



**INTERNET WATCH FOUNDATION
BOARD MEETING**

**10.30am – Tuesday 1st December 2009
At The Commonwealth Club, 25 Northumberland Avenue
London WC2N 5AP**

MINUTES

Present: Eve Salomon (Chair),
Emma Ascroft (Industry Vice-chair)
Ian Walden (Independent Vice-chair),
Rodney Brooke
Naomi Cohen
Mark Gracey
Stephen Locke
Hamish MacLeod
Tink Palmer
Suzy Walton

IWF Staff: Peter Robbins (CEO)
Keren Mallinson ("KM")
Sarah Robertson ("SR")
Helen Redman

Apologies: None

1. Item 1: Appointment of new Independent Vice-Chair

Stephen Locke was appointed as the new Independent Vice-Chair.

2. Item 2: Audit Committee Report – Investment Options (Agenda Item 6a)

2.1. The Audit Committee Report on IWF Investments was discussed. It was noted that the IWF had two funds of money available for investment, these being the reserves policy fund and the short term cash sums that would feed through into the cash flow forecasts.

2.2. The Audit Committee made the following recommendations:

- That the policy reserves be divided equally, and then deposited into three separate longer term investment accounts.
- That the other monies be divided, and then invested in three different term deposit accounts.



2.3. It was noted that the Audit Committee had taken independent financial advice.

2.4. It was agreed that the Executive should make the investments recommended by the Report, and the Board authorised the Executive to do the same, subject to the Audit Committee ratifying the specific recommendations when monies become available for investment. The Audit Committee would keep the Board informed. It was further agreed by the Board that the Audit Committee ought to keep the investments so made under review.

Action 1

The Executive to proceed with making the investments recommended by the Audit Committee in the Report, and as approved by the Board.

Action 2

The Audit Committee to keep the investments made under review.

3. Item 3: Risk Summary and Register (Agenda Item 6b)

3.1. The Board noted that there had been a significant amount of work carried out by the IWF staff in this area. The Board then proceeded to discuss what, in its opinion, were the most significant:-

- external risks to the IWF; and
- internal risks to the IWF; and
- self-imposed risks to the IWF.

3.2. Following this discussion, it was agreed that the types of risks identified above could be grouped into the following categories of risk:

- Staff risks (e.g. care of and support, retention, operational issues)
- Loss of support (both financial support, and support from industry)
- Damage to reputation (including misuse of CAIC data, and more generally)
- Legislative risk (from government intervention)

3.3. It was agreed that the Executive should categorise the types of risk that it had already identified in the Risk Register, within the four categories of risk stated above.

3.4. It was further agreed that the Board would identify the most significant external, internal and self-imposed risks to the IWF on an annual basis.

3.5. The Executive was tasked to consolidate the risk register under each of the four aforementioned categories of risk.



Action 3

The Executive to categorise all of the types of risk that it has identified in the Risk Register within the following four categories of risk: - Staff Risks, Loss of Support, Damage to Reputation and Legislative Risk.

Action 4

The Board will carry out the process of identifying the most significant external, internal and self-imposed risks to the IWF on an annual basis.

4.Item 4: Strategic Issues arising from September's Joint Event (Agenda Item 8)

4.1. The Paper set out four recommendations:

1. Support the amended statement of the IWF's role, as set out in the Strategic Issues Paper; and
2. Support the IWF in adopting a more direct approach towards the international removal at source of potentially illegal child sexual abuse content without jeopardising relationships with partner Hotlines or breaching the rules relating to the Safer Internet Programme contractual arrangements; and
3. Support a scoping exercise to determine the demand for alternative lists; and
4. Endorse the consultation and communications with the Funding Council as described in paragraph 7.1 of the Strategic Issues Paper.

4.2. With regard to the Strategic Issues Paper's first recommendation, it was agreed that the Board Members would send any minor comments that they might have to the Chief Executive by email.

4.3. The Board noted that the Funding Council had encouraged the IWF to extend its international efforts as proposed (having advised that the IWF should take care in managing the relationship with NCMEC) and therefore the Board approved the second recommendation.

4.4. In respect of the third recommendation, it was agreed to undertake a scoping exercise as part of the Executive's next programme of work which would include a full risk assessment.

4.5. In respect of the fourth recommendation, the Board agreed that the Funding Council would be kept informed of the Board's decisions and indicated it considered it would be helpful for the Chief Executive to attend a Funding Council meeting to describe how the IWF would move to a more direct approach to international removal at source of potentially illegal child sexual abuse content.

Action 5

The Members of the Board are to send any minor comments on the proposed amended statement to the Chief Executive by email. The Executive is to then amend the wording of the statement accordingly. The Chief Executive will circulate the amended version of the statement to the Board.



Action 6

As part of the next programme of work, the Executive is to carry out a risk assessment process as part of a scoping exercise regarding the provision of alternative lists.

Action 7

The industry Board members are to consider inviting the Chief Executive to a Funding Council meeting to describe how the IWF would move to a more direct approach to international removal at source of potentially illegal child sexual abuse content.

5.Item 5: Wikipedia Assessment (Agenda Item 9)

5.1. The Board's attention was drawn to the recommendations set out in Table 1 of the Blocking of Wikipedia: progress review paper. These were all agreed subject to the following specific points:

5.1.1. In respect of recommendation 1a, the Executive was asked to submit to the Board a consolidated paper setting out what the new contextual processes and procedures are. KM confirmed that a paper would be submitted to the Board at February's Board Meeting, and would set out the escalation procedure for listing, and also look at the appeals process.

5.1.2. Recommendation 2a point 1 – The Chief Executive confirmed that the Technical Working Guide will be distributed to all the Licensees, their legal advisors and their Funding Council representatives once it has been revised.

5.1.3. Recommendation 4a point 2 - the Board agreed to a periodic unannounced inspection of the CAIC list in principle, subject to practical considerations such as scope and cost being agreed.

Action 8

The Executive is to submit to the Board, at the next Board Meeting, a consolidated paper setting out the new contextual processes and procedures.

Action 9

The Technical Working Guide is to be provided by the Executive to the Licensees, their legal advisors and the Funding Council representatives once it has been completed.

Action 10

Further detailed proposals are to be submitted to the Board regarding independent inspection and verification of the CAIC list.

6.Item 6: Communications Strategy (Agenda Item 10)

6.1. The Board discussed and endorsed the priorities for the communications objectives as set out in paragraphs 10 and 11 of the Paper. SR said that the



Communications Strategy is part of the IWF's overall business plan and would be reviewed in its entirety in 2010/11 as part of the preparatory work for developing a new three year business plan.

6.2. KPIs would be included within the IWF's Communications Strategy.

6.3. SR said that a web development agency was presently undertaking a scoping exercise for the redesign of the IWF website. Any proposal for re-design work would first be brought to the Board for its approval. The Chief Executive said that there was no allocation within the current budget for any website re-design work.

6.4. The Board agreed that they would look at Appendix A of the Strategy Paper (UK adult internet users: 2009 research report) at the next Board Meeting.

Action 11

The Communications Strategy is to be reviewed next year.

Action 12

The Executive will include KPIs within the next Communications Strategy.

Action 13

Any proposal as regards future re-design of the IWF website is to be submitted to the Board by the Executive in due course.

Action 14

A discussion of the UK adult internet users: 2009 research report is to be included as an item for discussion on the Agenda for the next Board Meeting.

7. Item 7: Sponsorship Policy (Agenda Item 11)

- 7.1. It was agreed that 'sponsorship' related to an arrangement whereby consideration was given in return for publicity. At present, the IWF does not have any sponsors. Companies that provide funds, goods or services to the IWF do so without any expectation in return and are therefore donors, rather than sponsors.
- 7.2. Nonetheless, it was agreed that it would be useful to have a Sponsorship Policy in place. However, gifts and donations would be outside the scope of any Sponsorship Policy.
- 7.3. The basic tenets of the Sponsorship policy framework set out in the paper were approved subject to clarification and amendments distinguishing between gifts and sponsorship.

Action 15

The Sponsorship Policy to be amended and clarified, so that it distinguishes between donations and sponsorship.

8. Item 8: Minutes of the last meeting (Agenda Item 2)



The Board approved the Minutes of the last Board Meeting held on 29th September 2009, subject to the reference to Ian Walden as "non-industry Independent Vice-Chair" being amended to read "Independent Vice-Chair".

9. Item 9: Matters arising (Agenda Item 3)

9.1. The Summary of action points arising from the Board Meeting on 29th September 2009 was considered by the Board:-

9.1.1. The Board was asked to return any outstanding Skills Set Audits to KM as soon as possible (Action 1); and

9.1.2. It was noted that as regards Action 9 (Funding Council Report and the self-certification pilot scheme), a meeting had been held on 17th November 2009 to prepare for the commencement of the pilot scheme in January 2010.

9.1.3. In respect of Action 12 (a scoping group to be established), it was noted that a further meeting of the scoping group would be held that afternoon. The Board was advised that once a list which encapsulated all inherent risks had been devised, then the scoping group would turn its attention to looking at remedies. It was noted by the Board that the scoping group might determine that a Code of Practice would not be a suitable remedy. It was agreed that KM would circulate the scoping group's determination on remedies for the next Board Meeting.

9.1.4. As regards Action 14 (Funding Model) the Chief Executive advised that there had been 28 responses to date in respect of the Funding Model. The Chief Executive confirmed that there would be a composite report produced to the Board at the next Board Meeting.

Action 16

The Board to return any outstanding Skills Set Audits to KM as soon as possible.

Action 17

A report will be brought to the Board after the pilot period self-certification scheme has ended.

Action 18

The blocking scoping group is to finalise a list encapsulating all inherent risks, and then look at remedies. The scoping group's determination on remedies will be brought to the next Board Meeting.

Action 19



A composite report on the Funding Model is to be produced by the Executive to the Board at the next Board Meeting.

10. Item 10: The Chair's Report (Agenda Item 4)

10.1. Item 4(a) – Confirmation of counselling arrangements. The Chair confirmed that counselling had taken place.

10.2. Item 4(b) – Minutes of the Executive Committee Meeting held on 11th November 2009. The Chair said that she, the two Vice-Chairs and an independent assessor would be interviewing candidates on Thursday 3rd and Friday 4th December 2009.

10.3. Item 4(c) – Meetings past and future. The Chair said that she had met with Talk Talk, and that she was also going to be speaking, as a member of a panel, at the Internet Services Providers' Association's conference on 2nd December 2009.

11. Item 11: CEO's Report (Agenda Item 5)

The Chief Executive drew to the Board's attention the fact that the Coroners and Justice Bill had been enacted although not yet implemented.

12. Item 12: Funding Council Report (Agenda Item 7)

It was noted by the Board that Andrew Cormack of Janet (UK) had been elected as the chair of the Funding Council, in place of Simon Persoff. The Chair confirmed that she would be meeting with Andrew Cormack in due course. The Board acknowledged and thanked Simon Persoff for his work as chair of the Funding Council.

Action 20

The Chair is to meet with Andrew Cormack, the new chair of the Funding Council, in due course.

13. Item 13: Financial Update (Agenda Item 12)

13.1. KM said that the draft budget would be presented to the meeting of the Audit Committee on 17th December 2009 prior to going to the Board at the next Board Meeting on 9th February 2010.

13.2. The financial position as to October 2009 was noted.

Action 21



A draft budget report will be presented to the Audit Committee on 17th December 2009 prior to going to the Board at the next Board Meeting on 9th February 2010.

14. Item 14: Membership Update (Agenda Item 13)

It was noted and approved by the Board that Facebook had sought full membership and RIM was seeking Associate Membership.

15. Item 15: Hotline Operational Report (Agenda Item 14)

The Board considered the Hotline Operational Report and recommended that the geographical charts be merged so comparable statistics year on year could be read more easily. It was recommended by the Board that it would be preferable if all the information in the Report was presented in the same format where possible.

Action 22

The method of presenting data in the Hotline Operational Report is to be reviewed, so that a consistent format is adopted throughout.

16. Item 16: AOB (Agenda Item 15)

16.1. It was suggested that with the imminent appointment of new Board Members, it would be prudent to carry out a review of membership of the Board sub-committees. The Chair said that she would circulate Members by email to review Committee membership, and that the matter then be listed as an item on the Agenda for the next Board Meeting.

16.2. The Chair thanked Ian Walden and Tink Palmer for their invaluable contributions to the IWF as Board Members over the last six years, and all present joined in conveying their appreciation.

Action 23

The Chair to circulate members by email regarding Board Committee membership going forward.

17. Item 17: Date of next Board Meeting (Agenda Item 16)

The date of the next Board Meeting is Tuesday 9th February 2009 at 10am at the offices of Yahoo!.