



Minutes and List of Actions RDA Council Executive Committee Meeting 7 December 2021

Participants:

1. Jill Benn
2. Sandra Collins
3. Ingrid Dillo
4. Jason Haga
5. Robert Hanisch
6. Edit Herczog
7. Mark Leggott
8. Claudia Medeiros
9. Juan Bicarregui

Meeting Chair:

Mark Leggott

1. Financial Forecast RDA Global

The financial prospects, based on the known expenditure and income, for 2022 are positive. The table below shows the summary of the situation for 2022. Each of the line items are explained in sections below. The summary of the financial years 2018 – 2023 is included in Section 5. All figures are included in GBP (UK sterling) and based on a median exchange rate (EUR / USD) from 2021.

In summary, the forecast is based on a breakeven at the end of the financial year.

Forecast Income in GBP	
Item	Income 2022
GRANTS	£ 59,706.74

ORGANISATIONAL MEMBER	£ 177,915.46
INDIVIDUAL MEMBER	£ -
REGIONAL ENGAGEMENT	£ 124,167.56
PLENARY	£ 33,000.00
OTHER	£ -
TOTAL	£ 394,789.75
Item	Expenses 2022
SALARIES	£ 268,495.95
EMPLOYEE TAX	£ 40,025.00
VAT	£ 30,096.67
OFFICE COSTS	£ 13,888.52
TRAVEL & EXPENSES	£ 54,035.12
MISCELLANEOUS	£ 21,034.65
WEB COSTS	£ 30,580.23
BANK CHARGES	£ 513.08
TOTAL	£ 458,669.20
OVERALL BALANCE (INCOME - EXPENDITURE)	-£63,879.45
OVERALL BANK RESERVE 1 JAN	£191,495.30
OVERALL BANK RESERVE 31 DEC	£127,615.85
WIND DOWN / CLOSURE COSTS (4 MONTHS)	£125,000.00

1.1 INCOME COST CATEGORIES

The income forecast for 2022 includes a series of categories:

GRANTS	<p><i>Definition: Contracts where RDAF receives funding for execution of grant related activities.</i></p> <p>In 2022, RDAF will receive one final payment for a grant activity ending in March 2022</p>
ORGANISATIONAL MEMBER	<p><i>Definition: Annual RDA organisational membership fees.</i></p> <p>The amount forecast is based on the current organizational members and the forecast increase from 2022 based on the Financial Sustainability recommendations. No non renewing members nor new members are included as there is expected to be some balance between these two.</p>
INDIVIDUAL MEMBER	<p><i>Definition: Annual RDA individual membership fees.</i></p> <p>No income from this category is foreseen for 2022, in line with the Financial Sustainability recommendations.</p>
REGIONAL ENGAGEMENT	<p><i>Definition: Income from countries / regions with whom RDAF has a signed partnership agreement.</i></p> <p>For 2022, income is forecast from Australia, Europe, and France. No US income has been committed.</p>
PLENARY	<p><i>Definition: Income from RDA Plenary meeting organization, direct income to RDAF (as per Plenary 18) or via the 5% commission policy.</i></p> <p>A conservative amount has been included for the 2nd half 2022 as the plans for plenary meetings are not yet confirmed.</p>
OTHER	<p><i>Definition: Other relates to miscellaneous income streams.</i></p> <p>None are foreseen for 2022</p>

1.2 EXPENDITURE COST CATEGORIES

The expenses forecast for 2022 includes a series of categories. Detailed explanations on the forecast expenditure are provided below with a summary of previous years for comparative purposes.

SALARIES	This category includes all personnel engagement via consulting, grant related or employee contracts.
EMPLOYEE TAX	Taxes paid by RDAF for employees (not for consultants or grant related)
VAT	Paid on a quarterly basis, mainly due to reverse charges on consultant contract.
OFFICE COSTS	This category includes all accountant costs, legal and insurance costs, software licenses (e.g. Zoom, Asana), domain and email hosting (e.g. SharePoint)
TRAVEL & EXPENSES	Annual costs foreseen for staff travel and eventual other expenses (e.g. registration fees,)
MISCELLANEOUS	Budget for costs that do not come under the other categories and includes a % margin for unforeseen expenses (includes exchange rate fluctuations)
WEB COSTS	Costs related to hosting, development, maintenance of the RDA web platform
BANKING	Annual NatWest bank charges for four RDAF bank accounts.

The Financial Subcommittee presented the financial forecast for 2022, with two different scenarios for growth. The Executive Committee (EC) approved Scenario 2 by consensus, including the following additional investments to be made in 2022 and 2023:

- Hiring a new member of staff starting March 2022, a one-year (renewable) contract for a Communications expert to work with the RDA Foundation / Secretariat.
- The continuation of the Event Management contract for a 1 year term.
- The creation of a £125,000 Bank Reserve to cover the wind down costs of the organization. This amounts to 4 months costs in terms of salaries, accountants and legal fees.

2. Contract Renewals for Office Manager and Secretary General

The EC discussed the renewal of contracts and salary increases for the current RDA Foundation staff, based on documents prepared by the FSC and the Secretary General. The Executive approved the following by consensus.

- The renewal of the Office Manager contract for two years starting 1 March 2022.
- The renewal of the Secretary General contract for two years starting 1 February 2022.
- A salary increase for the Office Manager of 12.5%, to take effect 1 January 2022.

- An increase for the Secretary General of 5% of the current contract value, to take effect 1 February, plus a one-time performance bonus of 5% of the current contract value.

In addition, the need for a policy to reflect a consistent approach to an inflation correction for RDA staff was identified. The FSC will prepare a proposal for consideration at a future Council meeting.

3. The Role of Council

The EC continued an earlier discussion via email (in June 2021) regarding the role of Council members in the work of RDA, such as acting as co-chairs of Working and Interest groups, or reviewing case statements, charters and other outputs.

It was decided that it is beneficial for Council members to continue to be involved in the work of RDA. It was also recognized that it is crucial to have a formal Conflict of Interest policy, not only for Council, but also for the other bodies in RDA.

It was also recognised that it is important for Council to provide a final check, especially with respect to process, for the review of case statements, charters and outputs.

The Secretary General and co-chairs will work on:

- a proposal for a Conflict of Interest policy;
- an update for the wording of the role of Council in the work of RDA in the governance documents.

RDA Council Nominations Committee

Bob Hanisch volunteered to act as chair for the 2022 Nominations Committee. Mark Leggott will further liaise with him.