



## **Summary of Board meeting – 15 April 2024**

The Board met in London, with an agenda focused on the Commission's readiness for commencement of operations.

The Board welcomed the positive feedback from Commissioner engagements with the National Committee of American Foreign Policy and the Assistant Secretary-General for Human Rights and Head Office of the United Nations High Commissioner for Human Rights.

The Board received an update from the Lead Non-Executive Commissioner on the recent Audit and Risk Assurance Committee (ARC) meeting, including in relation to the financial position, work underway to provide assurance on the Commission's ICT capabilities, the timetable for the approval and publication of the Annual Report and Accounts and the development of the ICRIR risk register. The Board received a report on initial external audit enquiries regarding the Commission's status as a new body, including the Commission's budget, and considered resolving the Commission's responses to those enquiries. The Board was updated that the Commission's budget would be set out in the published Annual Work Plan.

The Board reflected carefully on the staged approach to be delivered by the Case Support Team, and how the proposed approach would feel from the perspective of those engaging with the Commission. The Board also considered the potential demand for emotional support services.

The Chair of the External Assurance Group joined the meeting to provide an overview of the work to date in establishing the Group. The Group's membership was expected to be finalised in the coming weeks, with a first meeting planned for early May. The Board noted the proposed interim support arrangements for the Chair of the Group.

The Board noted the regulations made by the Northern Ireland Office the previous week and ongoing work in relation to proposals for Enhanced Inquisitorial Proceedings in some investigations. They were advised of the forthcoming television and radio campaign highlighting the Operational Design consultation, and process and policy work in relation to the Commission's findings and report functions. The Board discussed the style and format of findings reports and the importance of a reconciliation lens.

The item for the Board addressed the Commission's information recording, handling and retention strategy. The Board noted the staff training which had taken place and that further training would be rolled out. Proper records needed to be kept and Commission business should only be conducted via authorised methods. Personal and other unnecessary information should not be retained for any longer than could be justified. The proposed approach was endorsed by the Board.

The Board agreed that the Commission should begin its public facing operations from 1 May and endorsed the planned approach to build up what the Commission does over the summer.