



African Tobacco Control Alliance (ATCA)

Minutes of the Virtual Meeting of the Board of Directors

Date: 16th December 2020

Present:

1. Mr Oluwafemi Akinbode, Chairperson
2. Mr Francisco Cabo, Treasurer
3. Mr Haja Ramanonjisoa, Member
4. Mr Djibril Wele, Member
5. Mr Zimonte Tugamirai, Member
6. Mr Yaya Sidjim, Member
7. Mrs Patricia Lambert, Advisor

Permission:

1. Dr (Mrs) Flore Ndembiyembe, advisor

Recording Secretary:

Mr Sessou Leonce Dieudonne M., Executive Secretary

1. Opening Remarks

The meeting started at 2:30 PM GMT and was presided by the Chairperson of the Board of Directors. He confirmed that the quorum was constituted. He welcomed the participants to the meeting and gave the floor to each member to introduce themselves.

2. Adoption of the agenda

The chairperson outlined the agenda of the meeting, which reads as follows:

1. Welcome address
2. Approval of the agenda
3. Introduction of new Board members
4. Election of the members of the Executive Committee
5. Presentation of the narrative report
6. Presentation of the financial report
7. Review and approval of project documents (workplans and budgets)
8. Presentation of the draft Governance manual
9. Review and approval of membership applications
 - 9.1. Application from ACOBES (Guinea Bissau)
 - 9.2. Application from CAPP (Nigeria) – Demande de CAPP (Nigeria)
10. Any Other Business

The meeting agenda was approved by Mrs Patricia Lambert and seconded by Mr Tungamirai Zimonte. No amendment was made.

3. Introduction of new Board members

The Chairperson introduced the new elected members representing the following subregions:

- ✓ **Central Africa:** Mr Yaya Sidjim of « Association pour la Défense des Droits des Consommateurs –ADC » (*Chad*)
- ✓ **West Africa (Anglophone) :** Mr Oluwafemi Akinbode of Nigeria Tobacco Control Alliance –NTCA (*Nigeria*)
- ✓ **Southern Africa :** Mr Zimonte Tungamirai Tapiwa of Youth against Alcoholism and Drug Dependency (*Zimbabwe*)

4. Election of the members of the Executive Committee

The Chairperson reminded members that in accordance with Article 6.4 (b) of ATCA's Constitution, a Vice-Chair is to be elected. This group of three officers, namely, the Chair, Vice-Chair and a Treasurer, will compose the Executive Committee of the Board.

He recalled that the position of Vice Chair is vacant and proceeded to its election. Mr Haja Ramamonjisoa from Madagascar was designated to take on this responsibility. His nomination was supported by Mrs Patricia Lambert, Mr Francisco Cabo, Mr Akinbode Oluwafemi and Mr Zimonte Tugamirai.

Decision: Mr Haja Ramamonjisoa has been appointed by the Board by 4 votes out of 7 to the position of Vice-Chair.

The Executive Committee is composed as follows:

- ✓ **Chairperson:** Mr Oluwafemi Akinbode
- ✓ **Vice-Chair :** Mr Haja Ramamonjisoa
- ✓ **Treasurer :** Mr Francisco Cabo

5. Presentation of the narrative report

The Executive Secretary recalled that the narrative report was sent by mail to the Board members prior to the meeting. He presented an overview of the achievements during the year 2020 and the main areas of intervention for 2021.

➤ Overview of the achievements during the year 2020

During this year 2020, the Secretariat has addressed 4 of the 5 strategic objectives of the ATCA Strategic Plan 2019-2023. These include:

a. **Strategic objective 1:** Strengthen the African Tobacco Control Alliance

At the organizational level

- Expansion of the network geographically and linguistically: The Secretariat received two new membership applications, namely CAPPa from Nigeria and ACOBES from Guinea Bissau. These applications will be submitted to the Board for approval at this meeting.
- Harmonization of the legal status of the alliance: The alliance has been registered at the Ministry of Labour. Actions have been initiated for the recognition of ATCA as a Non-Governmental Organization.
- Development of a resource mobilization strategy
- Conduct of a study on the financial contribution of members
- Development of a Governance Manual (in progress)
- Development of a Human Resources manual (in progress)
- Development of a project monitoring and evaluation manual (in progress)

At the Secretariat

- **Human Resources:** A Project Officer, a Communication Assistant, and interns were recruited to support the Finance Officer and the Administrative Assistant in their duties.
- **Staff Training:** Staff received training in several areas including tobacco control, resource mobilization and project writing, International Financial Reporting Standards, and professional project management.
- **Management:** The rules of procedures for the Secretariat have been developed, and a work planning sheet mechanism for the staff has been put in place.

- b. **Strategic objective 2:** Promote the adoption and implementation of FCTC-compliant policies

The Executive Secretary indicated that this year 2020, with regard to this second objective, the following achievements have been recorded:

- The capacity building of the civil society, members of the alliance and partners in 10 countries and the development of a tobacco industry monitoring (TIM) plan for these countries.
- The setting up of multisectoral TIM teams in 9 countries.
- The development of a brochure on tobacco industry interference
- The implementation of a campaign on the use of intermediaries and front groups by multinational tobacco companies in 3 countries (Nigeria, Uganda and Zambia).
- Implementation of a tobacco industry monitoring and response (TIMR) campaign in 4 countries
- Response to tobacco industry interference in 12 countries in collaboration with ATCA's members during Covid-19 pandemic.

- c. **Strategic objective 3:** Provide a robust communication platform for tobacco control in Africa

- The development of a new website: The Executive Secretary informed that the Secretariat has embarked on the development of a new website as announced during the last meeting. Progress is being made and the website will be launched in the first quarter of 2021. The link will be shared with members for their comments.
- The release of 02 biannual Newsletters (The ATCA tribune)
- The organization of a series of webinars called (Africa Tobacco Control Talks): These webinars are intended to train the tobacco control community and members of the alliance.
- Sharing of experiences and knowledge (publication of alerts and dissemination of reports, etc.).
- Facilitation of whatsapp groups and other social network platforms

- d. **Strategic objective 5:** Mobilise resources for implementation of the ATCA strategy

- Development of partnerships

Collaboration with SMU: The Executive Secretary reminded members that a Memorandum of Understanding (MoU) had been signed earlier this year with Sefako Makgatho Health Science University (SMU) for the coordination of Tobacco Industry Monitoring and Response (TIMR) activities under the project with ACBF.

In this regard, SMU has again entrusted the alliance with the coordination of activities on two new countries, namely: Uganda and South Africa for a total amount of US\$20,000 (US\$10,000 per country). He clarified that the alliance does not earn any fees on the 20,000\$ but all the funds made available to the alliance were transferred to the countries for the implementation of activities.

The Union: US\$16,800 was received to conduct investigation on the China National Tobacco Corporation in the Democratic Republic of Congo (DRC) and Zambia. The Secretariat is coordinating the activity with journalists and its members in both countries.

Global Center for Good Governance in Tobacco Control - GGTC: The Executive Secretary highlighted the efforts undertaken with GGTC to have ATCA coordinate its communication activities in the regional and the development of a regional index covering 15 to 20 countries in the framework of the Global industry interference index 2021. \$10,000 has been mobilized from the ACBF project to support the development of a regional tobacco industry interference index.

He also informed the Board that GGTC will provide funds to each country partner to produce a country report.

New project

The Executive Secretary informed the Board that the Secretariat has negotiated with the Campaign for Tobacco-Free Kids (CTFK) a new project of US\$514,000 for a period of 3 years.

The specific objectives of the project are as follows:

- Intensify ATCA's role as the tobacco control communication authority in Africa to enable a conducive environment for FCTC-compliant policies.
- Strengthen interventions within the ATCA network to reduce tobacco industry influence in tobacco control.
- Coordinate a regional pilot youth-led movement to advocate for strong tobacco control policies.
- Lead locally and regionally developed peer-to-peer learning and knowledge sharing initiatives.

➤ **Main areas of intervention for 2021**

The Executive Secretary announced the main areas of intervention for the year 2021. They are:

- **Resource mobilization**
 - Development of partnerships
 - Development of projects
 - Establishment of a contribution mechanism for members and staff: The Executive Secretary highlighted that the African Capacity Building Foundation (ACBF) regarding the institutional capacity, has requested that the alliance establish a mechanism for contribution from ATCA members.
 - Fundraising
- **Strengthening the alliance**
 - Development of manuals
 - Governance Manual,
 - Project Monitoring and Evaluation Manual,
 - Human Resources Management Manual

- Improvement of the legal status of the alliance
- Improving the visibility of the alliance
 - Launching of a new website
- Integration in regional bodies (African Union - United Nations Economic and Social Council (ECOSOC))
- Integration of new members
- **Coordination of existing projects and initiatives**

The Executive Secretary thanked all the Board members for their support throughout the year. He underlined that these achievements were possible thanks to the commitment of the whole Board.

6. Financial report

The Finance Officer presented the financial report of the projects implemented by ATCA for the period of January 1 to November 30, 2020. She noted that the financial report was circulated to members prior to the meeting.

Regarding the project with ACBF, a total of US\$221,258 was received. The total expenses amounted to 132,082 US dollars, representing 51.88% of the annual budget and 22% of the total grant. The remaining balance amounts to US\$ 89,176.

For the project with CTFK, a total of US\$ 133,749 was received, leaving a balance of US\$ 44,387. The Finance Officer clarified that out of the balance of US\$44,387, a total of US\$21,598 is being transferred to the country partners to implement the activities. The Secretariat is awaiting reports and supporting documents to include these expenses in the accounts. Thus, the total expenses represent 79% of the annual budget, or 53% of the total grant.

Concerning ATCA's main account, she highlighted that the opening balance of this account is US\$3,094. The total funds received amount to US\$ 32,896 detailed as follows:

- US\$ 8,812.60 as Union consultation fees,
- US\$20790 from Sefako Magatho University for tobacco industry monitoring activities in Uganda and South Africa, and
- the opening balance of US\$3,094.

Over the reporting period, the Finance Officer stated that expenditures amounted to US\$ 11,643 representing 35% of the resources, leaving a balance of US\$ 21,254 or 65% of the total resources for the period.

The Chairperson thanked the Finance Officer for the clarity of the report presented.

7. Presentation and approval of the 2021 annual workplan and budget of the project with ACBF

The Executive Secretary briefly presented the annual workplan and budget that had been shared with the members prior to the meeting.

The activities included in the 2021 workplan are grouped into two main components, namely:

a) Organizational capacity of ATCA

This component comprises the following activities:

- Develop a resource mobilization strategy
- Organise fundraising campaign
- Provide training to ATCA's Staff
- Develop organisational manuals
- Conduct a study on the contribution of ATCA's members for its sustainability
- Develop a communication strategy
- Organise Steering Committee Meetings

b) Coordination for TIMR

This component includes:

- Strengthen partnership with SMU
- Set up country TIM Teams
- Support in-country coordination meetings of TIM teams in target countries with SMU graduates
- Co-facilitate a regional coaching session for SMU trainees
- Organise in-country coaching sessions for TIM teams in collaboration with SMU(Graduates/Trainees)
- Provide technical assistance to TIM teams in countries to monitor TI interference to support tobacco control advocacy and responses
- Prepare the regional index on tobacco industry interference (during the upcoming COP in 2021)
- Prepare a shadow report with the civil society

Decision: After reading of the workplan and the 2021 budget of the project with ACBF, the Board unanimously approved the activities included in the workplan as well as the budget for the year 2021.

8. Presentation of the Governance Manual

The Executive Secretary informed the members that the Secretariat has commissioned a consultant to elaborate ATCA's Governance manual in accordance with the terms of reference approved by the Board.

The Executive Secretary remarked that the governance manual will focus on governance both at the membership level and at the level of the Board of Directors.

A draft has been submitted by the consultant. In general, suggestions were made for the improvement of the functioning of the Board of Directors. In the same way, the consultant noted that the constitution of the alliance does not clearly specify certain procedural aspects, such as the conduct of Board meetings.

The consultant also proposed that the title of the Executive Secretary be changed to Executive Director or Chief Executive Officer (CEO) in order to meet international standards as a regional organization in Africa. Board members approved the proposal of the consultant and requested its implementation as soon as possible.

The Secretariat has started the review of the first draft submitted by the consultant but deemed appropriate to share it with Board Members for their comments. The Executive Secretary expressed the wish that an ad hoc committee be set up to oversee with the Secretariat the elaboration of the two manuals, namely the Human Resources Manual and the Governance Manual.

In response to this request and upon decision of the members, the Executive Committee was mandated to supervise the development of the two manuals.

Decision: The Executive Committee has been mandated by the Board to oversee with the Secretariat the development of the Governance Manual and the Human Resources Manual.

9. Review and approval of membership applications

The Executive Secretary presented a summary of each of the two membership applications received. They are as follows:

- Corporate Accountability and Public Participation Africa, an organization based in Nigeria and represented by its Executive Director, Mr Akinbode Oluwafemi.

This application for membership is supported by Sirs Esan Olu'Seun of Nigeria Tobacco Control Alliance (NTCA) and Labram Musah of Vision for Alternative Development (VALD).

- Associação do Consumidor de Bens e Serviços (ACOBES) of Guinea Bisau and represented by its President, Mr Sanha Fodé Caramba.

This application is supported by Mr Cabo Valentino of Associação Moçambicana de Saúde Publica (AMOSAPU).

Both applications for membership were approved by the Board members without any comments.

Decision: *The Board unanimously approved the membership application of "Corporate Accountability and Public Participation Africa (CAPP)" and "Associação do Consumidor de Bens e Serviços (ACOBES)".*

10. Any Other Business

- **Departure of the Project Officer**

The Board was informed of the departure of the Project Officer for pregnancy reasons. She has to undergo surgery for her expected delivery in the first trimester of 2021. This will require a rest of 06 months. Considering the activities planned for the year 2021, it was decided not to give her another contract and to launch a new recruitment.

- **Recruitment of a research officer**

The need was identified to develop a research wing to support members in investigation, industry monitoring or study activities. The development of such research can also generate resources for the alliance in the future. The remuneration of the research officer would be covered by the two projects available.

- **Recruitment of staff under the project with GGTC**

It is also planned to recruit a staff to support the work with GGTC.

- **Salary adjustment for administrative staff**

The Executive Secretary recalled that in 2014, the salaries of the Executive Secretary, the Finance Officer and the Administrative Assistant have been reduced respectively by 25%, 19% and 14% because of the financial difficulties encountered by the alliance particularly at this period. Adjustment of the salaries of the staff concerned is planned on the project with ACBF.

At the end, the Executive Secretary wished a very good year 2021 and happy holiday season to all the Board members.

Comments and suggestions

Mrs Patricia Lambert took the floor and thanked the Executive Secretary for the clear and concise report he presented to the Board. She added that she is proud to be a Board member and made some key comments and suggestions:

- Regarding the newsletters produced by the alliance, Mrs Patricia noted that the newsletters provide information on achievements or progress in tobacco control in Africa. She also added that webinars are a very interesting concept. They bring recognition to ATCA. She underlined that her colleagues talk about these webinars at international events organized virtually on zoom. The visibility and prominence of ATCA are increased by these webinars. Congratulations for that.
- In terms of suggestions, the first one concerns the visibility of ATCA. The idea is to disseminate the webinars organized by ATCA as widely as possible.
- Regarding the second suggestion, she noted that this will require some work but is of utmost importance for ATCA in the long term. She spoke of her participation in a two-hour briefing between NGOs that are observers at the Conference of the Parties (COP) and the Convention Secretariat.

She noted that the Framework Convention Alliance (FCA) was represented as well as Southeast Asia Tobacco Control Alliance (SEATCA). However, ATCA was not present. Therefore, she suggested that ATCA submit its application to the FCTC Secretariat in time to obtain observer status at the COP for COP 9 to be held in November 2021. This status will give ATCA the right to participate as a full invitee in all meetings of the Parties and between civil society and the Secretariat.

The President and members who were present warmly supported Mrs Patricia for her suggestion and thanked her warmly for her good ideas.

Decision: The Board unanimously approved Mrs Patricia Lambert's proposal to submit an application for observer status to the Secretariat of the WHO Framework Convention on Tobacco Control on behalf of ATCA.

The Chairperson also congratulated the Executive Secretary for his great achievements and wished him a good success of the activities planned for the New Year.

In concluding the meeting, the Chairperson thanked the members for their participation in the meeting and wished them a very good and happy new year 2021.

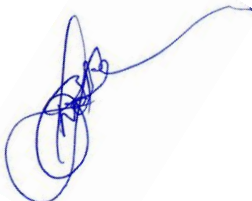
The meeting was adjourned at 4.05 PM GMT.

In witness whereof these minutes have been prepared and signed by the Chairperson of the meeting and the Secretary of the meeting.

Issued in Lomé on January 21, 2021.

The Chairperson of the meeting

The Secretary of the meeting



Mr Oluwafemi Matthew Akinbode

Mr Sessou Leonce Dieudonne M.

Appendix: Report of Decisions

Decision No. 1: Election of the Vice Chair

The Board of Directors appointed Mr Haja Ramamonjisoa as Vice Chair in accordance with Article 6.4 (b) of ATCA's constitution.

Decision No. 2: Approval of the 2021 workplan and budget of the project with the African Capacity Building Foundation (ACBF)

The Board of Directors approved the activities included in the workplan and the budget for the year 2021 of the project with ACBF.

Decision No. 3: Follow-up on the development of the governance manual and the Human Resources Manual

The Board of Directors has mandated the Executive Committee to oversee, with the Secretariat, the development of the governance manual and the Human Resources manual.

Decision No. 4: Approval of membership applications

The Board approved the application for membership of Corporate Accountability and Public Participation Africa (CAPPA) and Associação do Consumidor de Bens e Serviços (ACOBES).

Decision No. 5: Application for Observer Status at the Secretariat of the WHO Framework Convention on Tobacco Control

The Board unanimously approved Mrs Patricia Lambert's proposal to submit an application for observer status to the Secretariat of the WHO Framework Convention on Tobacco Control on behalf of ATCA.