# General Assembly Meeting Minutes

March 21, 2024, 14:00 CET/UTC +1, via Zoom

## Agenda

| | Item |
|---|---|
| **1** | Opening the meeting |
| **2** | President's remarks |
| **3** | CEO's remarks |
| **4** | Minutes of General Assembly Meetings held on May 31, 2023 (Astana) |
| **5** | Annual Report 2023, which includes the 2023 Financial Statements |
| **6** | Budget 2024, 2025 and 2026 |
| **7** | Board Elections |
| **8** | Other |
| **9** | Adjournment |

A recording of the session is available on INQAAHE's YouTube Channel.

## Development

### 1. Opening of the General Assembly Meeting

INQAAHE's President, Deb Adair, opened the session and welcomed the membership.

### 2. President's remarks

Observations regarding the development of INQAAHE as a network were shared by Deb Adair, INQAAHE's President. Subsequently, the floor was yielded to Fabrice Hénard, INQAAHE's Chief Executive Officer (CEO), for the presentation of the General Assembly Meeting's agenda.

### 3. CEO's remarks

Observations concerning the activities undertaken by INQAAHE during 2023 and 2024, alongside notable achievements, were shared by the CEO. Confidence was expressed regarding the organization's capacity to fulfil the Strategic Plan through to 2027 and to meet expectations pertaining to membership engagement and the strengthening of activities. It was noted that INQAAHE's role among a wide array of stakeholders is facilitated by the collaborative efforts of the CEO, the Secretariat, the Board of Directors, and the commitment of its members, who contribute to the network through the international dissemination of their activities.

## 4. General Assembly Meeting Materials. Minutes for GAM 2022

Materials to be discussed during the meeting were shared with the General Assembly in advance, as stated in the Constitution. This item is not further elaborated.

The INQAAHE 2023 Annual Report, structured to align with the five pillars of the Strategic Plan—Functioning and Organization, Exchange and Cooperation, Capacity Building, ISG and Reviews, and Knowledge Creation and Dissemination—was introduced by the CEO. It was noted that the report's structure had been modified to better reflect organisational objectives, with a particular emphasis placed on a cross-cutting approach that recognised the integral role of INQAAHE committees in achieving strategic goals. The contributions of these committees were acknowledged as essential to the Network's attainment of its strategic objectives.

## 5. Annual Report 2023, which includes the 2023 Financial Statements

Major achievements of various committees and working groups were then outlined. The Communications Committee's development of a Communication Strategy to enhance INQAAHE's visibility was highlighted. The Membership Committee's restructuring of the Memorandum of Understanding to strengthen partnerships, alongside its work on membership growth and stabilisation through fee, criteria, and strategy reviews, was also noted. The activities of the MPL Committee, including the INQAAHE Talks webinars, which attracted over 1,000 participants in 2023, were commended. The Recognition Committee's training of reviewers for ISG reviews and exploration of an independent decision-making body for the ISG reviews, to be presented at the subsequent General Assembly Meeting, were mentioned. The commencement of the first ISG review, with an application from TWAEA (China, Taiwan) , was reported. Additionally, the work of the annual events working group and the II Global Study working group was acknowledged.

A summary of the 2023 Financial Statements was presented, with the CEO reminding members that detailed information was available. The consolidated result for 2023 showed a negative amount of 66,652 USD. Despite this deficit, bank accounts were reported to be in good standing, with an equity of 677,786 USD at the period's end. It was noted that total income in 2023 was 18% lower than in 2022, while expenses increased by 17%.

The figures were briefly explained, with revenue sources (membership fee increases, ISG alignment, member grants and consultations, and the annual event) and the reasons for the deficit (membership database depuration, banking expenses, salaries, and professional fees) being highlighted. Confidence in the Network's future financial health and sustainability was expressed, with anticipated profits for the next year through increased membership, ISG alignment cases, and other revenue streams being mentioned.

## 6. Budget 2024, 2025 and 2026

Following the presentation of the Financial Statements, revisions to the 2024 and 2025 budgets, along with the introduction of the 2026 budget, were presented by the CEO. A strengthening of activities, specifically in training and ISG reviews, and an increase in membership numbers were projected. The reinforcement of network relationships through the II Global Study and enhanced engagement of the Board of Directors, thereby amplifying the scope of activities, was emphasised.

On the expenditure side, adjustments were made to salaries (for 2024 only), the Funding Scheme, and professional fees related to Assessing Agency Alignment (ISG). Overall, profits were projected for the upcoming years, with the exception of 2023. Particular attention was drawn to expenditures related to web design.

## 7. Board Elections

The General Assembly was requested to elect up to seven candidates to fill the vacant positions on the INQAAHE Board. The candidates were presented to the membership. An overview of the election calendar was provided. The voting period, following the General Assembly Meeting, was to commence on March 22nd and conclude on April 15th, with the election results to be published on April 17th. The new Board was to assume office in June, during the INQAAHE 2024 Forum.

Concurrent to the Board elections, the election process for the INQAAHE Presidency was outlined. It was explained that following the Board elections, a call for nominations for the INQAAHE President would be issued, with the selection to be made from among the newly elected Board members. An overview of the Presidential election calendar was also shared: the list of President nominees was to be published among the INQAAHE Board of Directors; the new Board of Directors was to nominate a candidate for the Presidency on June 10th-11th; the General Assembly Meeting in Bucharest was to be held on June 12th; the voting period was to take place from June 17th-30th, with the results to be published on July 1st.

## 8. Other

The membership was reminded of the annual event, the INQAAHE Forum 2024, scheduled to be held from June 10th to 12th in Bucharest, Romania, and attendance was encouraged. Furthermore, the annual event for 2025, the INQAAHE Conference 2025, to be held from May 13th to 16th, 2025, in Tokyo, Japan, was announced.

## 9. Adjournment

The meeting was adjourned until Q2 2024, when the second General Assembly will be held.

The documents the General Assembly needed to vote for this meeting for annual reporting were the following:

- Minutes of the General Assembly meeting held on May 31, 2023
- Annual Report 2023 (which also includes the Financial Statements 2023)
- Revised 2024 and 2025 budgets, and budget 2026
- Nominees to the INQAAHE Board Elections 2024

The voting period was open from March 22 until April 15, 2024, at 23:59 CEST (UTC+2).

The INQAAHE Annual Report 2023, INQAAHE Financial Statements 2023, INQAAHE Budgets, and the minutes of the General Assembly meetings held in 2023 were approved by the General Assembly with 49% of participation rate.

The General Assembly also selected seven (7) candidates to represent the positions that were vacant at the INQAAHE Board. Anna Prades, Simona Lache, Vicki Stott, Fabrizio Trifiro, Leah Matthews, Maryam Hassan Mustafa, and Fawad Sadiq were the elected candidates.

The results of the voting are available on INQAAHE's website.