

USCBL-USCSM Steering Committee – Finalized Minutes (approved Jan 26, 2021)

September 22, 2020

10:00-11:00 AM ET

Meeting held virtually

Attending: Arms Control Association (Daryl Kimball), Center for Civilians in Conflict (Annie Shiel), Friends Committee on National Legislation (Ursala Knudsen-Latta), Human Rights Watch (Steve Goose), Humanity & Inclusion (Jeff Meer), UNICEF USA (Mark Engman), Legacies of War (Sera Koulabdara), West Virginia Campaign to Ban Landmines and Cluster Munitions/Proud Student Against Landmines (Larry Schwab), campaign coordinator-ex officio (Jeff Abramson)

Items in blue are from the TOR, and for reference.

Organizational Issues

Review of agenda and Selection of chair

Agenda approved.

Humanity & Inclusion was **unanimously elected** as chair of the Steering Committee.

Substantive Issues

Review of 2-page policy memo

General comments on the 2-page policy memo were shared with the suggestion that it need not be necessarily tailored at next administration but more a statement for this moment. As next steps:

- Steering Committee members send any feedback by end of week.
- Next week, Jeff to consolidate comments and send final version for Steering Committee approval, aiming to have approval completed via email by October 2.

[TOR] Steering Committee members should be informed in advance if approval is sought for policy documents, which should be circulated in draft form at least one week in advance of when any decision must be taken.

Next product for the campaign

It was agreed that it would be good to create another product for the campaign that would have more graphic/visual appeal and could be used more broadly, including in Congressional outreach. **Sera, Ursala and Jeff** agreed to work on this.

Other work that members want to propose or share

Steering Committee members shared their expectations and key competencies they plan to bring to the committee.

Parking Lot (items for future meetings)

Items that we might want to consider at future meetings

- Should we combine the website and future materials so that there is not a distinction between landmines and cluster munitions in our work?

Organizational Issues

Rapid response approval – subcommittee set up

A subcommittee was established to enable rapid response capabilities, with the expectations that the committee will use their discretion as to when responses might be better circulated with a larger group or the entire Steering Committee. The coordinator should also inform the Steering Committee when a rapid response is being considered.

In general, rapid response will be done in the name of the campaign and individuals quoted in responses may be identified by their organizations, but the expectation is that rapid response products would not list all the Steering Committee organizations. Rapid response can be done at the approval of two out of the three subcommittee organizations, but ideally would have consensus from all three.

The rapid response organizations, with lead and alternate individual indicated, are:

- Human Rights Watch – Steve Goose, Mary Wareham
- Humanity & Inclusion – Jeff Meer, Mica Bevington
- Legacies of War - Sera Koulabdara, Alex Hiniker

[TOR] The Steering Committee will establish a separate procedure for approval of press releases, which must be managed more rapidly – sometimes within hours.

Renewing membership list and admitting new members

The Steering Committee agreed that an effort to have past USCBL member organizations reconfirm their membership should be undertaken. **Jeff** will take the lead on this and **Sera** has offered to assist.

There was not consensus on how to add/approve new members.

[TOR] The Steering Committee is responsible, *inter alia*, for:

- [...]
- Approving of membership applications for USCBL and USCMC;
- [...]

If desired, the Steering Committee may delegate these responsibilities to the Chair organization or the coordinator. The Steering Committee may also decide to create sub-committees (on membership, for example) and delegate some of these responsibilities to the sub-committees.

Future meetings

The Steering Committee agreed that they would like to meet again this year but after the November election. The campaign should continue to have regular meetings every 6 weeks that are open to anyone.

[TOR] The Steering Committee will meet face-to-face at least three times per year, normally in Washington, DC:

- First quarter (Jan/Feb) to plan;
- Mid-year (May/June) to assess and revise; and
- Last quarter (Nov/Dec) to review, audit and reflect.

The face-to-face Steering Committee meetings may also allow electronic participation by audio call or video call. The meetings may also be scheduled in tandem with broader USCBL-USCMC community-wide meetings, either immediately preceding the community meetings or following them.

Any further review or clarification of the TOR

None

Parking Lot (items for next meeting, not mentioned in notes above)

Financial viability of the USCBL and paying for campaign expenses going forward.