



International
Code of Conduct
Association

5th ICoCA Annual General Assembly

Geneva, Switzerland

30 November 2018

Minutes

AGENDA POINTS

1. Opening Remarks
 2. ICoCA Governance: Annual Report Presentation
 3. Pillar Meetings
 4. Plenary Panel - *'Addressing Human Trafficking: the Role of Private Security Companies'*
 5. Workshop 1 (Parallel) - *'Realising the vision: Implementing the ICoCA Strategic Plan'*
 6. Workshop 2 (Parallel) - *'Implementing the ICoCA Strategic Plan: The role of CSOs'*
 7. Plenary report back from Pillars
 8. DCAF-ICoCA: Reinforcing an Innovative Partnership
 9. Wrap up, closing and way forward
- Annex A – ICoCA 2018 AGA Participants**

1. OPENING REMARKS

- 1.1. The Chairperson of the Board of Directors opened the Annual General Assembly (AGA) at 09:05AM, welcomed participants and introduced the ICoCA Board of Directors.
- 1.2. The Chairperson introduced the new ICoCA Board Directors: Mrs. Deirdre Brown representing the UK Government; Mr. Fredrik Ahlén representing the industry 'At Large' and replacing Mr. John Davies; and Ms. Beatrice Godefroy representing the civil society and replacing Mr. Amol Mehra.
- 1.3. The General Assembly approved the election of the above-mentioned Board Directors.
- 1.4. The Chairperson explained that the International Code of Conduct is increasingly recognised as the main document of reference detailing human rights and humanitarian law standards for the operations of private security companies (PSCs), and that a growing number of clients are requiring ICoCA Membership and adherence to the Code as part of their procurement processes.
- 1.5. The Chairperson introduced the ICoCA Executive Director, Mr. Jamie Williamson.

2. ICOCA GOVERNANCE: ANNUAL REPORT PRESENTATION

- 2.1. The ICoCA Executive Director thanked the US Mission in Geneva for hosting the pre-AGA cocktail reception.
- 2.2. The Executive Director introduced the Annual Report and the activities conducted during the year in accordance with the goals identified by the Board of Directors at the Q1 2018 Board Meeting.
- 2.3. The Executive Director emphasized ICoCA's work in strengthening relationships with its Government Members, maintaining their support and laying a solid foundation on which to grow the Association's Government Membership. He also underscored ICoCA's success in diversifying its Industry Membership, with Member Companies being headquartered in 34 countries and operating in over 92.
- 2.4. The Executive Director presented on the activities of the Association over the last thirteen months, including: continued work with Certification Bodies to streamline the certification process, a process that enabled fourteen Member Companies to achieve ICoCA Certification in 2018; and two Field-Based Reviews, one in Iraq and one in Ghana, which together with other field activities, for example in China and Costa Rica, solidified ICoCA's presence on the ground, demonstrated the operational possibilities of the Association and increased the credibility of the ICoCA in the private security arena globally.

- 2.5. The Executive Director introduced the ICoCA's first thematic guidance, launched in June 2018, on developing and operating Company Grievance Mechanisms to guide Member Companies as they implement and seek to comply with the requirements of the Code. He also stated that the Association's own Complaints Form is now available online in English, French, Spanish and Arabic; and that the Association is developing a set of guidelines for its Member Companies focused on preventing and addressing sexual exploitation and abuse.
- 2.6. The Executive Director provided an update on the 2018 Budget and an overview of the projected 2019 Budget with the related objectives
- 2.7. The Executive Director concluded his presentation by introducing the framework of the ICoCA 2019-2023 Strategic Plan including the Mission Statement and the five Board-identified goals.

3. PILLAR MEETINGS

- 3.1. Representatives of the Association's Pillars met in closed-door meetings.
- 3.2. Government Members present at the Government Pillar meeting voted in favour of renewing the seat of the US Government on the Board of Directors. No Government was elected to replace Sweden on the Board of Directors and therefore one Board seat remains vacant.
- 3.3. The General Assembly approved the renewal of the US Government seat on the Board of Directors.

4. PLENARY PANEL - ADDRESSING HUMAN TRAFFICKING: THE ROLE OF PRIVATE SECURITY COMPANIES

- 4.1. The Board Director Deirdre Brown introduced the topic of the plenary panel and presented on the work of the UK Government through the adoption and implementation of the 2015 Modern Slavery Act.
- 4.2. Professor Deborah Avant introduced the panellists and reflected on the questions put forward by the Board Director Deirdre Brown regarding the identification of risks in the private security supply chain and the safeguards to be adopted by both private security companies and their clients in the conduct of private security operations.
- 4.3. Mr. Tristan Forster introduced the work of FSI Worldwide, a workforce solutions and security business focusing on the recruitment and supply of low skilled migrant workers, and provided an overview of the issues characterising the Nepalese supply chain which initially prompted the creation of the Company.
- 4.4. Dr. Shawn MacDonald introduced the work of Verité, a non-governmental organisation (NGO) conducting research, advocacy, consulting, trainings, and assessments on human trafficking-related areas, and reflected on the connections between this specific issue and the private security industry.

- 4.5. Ms. Linda Ristagno from the International Air Transport Association (IATA) introduced her personal research on human trafficking and how the recommendations included in her dissertation were then implemented by IATA through work with Governments and other stakeholders.
- 4.6. The panellists reflected on: 1) problems characterising the supply chain, such as human trafficking constituting the normal operating model for many business entities recruiting personnel from less developed countries, 2) the root causes of human trafficking such as situations of lack of economic means and the need to migrate for the purpose of seeking employment, 3) human trafficking constituting not only a human rights risk but also a reputational risk for the industry which might have important repercussions on the ability of the industry to conduct business.
- 4.7. The panellists presented examples of industry safeguards and best practices, including: conducting rigorous background checks; educating potential victims on human trafficking-related risks; and using dedicated indicators for the identification of victims. Panellists also stated that safeguards for clients include participation in multi-stakeholder platforms and the sharing of industry best practices.

5. PARALLEL WORKSHOP 1 - REALISING THE VISION: IMPLEMENTING THE ICOCA STRATEGIC PLAN

- 5.1. Board Director Michael Posner invited Workshop participants to propose ideas regarding potential objectives and activities to implement the five identified goals included in the ICoCA 2019-2023 Strategic Plan.
- 5.2. Board Directors Fredrik Ahlén and Michael Posner invited Workshop participants to discuss how the ICoCA could help private security companies building and strengthening their internal capacity to comply with the requirements of the Code.
- 5.3. Workshop participants discussed the proposed topic and identified a number of tools that the ICoCA could develop to serve this purpose. Participants also provided suggestions on how to better engage those companies which might not be able to travel to Geneva to attend events such as the AGA.
- 5.4. Participants then discussed the role of the Association in streamlining certification processes and the difficulties associated with obtaining certification to ICoCA recognised standards. They also discussed about the role of the Association in raising private security industry standards and the help it could potentially provide to non-Member Companies.
- 5.5. The following conclusions resulted from these discussions: 1) PSC clients play an important role in promoting higher industry standards, and ICoCA should therefore focus on strengthening engagement with them, 2) Government buy-in plays a vital role in the success of the Association, 3) the Association needs to engage companies throughout the world, 4) the Association should provide information about what to expect during certification processes to its Member Companies, and 5) the Association might provide support also to non-Member Companies in order to fulfil its mandate of raising private security industry standards.

6. PARALLEL WORKSHOP 2 – IMPLEMENTING THE ICOCA STRATEGIC PLAN: THE ROLE OF CSOs

- 6.1. Board Directors Josua Loots and Charlie Mayne introduced the objectives of the Workshop and the five goals of the 2019-2023 Strategic Plan, and invited participants to provide input on its implementation.
- 6.2. Workshop participants enquired about the difference between ‘NGOs’ and ‘CSOs’ (civil society organisations) within the ICoCA and whether the two terms can be used interchangeably.
- 6.3. Following a suggestion from the floor to better clarify the distinction between private military companies (PMCs) and private security companies (PSCs), and which of the two categories represents the target market of the ICoCA, Board Directors explained that Paragraphs 30 to 32 of the Code require companies to use force exclusively for defensive purposes and therefore ICoCA Member Companies do not qualify as PMCs.
- 6.4. Following interventions from the floor, participants broke out into three groups to discuss the roles ICoCA CSO Members could play in implementing the ICoCA Strategic Plan. The following conclusions resulted from these discussions: 1) CSO Members can play an important role in raising awareness about the International Code of Conduct among different stakeholders, 2) they can also play a role in offering training to private security companies and building their capacity on human rights and key Code principles, 3) CSOs can play a role in engaging governments to strengthen their private security governance and adhere to the International Code of Conduct Association, and 4) CSOs can also play an important role in monitoring private security companies in their areas of operation and provide support to victims harmed by them.

7. PLENARY REPORT BACK FROM PILLARS

- 7.1. Board Director Christopher Sanderson reported on the Industry Pillar meeting, highlighting the two-fold nature of the ICoCA, an objective to streamline certification processes, and the results of the discussion regarding the ICoCA 2019-2023 Strategic Plan and the implementation of the five identified goals.
- 7.2. The Chairperson of the Board of Directors reported on the Government Pillar meeting, mentioning the discussions held regarding the Government Outreach Strategy of the Association, the challenges governments face in streamlining procurement processes and those associated with identifying Government interlocutors on the topic of regulating and overseeing the provision of private security services.
- 7.3. Board Director Josua Loots reported on the CSO pillar meeting, reflecting on the envisioned role of CSOs in raising awareness and promoting compliance with the Code at the national level, the diversity characterising ICoCA CSO Members, the financial challenges many organisations frequently face in implementing activities related to the mandate of the ICoCA and measures to improve communication between CSO Members and the ICoCA as well as between the Association’s CSO and PSC pillars.

8. DCAF-ICOCA: REINFORCING AN INNOVATIVE PARTNERSHIP

- 8.1. The Chairperson of the Board of Directors introduced Ambassador Thomas Guerber, Director of the Geneva Centre for the Democratic Control of Armed Forces (DCAF), and invited him to give a brief presentation on the continued partnership between DCAF and ICoCA.
- 8.2. Ambassador Thomas Guerber presented the work of DCAF, reflecting on how this work complements the efforts of the Association and on the strategy to ensure continued collaboration and cooperation at various levels.

9. WRAP UP, CLOSING AND WAY FORWARD

- 9.1. The Chairperson thanked AGA participants for the contribution and the input provided throughout the day on the refinement and implementation of the Strategic Plan.
- 9.2. The Executive Director underscored that the fact that the Association has now become fully operational gives it confidence in its ability to deliver on the identified strategic goals and objectives, and expressed eagerness in cooperating with Members and other stakeholders for this purpose.

ANNEX A – ICOCA 2018 AGA Participants

First Name	Last Name	Company/Organisation
Frederik	Ahlén	ICoCA Board of Directors - Scandinavian Risk Solutions (SRS)
Obafemi	Ajibola	New Nigeria Foundation
Josephine	Alabi	Keen and Care Initiative (KCI)
Hasan	Al-Araji	Iraqi Al-Amal Association
Frank	Amoyaw	Landmark Security Limited
Lorraine	Anderson	Permanent Mission of Canada
Evelyn	Aswad	University of Oklahoma
Deborah	Avant	University of Denver
Jerome	Bellion-Jourdan	Delegation of the European Union to the UN and other IOs in Geneva
Susan	Benda	Government of the US
Ryan	Berry	ICoCA Board of Directors - Patriot Group International
Emmylou	Boddi	DCAF
David	Bost	Groupe Corpguard
Deirdre	Brown	ICoCA Board of Directors – Government of the United Kingdom (UK)
Annie	Burdzy	DCAF
Anne-Marie	Buzatu	DCAF
Antony	Chattin	MSS Global
Christine	Cherubala	Observatoire Gouvernance et Paix
Jessica	Chimenti	Groupe Corpguard
Okereke	Chukwunwike	African Law Foundation (AFRILAW)
Mark	Cooper	SOC LLC
David	Corlett	Government of the UK
Karim	Daoud	Control Risks
Roberto	De Micco	GIPP Word Company
Thomas	Devaney	Erinys Iraq Limited
Rebecca	DeWinter-Schmitt	Human Analytics

Mounkassa	Dieudonne	Permanent Mission of Congo
Tsz Ho	Don	Hanwei International Security
Chloé	Dubois	Groupe Corpguard
Cristina	Echeverry Gutierrez	Interglobal Seguridad Y Vigilancia LTD
Luis Fernando	Echeverry Gutierrez	Interglobal Seguridad Y Vigilancia LTD
Andreas	Ershammar	Sweden, Ministry for Foreign Affairs, Security Department
Victor	Esposito	Sallyport Global Holdings
Katherine	Fallah	UTS Faculty of Law
Andrew	Farquhar	GardaWorld
Vitalii	Fesenko	Ukrainian Private Military Company
Tristan	Forster	FSI-Worldwide
Rémy	Friedmann	ICoCA Board of Directors – Government of Switzerland
Asa	Gidlund	Vesper Group
Beatrice	Godefroy	ICoCA Board of Directors – Center for Civilians in Conflict (CIVIC)
Katherine	Gorove	ICoCA Board of Directors – Government of the United States (US)
Jean-Christophe	Grivaux	Groupe GEOS
Sixta Liliana	Gutierrez	Interglobal Seguridad Y Vigilancia LTD
Mehmet Sukru	Guzel	CAPAJ Peru
David	Hornus	Groupe Corpguard
Sharon	James	U.S. Department of State
Hans-Peter	Jugel	Permanent Mission of Germany
Eric	Kajemba	Observatoire Gouvernance et Paix
Crispin	Kennedy	Salama Fikira
Jean-Philippe	Lafont	Groupe Tara S.A.
Pascal	Levant	Permanent Mission of France
Erik	Lewin	Vesper Group
Serhii	Litvinenko	Ukrainian Private Military Company
Qing Liu	Liu	Hua Xin Zhong An (Beijing) Security Service Co., Ltd
Josua	Loots	ICoCA Board of Directors – Centre for Human Rights University of Pretoria
Don	Loubaki	ACRD-Congo
Shawn	MacDonald	Verité
Sorcha	MacLeod	Free University Berlin/UN Working Group on Mercenaries
Paisible	Madjaliwa	Maison de Gouvernance du secteur Extractif (MGSE)
Cyril	Magnon-Pujo	University of Lyon
Charlie	Mayne	ICoCA Board of Directors – VSC Security
Abdelgawod	Mohamed	Permanent Mission of Egypt
Julio	Molano	Siete24
Jeff	Morin	Sallyport Global Holdings
Alexis	Muhima Shinja	OSCMP
Pierre Damien	Mushimiyimana	LIPRODHOR
Diaz	Nazareno Paola	Permanent Mission of Ecuador
Thuy	Nguyen	Australian Permanent Mission to the UN in Geneva
Ronald	Oosting	Trans World Operations
James	Otigbah	Excel Security Solutions AG
Robert	Palfrey	Minerva SRM
Michael	Posner	ICoCA Board of Directors – NYU Stern Center for Business & Human Rights

Gabrielle	Priklopilova	DCAF
Raymond	Randall	MSS Global
Linda	Ristagno	International Air Transport Association (IATA)
Tilman	Rodenhäuser	International Committee of the Red Cross (ICRC)
Manuela	Rodriguez	PSSSA
Meg	Roggensack	ICoCA Board of Directors – Georgetown University Law Center
Todd	Rouse	Triple Canopy
Nick	Sabrano	Government of the US (Bureau of Diplomatic Security/Department of State)
Feisal	Sadoun	Erinys Iraq Ltd
Chris	Sanderson	ICoCA Board of Directors – Control Risks
Raymond	Saner	CSEND
Marc	Siegel	San Diego State University
Walter	Spaeti	International Committee of the Red Cross (ICRC)
Noa	Spira	Sié Chéou-Kang Center for International Security and Diplomacy
Jenny	Stein	Government of the US
Robert	Sugden	WS Insight Limited
Vitaly	Sukhanov	Permanent Mission of Russia
Wei Wang	Wang	Hua Xin Zhong An (Beijing) Security Service Co., Ltd
Caleb	Wanga	Usalama Reforms Forum
Rebeca	West	University of Oklahoma
Don	Williams	Hanwei International Security
Simon	Williams	Hua Xin Zhong An (Beijing) Security Service Co., Ltd
Tamika	Williams	Government of the US (U.S Department of State)
Feng Xu	Xu	Hua Xin Zhong An (Beijing) Security Service Co., Ltd
Wei Hong	Yin	Hua Xin Zhong An (Beijing) Security Service Co., Ltd
Kyoung	Yoon	Erinys Iraq Limited
Anastasia	Zacharatos	Government of Switzerland (Federal Department of Foreign Affairs)
Zhanggui	Zhou	Institute for Overseas Safety and Security

Dina	Chantre	ICoCA Secretariat
Christopher	Galvin	ICoCA Secretariat
Alexandra	Garzotto	ICoCA Secretariat
Anaïs	Laigle	ICoCA Secretariat
Gaëlle	Le Gall-Nicolas	ICoCA - Interpreter
Gina	Menghini	ICoCA Secretariat
Jakub	Pintér	ICoCA Secretariat
Giuseppe	Scirocco	ICoCA Secretariat
Amanda	Wigler	ICoCA Secretariat
Jamie	Williamson	ICoCA Secretariat
Anne	Wölfli	ICoCA - Interpreter