



**AMT  
Board of Directors Meeting**

**Luxembourg, 4 September 2009  
Meeting Minutes**

**Place:** ADA offices, Luxembourg

**Present:**

Members of the AMT Board

- Damian von Stauffenberg, MicroRate, USA
- Emmanuelle Javoy, Planet Rating
- Khaddouj Gharbi, AMSSF, Morocco
- Kimanthi Mutua, K-Rep Bank, Kenya
- Massimo Vita, Microfinanza Rating, Italy
- Luc Vandeweerd ADA, Luxembourg
- Mia Adams-Bormans, Belgium

Coordinator:

- Emma-Jayne Paul ADA, Luxembourg

**Absent:**

- Mamadou Touré, Pamecas, Senegal
- Wessel Venter Beehive, South Africa

Both excused for visa reasons.

**1. The Board meeting agenda was approved**

**2. Approval of previous Board meeting minutes, South Africa.** Minor changes were made and this document was approved.

**3. Activities update until end August 2009.**

- a. The awareness-raising workshop in Burkina Faso
- b. Members who have not updated their ratings: The following members have been allocated an extra year in which to update their rating (deadline 30<sup>th</sup> September 2010):
  - i. K-Rep, Kenya
  - ii. ACEP Senegal
  - iii. PAMECAS
  - iv. Faulu Uganda
  - v. Mec Afer, Senegal

The following MFIs will be sent a final warning:

- vi. PADME, Benin
- vii. Vital Finance, Benin

New administrative procedures were decided upon relating to this issue which can be found in annex.

Further to the above, it was decided that membership to AMT is based on the fulfilment of the following 3 principles:

- **Regular Ratings (not applicable to associate members):** Member MFIs can be excluded if they do not respond to an update request from the coordinator. With regard to rating agencies, they must actively conduct ratings in Africa.
- **Membership fees:** if a member does not pay its membership fees within 90 days of receiving its invoice for that year, they will receive 1 reminder with a deadline extension. Should they still not have paid by the 2<sup>nd</sup> deadline, their membership lapses. They will continue to receive information as before and be invited to AMT meetings but at their own cost.
- **Participation:** members must endeavour to attend meetings on a regular basis. Should they be unable to attend, they must explain why and offer an apology. If a member misses 3 consecutive meetings without explanation, they may be excluded.

A document explaining the rules and processes of membership will be drafted by the coordinator. The above principles will also be added to the rules.

- c. The website: the concept of the transparency checklist was approved and the relevant working group can continue working on this.
- d. The consultant database was also approved. Consultant approval would have to be reviewed on an annual basis to ensure MFIs are still happy with their services.
- e. The Investor Directory: Next year, this publication will be sold to African MFIs but members will continue to receive it for free (as long as their membership fee payments and ratings are up to date).

MIX study: a new deadline to receive the data was set for the 30<sup>th</sup> September for Planet Rating and MicroRate. Once the data has been analysed and an initial draft has been prepared, the coordinator will request MIX's approval of the document. This document will be a working paper rather than a study.

- f. Investor's Fair: a brief overview of the organisation of the fair was given and the following decisions were taken:
  - This year, rating agencies should also pay the €100 registration fee
  - All the proposed presentations were accepted and each should be limited to 15 minutes.
  - A ceiling of €900 was imposed on the amount that AMT will reimburse for member's plane tickets to Kenya.
  - Feedback from MFIs that attended last year's fair will be collected prior to the meetings in Kenya. The results of this will be presented at the General Assembly.
  - Next year, MFI registration fees should vary according to whether the MFI is a member or not. Members are subject to receive registration discounts.
  - Next year, investigate the possibility of holding an "investment readiness workshop" with the Grameen Foundation during the fair.
  - Investigate the possibility of drawing up a document for members which explains how to negotiate loans / engage with investors.
  - Continue to search for funding both from the local and international level.
- g. The AMT business plan must be ready by the European Week of Microfinance (week of the 26<sup>th</sup> November).

4. **Results of AMT evaluation.** The full, final version will be circulated to all board members for comments and approval. Board members are requested to respond within 1 week of receiving the document. Mia will then draw up the final report which will be presented to the General Assembly.

- 5. Code of Values.** It was decided that the code of values would become a “code of conduct for those that serve on the Board of AMT”. It can be annexed to the internal rules as part of the Board’s responsibilities.

A code for members will be worked on at a later date with the members themselves.

**6. Planning of 2009 General Assembly.**

- a. Outline draft agenda. This agenda can be found in the annex. In addition to the changes already incorporated in this document, the following was decided:
  - i. Next year, it may be interesting to have a working group of MFIs according to their region to prepare points 2b & 2c of the agenda.
  - ii. Board membership criteria were brought into question whilst reviewing the procedures for the election of board members. It was decided that any MFI that wishes to join the board must have had a least one rating and must have been a member of AMT for at least 2 years.
- b. Ensure that decisions taken from the working group on the effective functioning of AMT are properly implemented. No decisions taken.
- c. Election of board members (see point 6a.ii). All 4 member MFIs must stand down this year and indicate whether they would like to stand for re-election. There are 2 MFI spaces on the Board so the coordinator will write to all eligible members to deduce whether any of them would like to join this year and explain the processes.
- d. Concerning the proposed activity plan & budget for 2010, it was decided to form a working group of 3 people to work on these plans before the 2009 General Assembly. It was proposed to wait for the results of the internal evaluation as these will certainly guide AMT in its activities and services for next year. The members of this group still have to be defined.
- e. Proposed budget 2010 (see previous point).

**7. Review and approval of new member applications.**

The applications to join AMT were reviewed. The outcome of each institution’s application is indicated below.

MFI applications:

- a. Alidé, Benin\*. **APPROVED**
- b. Asiena \*. **Board have requested to have more information on this MFI before they can make a decision.**
- c. CAECE JIGISEME, Mali. **Board have requested to have more information on this MFI before they can make a decision.**
- d. CEC PROM MATURE, Cameroon. **Board have requested to have more information on this MFI before they can make a decision.**
- e. CRAN, Ghana. **APPROVED**
- f. ID Ghana\*. **APPROVED**
- g. PAIDEK, DRC **Board have requested to have more information on this MFI before they can make a decision.**
- h. PAWDEP, Kenya. **APPROVED**
- i. Prodia, Burkina Faso. **APPROVED**
- j. SDSA, Niger. **APPROVED**
- k. SMT, Sierra Leon. **Board have requested to have more information on this MFI before they can make a decision.**
- l. SOFINA, Cameroon **APPROVED**
- m. Kokari, Niger. **They applied too late and the board did not have a chance to review their application.**

For all candidates that did not provide enough information, the coordinator will contact them and ask them to send more details on their institution. Once received, the coordinator will circulate the information to the Board and each member must submit their votes to the coordinator within **1 week of receiving the information**. Decisions will be taken by majority voting.



(MFIs marked with an \* are partner MFIs of Entrepreneurs du Monde, a French NGO that has encouraged its African partners to become members of AMT in order to help them understand ratings and transparency).

Associate member applications :

- a. ALAFIA network, **APPROVED**
- b. Planet Finance, Senegal office – **more info required.**
- c. Bienvenu EBEN, employee of ACEP Cameroon (individual) – **more info required.**
- d. HEM Development, Togo (consultancy firm) – **more info required.**
- e. Jean-Paul KOUAKOU (Individual from Ivory Coast – setting up an MFI in 2010) – **more info required.**

The Board asked the coordinator to find out more information on certain associate member candidates in order to deduce exactly why they want to join. It is also important to find out in what way they envisage themselves contributing to AMT.

**8. Rating agency code of conduct.** The following was discussed:

- a. The rating agencies are setting up “Rating Agencies for Microfinance” (RAM) and have identified that Deborah Burund could be a good person to help them to define the regulations for rating agencies and how these can be applied to microfinance. It will further help them identify exactly what legally needs to be in the code of conduct.
- b. External auditors will check that the agencies are complying with regulations.
- c. The role of AMT in this informal association will be to support RAM and to help continue finalising the code of conduct.

**9. AMT experience at the Social Performance Task Force and the Rating Initiative meeting in Madrid.** No decisions taken.

**10. Issue of LAPO, Nigeria.** The following was decided:

- a. The coordinator will write to LAPO to highlight that we have been informed of the allegations against it and point out that the issues should be resolved with utmost importance. They will be asked to recount their side of the story. The letter should further suggest that they opt for a rating as soon as possible.

**11. Miscellaneous**

- a. The board agreed to reimburse Wessel’s plane ticket
- b. A travel protocol for board members will be drawn up by the coordinator.

**Point 3.b) Members who have not updated their ratings**

It was decided that any member MFI that does not respond to the 1<sup>st</sup> reminder email from the coordinator will receive a final reminder with a deadline in which to react. If they still do not respond, the member can be excluded.