

Minutes of ElectricAid Committee Meeting held on 28th November, 2017
Venue: Gateway 2 - Room 2.15

Present: JF TP GF PC
 HB ML ALcC PK
 FO'D TM JL PH
 JK ÉS AH ND (By Phone)
 EF (By Phone)

Apologies: PC, GM and NO'L who was due to attend as an observer.

Item	Description	Action by										
Welcome	<ul style="list-style-type: none"> TP welcomed and thanked everyone for attending in such large numbers. 											
Conflict of Interest Declarations	<ul style="list-style-type: none"> No conflict of was recorded. 											
Minutes of Previous Meeting and Matters Arising	<ul style="list-style-type: none"> Site Visit: ÉS visited the Cork Autism Association complex for adults which she said was incredibly impressive. Her positive affirmation gave the "green light" to JF to proceed with funding this project. The Minutes of the 26th September, 2017 ElectricAid Committee meeting were proposed for adoption by JK, seconded by PH and signed by TP, Chair and AH, Secretary. 											
Financial Report November, 2017 – HB	<ul style="list-style-type: none"> In presenting her report, HB said normal receipts of €50,000 per month through ESB payroll were maintained. An additional €23,000 was received from pensioners in respect of the recent appeal. The source of an unattributed credit of €1,900 paid into the bank in June is to be checked by HB and followed up by JF. It was noted that the Revenue refund receipts are running behind last year. This is due to the unpredictable nature of when tax rebate funding is received from Revenue and how much it will amount to. As a result, this figure could change at short notice. Revenue rebate is no longer received in large sums as it used to be. JF to keep an eye on this. JF said anyone who hasn't signed up/received an Enduring Cert, which lasts for 5 years, will receive one in the New Year. Re: 3rd Payee Approvers Proposal: Following the recent move of MB to Australia, a vacancy has arisen for a third Payee Approver to be added to the existing list of approvers. HB proposes the following changes in relation to Bank of Ireland Business on Line <ul style="list-style-type: none"> ➤ ALC move from Payment Approver to Payee Approver. ➤ JL review Payment Approvers and Payees at the same time. ➤ First and second Approvers are separate ➤ ÉS and ALC be joint second Approvers ➤ HB first Approver and ÉS second Approver. 	<p align="center">HB/JF</p> <p align="center">JF</p> <p align="center">JF</p>										
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Financial Report November, 2017 (continued) – HB	<ul style="list-style-type: none"> Proposed for adoption by TM and seconded by PK. All were in favour. <p style="text-align: center;">ELECTRICAID <u>INCOME AND EXPENDITURE ACCOUNT</u></p> <p style="text-align: center;">Management Accounts 31st October, 2017</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>INCOME</u></th> <th style="text-align: center;"><u>NOTE</u></th> <th style="text-align: center;"><u>31/10/2017</u></th> <th style="text-align: center;"><u>FY Forecast</u></th> <th style="text-align: center;"><u>Full Year 2016</u></th> </tr> <tr> <td></td> <td></td> <th style="text-align: center;">€</th> <th style="text-align: center;">€</th> <th style="text-align: center;">€</th> </tr> </thead> <tbody> <tr> <td>ESB Current Staff</td> <td></td> <td style="text-align: right;">334,823</td> <td style="text-align: right;">396,823</td> <td style="text-align: right;">390,968</td> </tr> <tr> <td>ESB Pensioners</td> <td></td> <td style="text-align: right;">193,964</td> <td style="text-align: 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<p>Evaluation Report and Proposed Fundings - JF</p>	<ul style="list-style-type: none"> • EvalCo met on 14.11.2017, under the chairmanship of ALC. There was a full attendance, with the exception of TP, who was unable to attend. • A daunting total of 33 applications were considered, to a total application value of €341,854. Treasurer Guidance was set at €180,000, so EvalCo had a challenging task, as the quality of the applications was generally good. • Geographical distribution of applications was good, with 24 received from Sub-Saharan Africa (4 each for Uganda and Malawi, 3 each for Kenya and Ethiopia), 3 from Asia, 2 from Latin America, and 4 from Ireland. • 2 applications were deferred, and 7 rejected, including one from a Special Partner. EvalCo recommend 24 projects (3 in full, 21 in part), to a total recommended funding value of €173,567, well within Treasurer Guidance. • The following projects (17-A-119, 17-A-130, 17-A-135, and 17-A-140) were recommended subject to additional information/clarification, which has been received in all cases. • Recommended projects are as follows. <table border="0" data-bbox="507 936 782 1630"> <tr><td>17-H-007</td><td>€5,000</td></tr> <tr><td>17-H-014</td><td>€5,000</td></tr> <tr><td>17-H-015</td><td>€3,630</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>17-A-106</td><td>€9,395</td></tr> <tr><td>17-A-113</td><td>€8,000</td></tr> <tr><td>17-A-114</td><td>€9,000</td></tr> <tr><td>17-A-117</td><td>€6,481</td></tr> <tr><td>17-A-118</td><td>€3,450</td></tr> <tr><td>17-A-119</td><td>€6,316</td></tr> <tr><td>17-A-120</td><td>€5,000</td></tr> <tr><td>17-A-121</td><td>€6,600</td></tr> <tr><td>17-A-130</td><td>€8,000</td></tr> <tr><td>17-A-131</td><td>€7,500</td></tr> <tr><td>17-A-133</td><td>€9,180</td></tr> <tr><td>17-A-134</td><td>€13,300</td></tr> <tr><td>17-A-135</td><td>€8,000</td></tr> <tr><td>17-A-136</td><td>€7,000</td></tr> <tr><td>17-A-138</td><td>€4,610</td></tr> <tr><td>17-A-139</td><td>€6,738</td></tr> <tr><td>17-A-140</td><td>€8,464</td></tr> <tr><td>17-A-141</td><td>€8,903</td></tr> <tr><td>17-A-142</td><td>€7,000</td></tr> <tr><td>17-A-144</td><td>€9,000</td></tr> <tr><td>17-A-145</td><td>€8,000</td></tr> </table> • Proposed by ÉS and seconded by JL. 	17-H-007	€5,000	17-H-014	€5,000	17-H-015	€3,630			17-A-106	€9,395	17-A-113	€8,000	17-A-114	€9,000	17-A-117	€6,481	17-A-118	€3,450	17-A-119	€6,316	17-A-120	€5,000	17-A-121	€6,600	17-A-130	€8,000	17-A-131	€7,500	17-A-133	€9,180	17-A-134	€13,300	17-A-135	€8,000	17-A-136	€7,000	17-A-138	€4,610	17-A-139	€6,738	17-A-140	€8,464	17-A-141	€8,903	17-A-142	€7,000	17-A-144	€9,000	17-A-145	€8,000	
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<p>Risk - TP</p>	<ul style="list-style-type: none"> • No further risks were raised by the Committee. 																																																			
<p>Membership - JF</p>	<ul style="list-style-type: none"> • JF said he had been hoping for a marginal increase in membership but got a marginal decrease instead. Intake from the 2016 Graduate Programme in the National Concert Hall was slightly better than 2017 Programme in Croke Park. • Reference was made to the success of the recent EirGrid promotion work. 																																																			

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Membership (continued) - JF	<ul style="list-style-type: none"> • A discussion followed on the whole area of membership. ESB Networks North-West is considered a good target area for membership. ALC to talk to HR Networks to find a way of packaging and launching an effective recruitment drive in the North-West. Monday morning core briefings in Networks North-West are to be considered. • In an effort to retain existing staff members on retirement, JF sends a personal letter to those close to their 60th birthday. When addressing graduates and apprentices, he presents a message tailored to that age group. His consistent key message is that the money goes to the source and is matched by ESB and EirGrid. • The question of a suitable App for a mobile device to target younger people was raised. • A Screen Saver message and Video to be considered. • Committee members were invited to think of ways of targeting new members and to email their ideas on how to do so in advance of the January Committee meeting. • JF to do an analysis of gains and losses in the make-up of membership. 	<p>ALC</p> <p>ALL</p> <p>JF</p>
Special Appeal Update	<ul style="list-style-type: none"> • The East Africa/South Asia Special Appeal has raised a final total €61,600, which is an excellent result. ESB matching funding realised a very generous €11,750. Funds raised by participants at the Power Challenge, and at the Book/CD/DVD/Art Sale were directed to the Appeal. The exceptional generosity of retired members and supporters was acknowledged with gratitude. €60,000 was paid out in early October to a number of deserving projects from the proceeds of the Appeal and the balance of €1,500 was paid in early November. • The €35,000 committed to East Africa brings ElectricAid's total response in 2017 to this emergency to €76,000 (including its initial €20,000 and the entire proceeds (€21,000) of the "Leaving Fitzwilliam" Sale. JF stressed this is a response the entire ESB community can take real pride in. Well done to all! • Attention was drawn to an MSF event on 5th December in the Royal Hibernian Academy. JF to circulate detail to the Committee. • TP thanked JF for all his hard work. 	<p>JF</p>
Data Protection Compliance Plan - FO'D	<ul style="list-style-type: none"> • The Data Protection (DP) Sub-Group, TP and FO'D, have met a number of times to discuss this topic. So far, they have <ul style="list-style-type: none"> ➢ Created a Register of Data Protection activities, e.g. meetings of the Sub-Group, DP training/conferences attended, committee meetings where DP was discussed, etc. ➢ Created a DP Breach Notification Log for recording any breaches that arise. ➢ Identified the Data Protection roles within ElectricAid. ➢ Created a DP Compliance Action List. • A discussion followed on the demands of Data Protection. In summary, ElectricAid's handling of personal data must comply with the following eight "Rules": 	

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<p>Data Protection Compliance Plan (continued) - FO'D</p>	<ul style="list-style-type: none"> ➤ Obtain and process the information fairly. ➤ Keep the information only for one or more specified and lawful purpose. ➤ Process the information only for in ways compatible with the purpose(s) for which it was given to ElectricAid initially. ➤ Keep it safe and secure. ➤ Keep the personal data accurate and up to date. ➤ Ensure that the personal data is adequate, relevant and not excessive, e.g. shouldn't have a person's Date of Birth. ➤ Retain the personal data for no longer than is necessary for the specified purpose, or purposes, for which it was obtained. "Just in case" should not exist. ➤ Upon request, give a copy of his/her personal data to the individual. <ul style="list-style-type: none"> • JF to carry out a cleansing of all data ElectricAid has to ensure all personal data it holds on current members is stored in one location/folder and is password protected with access given to ElectricAid office staff members (JF and possibly one other) and authorised Committee members (TBA) only. • Also, when a member terminates their membership any personal data ElectricAid has on that individual should be deleted. JF to ensure all data that is not required is disposed of carefully. • Disclosure of Information – ElectricAid will not disclose an individual's personal data except in accordance with the legislation. • Sensitive personal data not to be held by ElectricAid. • Ultimate responsibility for Data Protection Policy lies with ElectricAid Committee. • All ElectricAid Committee Members are responsible for adhering to the policy and report any actual, suspected or potential personal data protection breaches. Any breaches need to be recorded from now on. • A common sense approach with good governance was suggested. • Committee members were asked to read the recently circulated updated ElectricAid Data Protection Policy and get back to the Committee with comments by Friday 8th December. • More details of ElectricAid's DP Policy at the January 2018 ElectricAid Committee meeting. 	<p>JF</p> <p>JF</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>FO'D</p>

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<p>Special Partners Review and current list of Partners - JF</p>	<ul style="list-style-type: none"> • Following a discussion and review of the current list of Special Partners, it was agreed to continue with the Special Partner programme as currently operated, as follows: <ul style="list-style-type: none"> ➤ Aidlink, ➤ Concern, ➤ EMSCO, ➤ GOAL, ➤ Kitovu Hospital, ➤ Partners in Health, ➤ Trócaire, ➤ PLAN Ireland, ➤ Vita, ➤ Christian Aid, ➤ (CU) United Purpose, ➤ Gorta-SHA, ➤ SERVE, ➤ Irish Red Cross. • 50/50 is considered the right mix between Special Partners and Others. • Proposed for adoption by PK and seconded by ALC. 	
<p>Succession Planning - JF</p>	<ul style="list-style-type: none"> • During the absence of PCx on sick leave, JF drafted a Job Description and forwarded it to his Manager (SC) TP, PC and JL to meet SC in the next week to discuss. 	<p>SC/TP/ PCx/JL</p>
<p>Due Diligence Process/ Proposal - JF</p>	<ul style="list-style-type: none"> • The background to this item is that as a result of recent scandals such as that at Console, ESB Energy for Generations (EFG) Fund has introduced tougher pre-funding requirements on successful applicants, prior to the release of funding. • EFG Fund imposes differential requirements on fundings above and below €10,000. It should be noted that the requirement to submit documentation is being met, but that currently there is no detailed, effective scrutiny and interrogation of the submitted material. • For ElectricAid purposes, the following questions were discussed: <ol style="list-style-type: none"> 1. The need for increased Due Diligence on ElectricAid applicants and whether it would reduce the risk of applicant fraud. 2. The practicality of all additional information requests applying to Irish NGO's and overseas applicants. 3. Whether Due Diligence requirements would further constrict the success chances of small community-based indigenous NGO's. 4. And whether ElectricAid has the resources to effectively implement such requirements. So far, as a result of the new measures, administrative load has increased as has the length of time between approval and funding, by about 2 weeks. • While no formal recommendations were made, it was considered essential for ElectricAid to: <ul style="list-style-type: none"> ➤ make sure good governance is in place at all times, ➤ that it is doing everything it is expected to do and ➤ that Special Partners and smaller entities are compliant. 	

Item	Description	Action by
<p>Due Diligence Process/ Proposal - continued - JF</p>	<ul style="list-style-type: none"> • Also, as a result of the discussion, the following Actions Items were suggested: <ul style="list-style-type: none"> ➢ Implement a Due Diligence requirement on successful applicants, pre-funding. This to be contained to <ul style="list-style-type: none"> (a) Irish applicants for Irish projects, (b) UK applicants, and (c) Special Partners. ➢ Agenda item for review in 2/3 meetings time • Proposed by PK and seconded by PH. 	<p>JF</p> <p>AH</p>
<p>Ghana Project Update - TP</p>	<ul style="list-style-type: none"> • TP said the first draft of the Spec/BOQ documents have been received for 3 schools. TP is to discuss with the Architect. The scope of the work has changed due to work already done on the toilet blocks by another charity/third party. • Next step is to finalise BOQ and prepare tender documents. TP to report at January 2018 ElectricAid Committee meeting. 	<p>TP</p> <p>TP</p>
<p>Desk Audits - JF</p>	<ul style="list-style-type: none"> • While JF is disappointed with having received only 11 out of 18 desk audit reports, he is, nevertheless, happy with the content and quality of what he has received. He requested that outstanding audits be submitted ASAP. 	
<p>2018 Meeting Schedule - JF</p>	<ul style="list-style-type: none"> • The 2018 ElectricAid Meeting Schedule is available at the end of this and all ElectricAid Minutes. 	
<p>AOB - JF</p>	<ul style="list-style-type: none"> • TP recently paid a visit to the Release Prison Partnership in Gardiner Row, which she found to be very well run. She mentioned the importance of a neutral venue for families and prisoners as well as the beneficial courses available in Parenting and Recovery. • JF referred to a letter he received from a Cork member with a donation for the East Africa Appeal, and a concern she had about the expense of producing ElectricAid's Annual Report. Following a discussion by the Committee, it was decided to investigate a step down, environmentally friendly and more economical option before replying to her. • ESB's "90 for 90" Challenge: To celebrate ESB's 90th birthday, ESB's Energy for Generations Fund donated €90,000 to 6 charities. Staff were invited to get active and clock 90km which then entitled them to vote for one of six charities below. Every 90km clocked gained additional votes. The chosen charities were: <ol style="list-style-type: none"> 1. ElectricAid 2. Aware 3. Aware Northern Ireland 4. Cosán Virtual Community College 5. Simon Communities of Ireland 6. Red Cross <p>The outcome resulted in ElectricAid receiving €15,000, which was very gratefully received.</p> 	<p>JF</p>

