**MINUTES APPROVED 9/3/2021**

In attendance: Vinicius Ribeiro, Bjorn-Erik Lonn (BEL), Yulia Gracheva, Eva Eiderstrom, Xiaodan Zhang, Chin-Yuan Chen, Takashi Fujisaki, Hiroyuki Kobayashi, KS (Giri) Venkatagiri, and Kate Harris (KH) (Secretariat).

Meeting was called to order at 10:03 GMT

* The main issues of this meeting is the work plan and the sub committees approval and finally the budget + several issues as listed on the agenda.

**Administrative Matters**

* 1. **Welcome by the Chair**
* Kate was welcomed as new Secretariat and tasked with looking after the Board.
  1. **Approval of Board meeting agenda**

Board approved agenda noting a correction has since been made to reflect the correct Board meeting dates being March 8 and 9th- not February as listed previously on the agenda.

* 1. **Approval of October/ November Board meeting minutes and standing action items**
* **Action:** KH to clarify information management process at the next March Board meeting including management and use of dropbox and timing of Board papers prior to dissemination.

**Decision:** Board approved minutes.

1. **Discussions and Decisions**
   1. **Sub Committees**

* Chair reminded us that the principle purpose of this interim meeting was to finalise the work plan and approve the draft budget accordingly. Sub committees were also to be approved as part of the work plan commitments.
* BEL proposed that all Board members lead one sub committee and seek additional members for the committees.
* Board members role as leaders of sub committees would be to help drive strategy and coordination of members with additional Secretariat support.
* It was noted that currently there was no suggested allocation for Japan given their Treasury role.

**Decision:** Board members all agreed to lead a sub committee as listed in the Board papers. Sub committee chair role is to chair and support coordination of meeting.

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**Decision:** It was also agreed that external members could be members of sub- committees in an advisory role but would not have responsibility for strategic delivery.

* KH explained that the database group would be a working group and that working groups were distinct from sub committees and would not necessarily have a Board member as lead. They would also be seen as more short term in convening.

**Decision:** Working group structure approved.

**Action:** All Board members who have a sub committee lead role, to contact members and engage / enlist members and email secretariat with all list of key prioritised actions post review of detailed work plan and list of potential names for the sub committees. KH action to meet with Yulia to discuss communications SC.

* 1. **Work plan**

KH outlined the work plan using the GEN work plan excel template.

**Decision:**Work plan approved in principal, whilst noting there are some possible additions to the work plan such as the need for the by- law review. It is noted that this approval is for the 2021 calendar year as per previously agreed to ensure an agile strategic ongoing delivery.

It was also noted that the by- laws need to be finalized prior to the review of GENICES.

**Decision:** The summary of goals and activities to be provided to the members after the March Board meeting. Suggested a summary document with the SC activities listed, rather than the full excel work plan be provided.

In addition to the work plan, it was noted that the by laws will need to be approved at the AGM after preparation by the sub – committee. The Board will make the formal proposal to the AGM but preparation will be with the sub committee. The Board supported this approach.

**Additional actions:**

Regarding member cooperation, Common core criteria – Xiaodan will speak with Chin- Yuan in regards to common core criteria.

Xiaodan also has some supporting documents on how to use the platform “We chat” – Xiaodan to send.

* 1. **Type 1 ecolabelling campaign- for noting**

Secretariat provided an update on the filming of the video for the ecolabelling campaign. Filming was occurring on the 14th of January. The changes to the storyboard and script were noted based on received comments.

Slide of live animation was played.

* 1. **GEN Fee schedule**

Draft fee schedule and application form for fee reduction was discussed, as per provided with the Board papers.

**Decision:** Board members supported this definition for consideration and formal decision at the AGM as part of the new by- laws.

**Decision:** The draft fees and the application for fee reduction form were both approved and document drafts adopted.

* 1. **Multiple Label Organisations**

**Decision**

It was agreed that SMK would now initially be able to put both labels on the interactive map on the website until the end of the AGM 2021. This is due to the close alignment and the use of processes such as ISO 17065 for both labels certification.

**Action:** Further clarification will need to be outlined in the revised GEN by- laws and formally adopted by members at the AGM.

**Action:** By laws to review the definition of a GEN member and how we charge membership fees- that is, is it per number of labels and who is the holder of the GEN membership- the organisation or the ecolabelling scheme.

* 1. **Finalising Budget for Approval**

**Decision:** Budget for financial year 2021 was approved.

* 1. **By – Laws review**
* Eva outlined the suggested approach for the by- law review as per the draft documents with tracked changes for consideration, in order to ensure that the by-laws reflect the future needs of GEN as an organisation.
* **Action:**
* Secretariat to compile notes from Board members and the October/ November Board meeting for discussion at the March Board Meeting.

**3.0 Next Board meeting confirmed for virtual / online on the 8th and 9th of March, 2021**

**3.0 Additional Agenda Items** – None suggested.

Meeting adjourned at 12:55 GMT