

MINUTES
2nd MEETING OF THE CONSTITUTIONAL COMMISSION
1 MARCH, 2010
CONFERENCE ROOM
COMMISSIONS SECRETARIAT

PRESENT: Pastor Al Ebanks Chairman
 Julene Banks Member
 Wil Pineau Member

APOLOGIES: N/A

Secretariat members present:

Laura Jackson Analyst, Commissions Secretariat
Jason Webster Analyst, Commissions Secretariat

1. Meeting called to order

The meeting was called to order at 9:25 am.

2. New business

a. Minutes

- i. As the first meeting of the Commission was held prior to the organization of the Secretariat, no Analyst was present to record the minutes.
- ii. As such it was agreed that the Secretariat would forward the minutes' template to the members and they would draft the first set of minutes.
- iii. It was agreed that where possible minutes of meetings of the Commission are to be posted on the Commission's website.

b. Press Briefing

- i. The Commission agreed to hold a press briefing immediately following the next proposed meeting on 23 March, 2010 at 10:15 am.
- ii. The purpose of the press briefing would be to deliver, in broad terms, the immediate goals of the Commission.
- iii. Additional areas of focus were the Commissions' immediate objectives regarding education initiatives and engaging the public, key stakeholders and media.
- iv. The Commission will work together to create the speaking points for the press conference discussions.
- v. It was suggested that the overall message would be to communicate the contents of the new constitution by educating and engaging the public and working together to create understanding and inclusiveness of the components of the constitution and its impact for modern governance going forward.

c. Website

- i. It was agreed that a website has to be created for the Commission.
- ii. The Commission discussed the notion of only having one website for the four Commissions (Constitutional Commission, Commission for Standards in Public Life, Human Rights Commission, and the Judicial and Legal Services Commission).
- iii. It was decided that the Chairman should present this proposal at a meeting with the Manager of the Commission Secretariat and the Chairmen of the other Commissions.

d. Budget for Commission

- i. It was agreed that the Commission needed to discuss creating a budget with the Manager of the Commissions Secretariat for the projects of the CC.
- ii. It was suggested that the budgetary allocation of resources would focus on the following priorities: Constitutional Commission website, educational guides and printed materials and other reports and projects initiated.

e. Standardized procedure and administration framework

- i. It was agreed upon that the Commission would put in place procedures, policies and a standardized administrative framework. The aim is to create consistency, transparency and effectiveness in the work of the Commission.
- ii. The priorities are to set structures and operating procedures, a strategic plan for short term and long term goals, and the expectations of the commission. An up to date and interactive website is also necessary for accountability to the public.
- iii. Copies of a draft discussion document relevant to process and prioritisation were circulated to all present for comment at the next meeting.

f. Interaction and communication with community and other Commissions.

- i. It was suggested that the Commission draft a consultation statement that would entail how the Commission consults with the country at large.
- ii. Public feedback mechanisms were considered vital to garnish feedback from the community at large.
- iii. The CC voiced their wish to create a philosophy of unity with the other Commissions by a sharing of data, processes and systems.
- iv. It was suggested that it would be valuable for the relevant Commission chairs meet regularly especially throughout the organizational phase.

3. Any Other Business

There was no other business to discuss.

4. Items to be Discussed at the Next Meeting

Draft document relevant to process and prioritisation including-

- i. Defining the term "matters of national importance"; and
- ii. Ensuring that the Referendum law is in place as soon as possible.

5. Next Meeting

The next meeting will be held on 8 March, 2010 @ 9:00 a.m. in the Commissions Secretariat Boardroom.

6. Adjournment

The meeting was adjourned at 10:00 a.m.



**Pastor Al Ebanks
CHAIRMAN
CONSTITUTIONAL COMMISSION**