

Minutes of Meeting

RSC Board of Directors (BoD) Meeting- 7 December 2023: 4.00 pm - 6.00 pm (Bangladesh Standard Time)

Venue: Hybrid

Attendees:

	Members	Role	Organisation	Attended / Apologies
Industry Representatives	Rubana Huq	Director	BGMEA	Yes
	Shafiul Islam Mohiuddin	Director, Co-Chair	BGMEA	Yes
	Miran Ali	Director	BGMEA	Yes
	Nafis Ud Doula	Director	BGMEA	Yes
	Faruque Hassan	Director	BGMEA	Yes
	Mohammad Hatem	Director	BKMEA	Yes
Brand Representatives	Ziaur Rahman	Director	H&M	Yes
	Indalecio Perez	Director	Inditex	Proxy
	Felicity Tapsell	Director	Bestseller	Yes
	Bernardo Cruza	Director	El Corte Ingles	Yes
	Jochen Juette-Overmeyer	Director	Otto Group	Yes
Trade Union Representatives	Christina Hajagos-Clausen	Director	IndustriALL Global Union	Yes
	Amirul Haque Amin	Director, Co-Chair	National Garment Workers Federation (NGWF)	Yes
	Kamrul Anam	Director	Bangladesh Textile and Garments Workers League (BTGWL)	Yes
	China Rahman	Director	Federation of Garment Workers	Yes
	Alke Boessiger	Director	UNI Global Union	Yes
GIZ	Gundolf Klaehn		GIZ BD	Yes
	Werner Lange		GIZ BD	Yes
Neutral Conveners	Tuomo Poutiainen	Convener	ILO	Yes
Observer	Amer Salim	Director	Knit Asia Limited	Yes
RSC Representatives	Abdul Haque	MD	RSC	Yes
	Md. Hassan Nawazis	CSO	RSC	Yes
	Shah Sefat Uddin Ahmed	Senior Head - Remediation Programme	RSC	Yes
	Mohammad Momanul Islam (Momen)	Head of Accounts	RSC	Yes
	A. J. M. Zobaidur Rahman	Head- Media & Communications	RSC	Yes
	Ovijit Mutsuddi	Head - Occupational Safety and Health Complaints Mechanism	RSC	Yes
	Md. Masud Parvez	Head - Occupational Safety and Health Training Programme	RSC	Yes

Meeting Agenda:		
<ol style="list-style-type: none"> 1. Welcome and finalising the agenda 2. Strategy and Achievements by Abdul Haque (Managing Director) 3. Technical Update by Nawazis (Chief Safety Officer) 4. Inspection & Remediation Update by Sefat (Sr. HoD) 5. Training Update by Masud (HoD) 6. Update on OSH Complaints Mechanism & Proposal for a Comprehensive Complaint Mechanism by Ovijit (HoD) 7. Presentation on SCAIP by Guldolf (GIZ) 8. RSC Audited Financial Statements for the year ended 30 June 2023 along with Auditor's Report by Mohammad Momanul Islam 9. Comments from Board on RSC performance 		
Items	Description	Remarks
1.	Welcome and finalising the agenda Tuomo Poutiainen (Neutral Convenor) welcomed the RSC Board of Directors (BoD) and went through the agenda that was already in place. After confirming the agenda by the BoD, the neutral convenor called the meeting to order. Abdul Haque mentioned that the Annual General Meeting (AGM) will be held after the BoD meeting back-to-back.	
2.	Strategy and Achievements by Abdul Haque (Managing Director) Abdul Haque (RSC MD) presented the vision statement that was agreed by the Board. On the strategy, Abdul Haque mentioned that the prime goal of the RSC is to eliminate backlogs of Initial Inspections by the end of December 2023. He noted that RSC is working towards bringing down the timeline for Initial Inspections by 3 months and follow-up Inspections by 5 - 6 months. This will be achieved not only by recruiting new engineers but also by increasing effectiveness of human resources.	2.1 RSC to evaluate whether completing all CAPs in 18 months is feasible through piloting.

	<p>Abdul Haque also presented on comprehensive CAP Management through project approach within 18 months.</p> <p>RSC proposed to develop guideline for selecting eligible consultants for the RMG factories. Based on that the BGMEA/BKMEA can create a preferred list of consultants. Jochen (Brand) seconded the proposal.</p>	<p>2.2 RSC to develop a guideline for industry to select eligible consultants.</p>
3.	<p>Technical Update by Nawazis (Chief Safety Officer)</p> <p>Nawazis (RSC CSO) presented the technical updates. He explained that the process re-engineering, and additional human resources would help to achieve the strategic targets of clearing the backlogs as well as getting into regular timing for inspections.</p> <p>Mohammad Hatem (Industry) raised the issue that the BNBC 2020 has some sections that are not relevant to the ground reality of Bangladesh. RSC MD mentioned that RSC will review BNBC 2020 and provide a note to the industry (BGMEA/BKMEA) to follow-up with the government for necessary amendments.</p>	<p>3.1 RSC will review BNBC 2020 and provide a note to the industry (BGMEA/BKMEA) to follow-up with the government for necessary amendments by March 2024.</p>
4.	<p>Inspection & Remediation Update by Sefat (Sr. HoD)</p> <p>Sefat (Sr. HoD RSC) gave a presentation on the overall Inspection, remediation updates highlighting the RSC factory coverage, inspection numbers, remediations and escalation status of factories. Each area showed significant improvement. He mentioned that RSC has planned to clear all the backlog of initial inspection by the end of December 2023.</p>	
5.	<p>Training Update by Masud (HoD)</p> <p>Masud Parvez (Head-Occupational Safety and Health Training Programme RSC) gave a presentation on the achievement of the Training Programme and the other initiatives for the upcoming year. On the training booklets, Christina (Trade Union) wanted to know why the number of All Employee Meetings (AEMs) are being planned to be reduced from 3 to 2. In response, Parvez mentioned that there are some repetitions in the AEMs. He also mentioned that the modules have been drafted with inputs from different stakeholders through focus group discussion (FGDs).</p>	<p>5.1 RSC to finalise the draft modules after consulting with the Working Group (WG).</p>

	<p>The Board members in response requested RSC to share the content of the modules with the Working Group (formed by the Board) to finalize the modules. Christina asked RSC to present the critical amendments in the content of the modules to the EC.</p>	<p>5.2 RSC to present the critical amendments in the content of the modules to the EC.</p>
<p>6.</p>	<p>Update on OSH Complaints Mechanism & Proposal for a Comprehensive Complaint Mechanism by Ovijit (HoD)</p> <p>Ovijit Mutsuddi (Head - Occupational Safety and Health Complaints Mechanism) gave a presentation on the department's activities.</p> <p>Proposal on Comprehensive Complaints Mechanism – CCM</p> <p>Ovijit then presented the proposal on implementing a Comprehensive Complaints Mechanism Program. He noted that the programme will cover both OSH and Non-OSH complaints through collaborating with organizations that are already working on non-OSH complaints in the pilot phase and roll it out independently after the completion of the pilot project.</p> <p>Brands and Trade Union gave their consent in principle to start the pilot programme.</p> <p>However, industry said they will agree to this only if the brands ensure their commitment that RSC will only deal with non-OSH to avoid any duplication. Jochen requested RSC to share the budget for the pilot phase.</p>	<p>6.1 RSC to design a pilot programme with budget and share with EC.</p> <p>6.2 RSC/International Accord Secretariat to solicit Brands' commitment to handle the non-OSH complaints by only RSC to avoid any duplication.</p> <p>6.3 The Board mandated the RSC EC to finalise the decision.</p>
<p>7.</p>	<p>Presentation on SCAIP by Guldolf (GIZ)</p> <p>Tuomo invited GIZ to share their presentation on SCAIP. Guldolf (GIZ) mentioned that the SCAIP project is designed to cover the following:</p> <ul style="list-style-type: none"> - enhance the capacity of the RSC on inspections through automation, expansion of scope in social and environmental compliances. - stakeholder engagement. - long term sustainability of RSC. <p>Board wanted to know if GIZ would finance the procurement of equipment for ERP. GIZ gave consent to that.</p> <p>Jochen (Brand) suggested RSC to update the EC on the GIZ project.</p>	<p>7.1 RSC to update the Board through EC on the overall implementation plan of the GIZ project.</p>

<p>8.</p>	<p>RSC Audited Financial Statements for the year ended 30 June 2023 along with Auditor’s Report by Mohammad Momanul Islam (RSC)</p> <p>Momen presented the Audited Financial Statements for the year ended 30th June 2023 along with the Auditors’ Report for Board to consider both and recommend to the AGM for approval. He mentioned that the financial statements were circulated among the Board of Directors one week earlier of the meeting. The Auditors issued an unqualified audit report.</p> <p>Jochen (Brand), Nafis-ud-Doula (Industry) and Alke (TU) recommended on behalf of the Board to receive, consider, and adopt the Audited Financial Statements for the year ended 30 June 2023 along with Auditor’s Report at the Annual General Meeting (AGM).</p> <p>All Board of Directors (BOD) unanimously seconded the recommendation.</p>	<p>8.1 RSC to place the Audited Financial Statements, Auditors’ Report to AGM for approval.</p>
<p>9.</p>	<p>Comments from Board on RSC performance</p> <p>The Board members appreciated the RSC for significant improvement achieved through process re-engineering and additional efforts. The members of the board requested the RSC to share all the updates (PPTs) with them.</p>	<p>9.1 Presentations to be shared with Board.</p>