Point All: Send around the paper to all section boards, MT etc. for a feedback. Afterwards we will incorporate the feedback into the document and make it a final version.

Action Point Paul and Pim: As council representatives send the final council version to the board/MT.

6) OCA MT evaluation

Proposals for the evaluation process by all council members are made: lighten the TOR document as presented by Pim and Tankred, be more specific of people included, brainstorm on the name, evaluate MT performance in general as well as the structure (ask people that are in the MT), simplify evaluation questions and methodology. As for the evaluator the council opts for one internal MSF and one external person (mc, Bob Epson).

Action Point Pim/Tankred: Within one week write the final proposal for the evaluation of the OCAMT regarding TOR, evaluator, timeframe and share it with the other council members.

7) 4M Reporting

Action Point Paul: Paul has received – partially late - comments from the four sections on the 4M reporting. He will write a summary document and send that around. Pls. all feedback.

8) OCA Annual Plan 2009

The MT has received the recommendations of the Council and should act accordingly. (No comments by the MT yet.)

9) OCA Chair

Action Point All: Pls. send points of view on the "Chair-issue" to Anita.

Action Point Anita: Summarize points of view for the F2F meeting in October.

10) Agenda topics, date and location next F2F OCA Council meeting

F2F meeting Oct. 10th/11th:
- The meeting will take place in Amsterdam (all agree)
- Christa Hook had proposed to attend and bring up the subject of her stepping back from the Council
- Johannes will replace Tankred both days, Martin can only attend on the 11th
- Joni/Joanne are both not able to attend but will look for a replacement in the Canadian Board

Agenda Suggestions:
- OCA Council composition/structure (frame discussion)
- Planning of the all-Board meeting
- Security management

F2F meeting Dec. 19th/20th:
- Martin (probably on mission) and Joanne won’t be able to attend
- The other members confirmed the date
- No decision on the venue yet, to be decided in next F2F-Meeting