

Agenda Item 7.2: Review of Governance Calendar

Summary:

The Governance Calendar is an annual plan of governance events. The calendar gives information on meetings and events planned for the year, including meeting dates, type of meetings and tentative agenda. The Governance Calendar is continuously updated. The paper includes governance events for 2024 known as of now – this is a progressive document and updated as and when governing bodies share details.

Action Required:

The Board of Trustees is requested to **note** the information in the Governance Calendar.

Abbreviations & Acronyms

ACRO	Americas and The Caribbean Regional Office
BoT	Board of Trustees
COI	Conflicts of Interest
CONT.	Continued
CSIP	Strategy, Investment and Policy Committee
DG	Director-General
FGC	Female Genital Cutting
FGM	Female Genital Mutilation
GA	General Assembly
IPPF	International Planned Parenthood Federation
KPI	Key Performance Indicators
LGBTQIA+	Lesbian, Gay, Bisexual, Queer, Transgender, Intersex and Asexual
MA	Member Association
MC	Membership Committee
NGC	Nominations and Governance Committee
PoA	Programme of Action
RATC	Resource Allocation and Technical Committee
RRA	Russell Reynold's Associates
ToR	Terms of Reference
UK	United Kingdom
VC	Vice Chair

Note: The High-Level Governance Agenda includes governance events for 2024 that are known as of date – BoT and Committees are in process of finalisation. As soon as it is decided regarding final agenda items and face-to-face meetings, it will be added to the event information.

High Level Governance Agenda (2024)

Updated on 1st May 2024

NGC (Feb, TBC)	CSIP (6 Mar)	C-FAR (23 Feb)	BoT (14-15 Mar)	NGC (18 Mar,)
<ul style="list-style-type: none"> • NGC Work Plan Updates • Review of BoT Minutes • Performance Review 2024 • Recruitment Planning • Planning/Scheduling of Recruitment • Other Urgent Items 	<ul style="list-style-type: none"> • Strategy 2028 adoption and delivering on its results • Identity Initiative: Charter + Rebrand 	<ul style="list-style-type: none"> • Draft Year Ending 31st December 2023 Financial position. • Incident management ending 31st Dec 2023. <ul style="list-style-type: none"> • Safeguarding and Incident Reports for year ending 2023 and • Safeguarding and Incident Reports for month ending Dec 23 • Safeguarding and Incident management reports ending 31st Dec 23. • Global Assurance actions update ending 31st Dec 23. • Special Payment register ending 31st Dec 23. • External audit 2023 status update on pre-audit. • Internal audit action plan including fee for 2024 for approval • Any other matter 	<ul style="list-style-type: none"> • Review of Board Work Plan • Review of Governance Calendar • Branding and Charter Updates • Finance & Program Updates • Strategy Implementation Updates • Membership issues Updates • Chair and DG Reports • Update on the Recruitments • MA Communications • Strategy Implementation • Safeguarding and Incident • Update on 2025 GA 	<ul style="list-style-type: none"> • NGC Work Plan Updates • Review of BoT Minutes • Performance Review for April 2023- March 2024 • Recruitment Planning • NGC in person meeting • NGC annual report • Planning/Scheduling of Recruitment • Any other matters
C-FAR (19 April)	CSIP (16 May)	MC (23 May)	C-FAR (24 May)	Donor Meeting (16-18 Jun face to face)
<ul style="list-style-type: none"> • Risk register action taken report ending 31st Mar 2024. • Updated strategic risk register • Updated risk management policy review • Incident management ending 31st March 2024. <ul style="list-style-type: none"> • Safeguarding and Incident Reports for quarter 1 and • Safeguarding and Incident Reports for month ending Mar 24 	<ul style="list-style-type: none"> • Geopolitical shifts > changes to donor landscape in short-mid-term discussion • FGM/FGC • Other items identified 	<ul style="list-style-type: none"> • Phase 4 Accreditation Outcome Reports • Phase 4 Follow-up reports • Recommendations for Accreditation • Updates on Suspensions • Recommendation for expulsion • Applications for Associate Membership • Final recommendation for accreditation Under phase 3 • Update on 4th accreditation implementation phase. 	<ul style="list-style-type: none"> • Review and recommend for approval <ul style="list-style-type: none"> • financial statement for the year ending 31st Dec 2023. • Auditors' recommendations year ending 31st Dec 23. • Delegate authority to C-FAR chair and DG to sign off. • Financial updated for the Quarter 1 ending 31st March 24. • Quarter 2 forecast/ revised budget 2024. (3+9) 	<ul style="list-style-type: none"> • Donor meeting

<ul style="list-style-type: none"> • Finance Journey Update with budget utilisation till 29th Feb 2024. • IT Journey update with budget utilisation till 29th Feb 2024. • Going concern note review and approve. • Any other matter. 			<ul style="list-style-type: none"> • Internal Audit action taken report till 31st March 24. • MA assurance update as on 31st March 2024 • Any other matter. 	
BoT (20-21 Jun, F2F)	NGC (24-25 Jul, TBC)	C-FAR (23 Aug)	CSIP (17 Oct)	MC (24 Oct)
<ul style="list-style-type: none"> • IPPF Footprint • Review of Board Work Plan • Review of Governance Calendar • Board evaluation • Recruitment of next DG • Rotation of Board committee members • Branding and Charter Updates • 2023 Annual Performance Review • Finances updates, 2023 Reports and Accounts • Strategy Implementation Updates • MC Report on membership and accreditations matters • Chair and DG Reports • Strategy Implementation • Safeguarding and Incident • Update on 2025 GA 	<ul style="list-style-type: none"> • NGC Work Plan Updates • Review of BoT Minutes • Performance Review 2024 and lessons learned for IPPF governing bodies • Recruitment Planning for 2025 • Planning/Scheduling of Recruitment • Other Urgent Items 	<ul style="list-style-type: none"> • Financial Statement half year ending 30th June 2024 • Quarter 3 forecast/ revised budget 2024 (6+6) • Global Assurance actions update ending 30th June 2024. • Internal audit action taken report ending 30th June 2024. • Incident management ending 30th June 2024. <ul style="list-style-type: none"> • Safeguarding and Incident Reports for quarter 2 and • Safeguarding and Incident Reports for month ending Jun 24 • Risk register action taken report ending 30th June 2024. • Any other matter. 	<ul style="list-style-type: none"> • Dismantling the patriarchy – IPPF’s role in normative transformation and gender inclusion • Youth – tracking against strategy 	<ul style="list-style-type: none"> • Phase 4 Accreditation Outcome Reports • Phase 4 Follow-up Reports • Recommendations for Accreditation • Reconfirmation of Associate Membership Applications for Associate Membership
C-FAR (22 Nov)	NGC (Nov, TBC)	BoT (25-26 Nov)		
<ul style="list-style-type: none"> • Financial Statement for nine months ending 30th Sept 24 • Update on action taken on Finance & IT Journey • Quarter 4 forecast/ revised budget 2024 (9+3). • Internal audit action taken report ending 30th Sept 2024. • Global assurance update as on 30th Sept 2024. • Incident management ending 30th Sept 2024. 	<ul style="list-style-type: none"> • NGC Work Plan Updates • Review of BoT Minutes • Performance Review 2024 • Recruitment Planning • Planning/Scheduling of Recruitment • Other Urgent Items 	<ul style="list-style-type: none"> • Review of Board Work Plan • Review of Governance Calendar • Branding and Charter Updates • Finance & Program Updates • Strategy Implementation Updates • MC/Accreditation Updates • Chair and DG Reports • Update on the Recruitment of Board Committee Members • MA Communications • Strategy Implementation • 2025 GA Updates • Safeguarding and Incident 	<ul style="list-style-type: none"> • 	

<ul style="list-style-type: none"> • Safeguarding and Incident Reports for quarter 3 2024 and • Safeguarding and Incident Reports for month ending Sept 24 • Annual Plan and Budget for the Secretariat 2024 • <i>Updated Annual plan and budget of the MAs for 2023-25 (second year in the cycle)</i> • Take note of the External Audit Plan and Fee 2024 (current year) • Review and recommend approval of Risk Register for 2023-24. • Plan of action and dates of next meetings 				
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