Attendance:

- **Assheton L. Stewart Carter (ASC)** – Head- Advisory Board, Equitable Origin, and Managing Director, the Dragonfly Initiative, USA (Chair)
- **Beat Grüninger (BG)** – Founding Partner, BSD Consulting, Brazil
- **Dongsoo Kim (DK)** – Director of the Sustainability Management Center at the Korea Productivity Center (KPC), Korea (Up to Item 4 only)
- **Anant Nadkarni (AN)** – Advisor and Consultant- Corporate Sustainability and Leadership, Former Vice-President for Sustainability and CSR, TATA group, India
- **Sunny Misser (SAM)** – Chief Executive Officer, AccountAbility
- **Claire Hart (CH)** - Director, AccountAbility
- **Paul Sinclair (PS)** – Head of Finance and Operations, AccountAbility (Item 5, 6 and 7 only)
- **David Pritchett (DP)** – Head of Research, AccountAbility (Item 3, 4 and 5 only)
- **Udaya Nanayakkara (UN)** – Senior Standards Analyst, AccountAbility (AA1000 Secretariat)

Apologies:
- **Alwin Kopse (AK)** – Founder and Owner, Bureau Ark, Switzerland

<table>
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<th>Agenda Item/ Discussion</th>
<th>Decisions Made/ Actions</th>
<th>Follow Up</th>
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<td><strong>Item 1: Attendance &amp; Apologies</strong></td>
<td>AK could not participate in the call due to last minute business travel and Agenda Item 5 would be presented by CH.</td>
<td>CH</td>
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<td><strong>Item 2: Introducing Senior Standards Analyst and role</strong></td>
<td>The role of Senior Standards Analyst was discussed as the point person for all standards related work. UN, who has been recruited for the AA1000 Secretariat as Senior Standards Analyst during 2015 was introduced to and welcomed by the Standards Board.</td>
<td>Secretariat</td>
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<td><strong>Item 3: AA1000SES (2015) launch</strong></td>
<td>BG led the Working Group for the revision of the AA1000SES (2015) which the Standards Board have approved. The final design work is in progress.</td>
<td>BG and Secretariat</td>
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<td>The AA1000SES (2015) will be released in October 2015. The plan for the soft launch will be circulated to the Standards Board.</td>
<td>SAM and Secretariat</td>
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<td>The AA1000SES will be promoted by the Standards Board members at every opportunity at external events to encourage usage. Standards Board members to provide the Secretariat with a list of key stakeholders to be informed of the release of the new version.</td>
<td>Standards Board</td>
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<td>Following launch of the English version, development of other language translations to be planned.</td>
<td>BG and Secretariat</td>
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### Item 4: Review of progress on AA1000AS

The 12 member list of Working Group members selected by the Nominations Committee for the revision of the AA1000AS was approved by the Standards Board. The Working Group members will be contacted to convene the first meeting in October 2015.

The selected Chair of the Working Group will be part of the three-member Steering Committee, with SAM and Chaired by DK.

**DK and Secretariat**

The proposed project plan once confirmed by the Working Group will be circulated with the Standards Board.

**DK and Secretariat**

### Item 5: Review of Quality Assurance Working Group progress

The Quality Assurance Working Group have finalised the proposed framework for developing revisions to the following:

1. Licensing of assurance provider organisations
2. Certification of individual assurance practitioners
3. Training – inclusive of trainer qualification requirements

The proposed framework once agreed by the CIC is to be presented to the Board.

**CH and Secretariat**

### Item 6: Discussion re: business model and resources overall for AA Standards

Focus would be on three immediate priorities for the effective functioning of the Standards:

1. Business Model
2. People
3. Outreach efforts

**SAM, CH and Secretariat**

### Item 7: Submission of annual report/accounts and status on the financials

Confirmation was received that CIC accounts were filed. Monitoring usage of the standards and recovery of dues will be key focus areas for future.

**CH and PS**

### Item 8: Work plan for the remainder of 2015/16

A Work plan showing a high level timeline will be circulated to the Board based on priorities set.

**CH and Secretariat**

### Item 9: Provision of Feedback from Board Members and decision

Recommendation made on the nominated new Standards Board member to be confirmed by the Standards Board.

**CH and Standards Board**

### Item 10: Any other Business and Next Steps

ASC called for an Extraordinary Board meeting focusing solely on the Business Model and Outreach, once the CIC proposes a framework to the Board before the next quarterly meeting.

**Secretariat**