Minutes for the local Board Meeting held on 14th August 2007 at
MSF-HK office from 7:30 p.m. to 9:30pm

Attended: Carmen Lee, Dr. Emily Chan, Dr. Kenneth Chan, Elaine Lau, Alice Chow, Dr. Joyce T’ang, Dick van der Tak, Pilar Petit and Wendy Ng.

Minutes prepared by Wendy Ng

1. Last Meeting Minutes

1.1 Identification of candidates for the Board

Carmen, Elaine, Willem and Alice had arranged a meeting to identify possible candidates for the Board and came up with three candidates:

a) Wilson Li expressed that he is not yet ready to contribute to the Board because of his busy agenda.
b) Oliver Yiu expressed that he does not know what exactly he could contribute to the Board.
c) We have been unable to reach Laura Lau.

Emily suggested inviting Joyce Ching as a candidate for the Board. She also talked with Dr. Au Yiu Kai and asked whether he would like to participate in the Board, however, he expressed that he would like to continue his support to MSF but without getting involved in the Board.

Dick suggested three potential candidates to the Board: Dr. Fan Ling (who is coming back from the field), Clement Chan (who is going back to the field for his 3rd mission) and Ciara Shannon.

Emily would like to step out from the Board, but continue supporting MSF-HK in other ways, for example, as an advisor.
Carmen has confirmed her wish to step out as Vice-President and as President. She wants however to continuing acting as a treasurer for the BoD.

Action: Carmen, Emily and Elaine to follow up the identification of candidates for the Board.

1.2 International Meetings

- OCB meetings: Emily confirms her wish to step out as an OCB Board member. There is a need to clarify the OCB membership.

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The composition of the OCB Board is as follows:
- The OCB Board will be composed by 1 elected Board member for each partner section, with the exclusion of members of any executive;
- These members will have the possibility to co-opt 1 to 6 additional elected Board members from the OCB Boards; it will be full co-optation with all rights included. The criteria of co-optation are, amongst others, specific competences, insuring various balances like medical representation, section representation, gender, etc.
There is some discussion on whether the OCB vacancy could be filled by taking turns. Emily and Elaine, who have been replacing Emily lately, are of the opinion that taking turns would not be beneficial, so at least one representative needs to be appointed. Elaine has offered to attend the upcoming September OCB meeting. OCB meetings are held three times a year.

- IC Meeting: held twice a year. Who is to attend the upcoming IC meeting?

1.3 Next Association Debate

It will be held as scheduled on 9 Oct 2007 and it will focus on Mental Health:
- Is MSF ready to develop Mental Health in the field?
- Mental Health for returned volunteers

*Action: Joyce, Kenneth and Emily to work with HR Department and invite guest speaker to the debate. Winnie Wong who worked as a Mental Health Officer in her mission.*

Joyce proposed to accept the Minutes, seconded by Alice.

2. Update from the HK& GZ offices

**Fundraising & Events**
- We raised HKD 14,024/m in July 2007 (2007: HKD 90,714/m).
- Pareto Ltd has analyzed our donor database and we have commenced our cooperation.
- The MSF Day campaign was very successful. We raised more than HKD 4 million. Thank you for your participation in the Campaign Finale.
- We have recruited an additional Asst. Fundraising Officer.
- Vivian and Ting were in Bangladesh with Paul Wong to prepare the Rohingya exhibition. The photo exhibition to be held from 29 Sept – 8 October in Hong Kong. It will also be organized in Guangzhou later.

**Human Resources**
- We had 66 departures in Jan – July 2007
- Nathalie Civet was in Hong Kong to discuss surgical activities.

**PPAD, Research & Advocacy:**
- Launch new MSF-HK website, and building Associative website ongoing.
- Newsletter 2 is out.
- We are working on report China-in-Africa

**Guangzhou:**
- We “officially” opened the office on 19 July 2007
- We have recruited a PPAD Officer and the team in now complete.

**Other business:**
- Grace will work as FinCo. in North Sudan for 2 months (mid Aug to mid Oct)
- We have set up video-conferencing
- Extended CoDir will be organized in Hong Kong on 12 – 13 September
- Two more new positions: Fundraising Officer & Associative Researcher
3. Introduction & Role Association Coordinator Pilar Petit

Carmen introduced Pilar Petit, Associative Researcher, to the Board, followed by Pilar explaining her roles to the Association & the Board. She has sent an email to the Association members, met with staff in the office individually and has weekly meetings with Carmen. In the coming period, there are some planned activities including: *(working calendar is attached)*

a) meet with each of the Board Member individually  
b) circulate a survey before 23 Aug and expect to receive feedback by early Sept.  
c) study the feedback from the survey and come up with Action/Strategic plan by the end of Sept.  
d) organize the AGM  
e) work with Alan Cheung for the Association website (to be launched in September)

The expectation of the Board from Pilar is to improve the function of the Association & the Board e.g. define the direction of the Board, identify action points, etc. Pilar also requests support from the Board to be opened for discussion and share ideas with her e.g. things to be improved, etc.

4. Planning General Assembly

Date: 26 – 28 Oct 2007

The proposed agenda for AGM 2007 is discussed with some highlights below *(see attached agenda)*

On Friday, 26/10/07  
“China-in-Africa debate” is scheduled at 18h00, the discussion will be based on the findings from Anne and Extended CoDir meeting in Sept. It is expected to last for 1.5 hours.

Suggestion from the Board: make use of the association website as a platform for discussion within the Association before the AGM.

On Saturday, 27/10/07  
“Questions to the Board” is scheduled at 10h15 and it is meant to provide the opportunity for the members to raise questions and receive instant reply from the Board.

“Associative Discussion” is scheduled at 11h15. It includes an introduction of Association Action Plan Draft and a presentation of the associative website.

The inclusion of a section accessible to a group called “Friends of MSF” has been devised. Now, there is a need to define who is to be included in this group,

*Action: Carmen to lead and work with the Board to prepare a discussion paper to define “Friends of MSF” in English and circulate amongst the Association by early October. The paper will be discussed and approved during the AGM.*
“Introduction of Abortion Policy” is scheduled at 14h15 and it will be followed working groups at 14h45.

The OCB Board approved the new MSF Abortion policy. There are guidelines on how to deal with requests for abortion. This may have an impact on the recruitment of field volunteers, as abortion may be a sensitive issue in different countries. The Board agreed to bring up the issue to the AGM for discussion and agreed that if there is a resulting motion, this could be submitted to the OCB to voice out our stand. It will also be a platform for the members to raise questions and know more about the details of the policy.

Elaine – who represented MSF-HK in the OCB Board meeting - feels the role of the MSF-HK representative in the OCB Board needs to be better defined. The MSF-HK representative in the OCB Board will consult with the MSF-HK Board to have their viewpoints before the OCB Board. But it needs to be clear that the MSF-HK representative has the power to judge and take a decision in the OCB Board on behalf of MSF-HK.

Action:
- Elaine/Dick to check with Meinie if she or expert from the OCB could take the responsibility for the Q&A section about the Abortion Policy. David Wilson will also be asked to prepare this issue together with Elaine.
- Board to discuss further how to carry out the discussion, the way of sharing information and how far to open the discussion.

5. AOB

5.1 Update salary survey

The Task Force had a meeting in July and came up with a proposal, which has been discussed with the Management Team. The proposal will be finalised in the next meeting and it will be further discussed in the next International Board Meeting.

5.2 Extended CoDir. in September

It is scheduled for 11, 12 and 13 September 2007. The Board members are welcome to participate in the social events surrounding the meeting.

5.3 Volunteer Space

Volunteer Space is an organization whose name in Chinese translates as “Volunteers without Borders”, a similar name to that of MSF-HK. We approached Volunteer Space in 2003/4 but they refused to change their name. We then decided to take legal action against the organisation, however, our lawyer advised us against going to court, because we would lose the case unless we could prove that 1) there was damage to MSF-HK and 2) there was confusion amongst the public between the two organizations. We decided to refrain from taking further legal action while monitoring the situation.

Recently the alert was sounded again when during our launch of the MSF Day campaign, Volunteer Space organized a similar initiative to MSF Day. We made a call to Volunteer Space pretending to be asking for information, and they clearly stated that there was not any connection between MSF Day and their event.
Action: **Office** to monitor the situation and maintain a proper record of evidence in case further action needs to be taken.

6. Next Board Meeting:

- The next Board Meeting will be held on **18 Sept 2007 at 19h30** in MSF-HK office.

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   Seen, approved and signed by Lee Kar Man, Carmen
   Chairman of the meeting