

Internet Watch Foundation

BOARD MEETING

10.00am - Tuesday 25 February 2014
GSMA, 7th Floor, 5 New Street Square,
Fetter Lane, London EC4A 3BF



MINUTES

- Present:** Sir Richard Tilt (RT) (Chair)
Mary MacLeod (MM) (Independent Vice-Chair)
Catherine Crawford (CC)
Jonathan Drori (JD)
Philip Geering (PG)
Peter Neyroud (PN)
Sue Pillar (SP)
Brian Webb (BW)
Andrew Yoward (AY)
- Apologies:** Jonny Shipp (JS) (Industry Vice-Chair)
Susie Hargreaves (SH) (CEO)
- IWF Staff:** Fred Langford (FL) (Director of Global Operations - DGO)
Heidi Kempster (HK) (Director of Business Affairs - DBA)
Emma Lowther (EL) (Director of External Relations - DER)
Sandrine Harvey (SJH) (Minutes)
- In attendance:** Mark Gracey (MG) (Chair of the Funding Council)

IWF Board Closed session

There was a closed session of the IWF Board from 9.35am to 9.45am.

1. (a) Welcome and Apologies

The meeting began at 9.45am.

The Chair welcomed Mark Gracey – Chair of the Funding Council - to the meeting, and specified that he was welcome to attend at any time.

There were apologies from Jonny Shipp and Susie Hargreaves.

(b) Declarations of Interest

RT, PG, MM and PN declared an interest in agenda item 15.

PN also declared an interest as he has been appointed as international independent expert in the evaluation of the effectiveness of EU funding.

2. Minutes of the previous meeting

4. Actions arising – item 8 from 26 February 2013 - A Board member queried if any conclusions had been reached in regards to the “Do the right thing” campaign. PG reported that the campaign was a good piece of work and the conclusions were under consideration. The conclusions will be reported to the Board at the June 2014 Board meeting.

Action: PG/EH to reach final conclusion for the “Do the right thing” campaign and present to the Board at the June 2014 Board meeting.

b. PRP and Benchmarking Proposal – A Board member asked if the pay of the Chief Executive should be removed from the minutes. The Chair mentioned that the Chief Executive agreed with these details being in the minutes. Other Board members also said it was part of the transparency of the organisation.

The Board **approved** the minutes of the meeting held on 26 November 2013.

3. Actions arising

Item 8.1.2 from 28 May 2013: It was agreed that contacts with Interpol should be given by CEOP/NCA rather than PN. This action is now closed.

Item 16.2 from 26.11.13: FL will not present images as they might potentially be criminal. A discussion has now taken place on this under AOB. This action is now closed.

Item 11 from the audit committee held on 06 February 2014: The Board has **ratified** the election of Sue Pillar as a member of the audit committee and has **elected** Catherine Crawford as a member of the self-certification committee.

Action: SJH to amend action sheet accordingly.

4. Funding Council Report 14 January 2014

The Chair noted the problem of communication raised in the FC communique, and regular meetings will take place between the Chair, CEO and DGO with the Chair of the Funding Council.

A Board member commented that it would be a challenge to raise awareness of the IWF without increasing inaccurate reporting. A discussion took place, concluding that the campaign will be targeted and many KPIs will be measured which included looking at any increase in accurate reports.

5. Audit committee report

a. Draft audit committee minutes 6 February 2014

The Chair of the audit committee drew attention to point 8, the risk register and point 9, the KPIs. These two items will be reviewed and presented to the Board in July 2014.

b. IWF Group management accounts to December 2013

Some explanations were given regarding the level of the Schroders cash deposit, the non-payment of the FC secretariat as of April 2014 and the difference between the EU grant received.

The DBA also explained that the Hotline audit had not been paid yet as IWF has not received an invoice. She also clarified that the income from the annual report is a refund from the previous year.

c. Draft Budget 2014 – 2015

The DBA explained that the budget for the office move will be updated once the final costs are known and that the FC secretariat payment needed to be amended as well due to the new MOU agreement with LINX.

The DBA confirmed that the rental deposit for the new offices had been included in the exceptional items.

Action: HK to update the draft budget 2014-15 accordingly.

6. Chair's report

The Chair reported that he:

- met with Damian Green, MP when he visited the offices in February 2014;
- MPs Damian Green and Ed Vaizey would be opening the offices in June 2014;
- and SH were meeting with some Members to improve the communication;
- will provide the names of human rights candidates to co-opt.

7. CEO report

2.1 2014-2018 Strategy

A Board member suggested that the Board should participate more in the strategic issues. The Chair confirmed that this was planned for the away day in July.

Some typos were pointed out, and they will be corrected as follows:

1. "Building on our work to the make..." should be read as "Building on our work to make...".
2. "Keeping the UK internet free of ..." should be read as "Keeping the internet free of criminally obscene adult content and NPI of child sexual abuse hosted in the UK".

Action: SJH to amend accordingly.

2.4 Obscene Adult Content

Following the recommendations of Lord Ken Macdonald in his Human rights report, the CEO is in discussion with various parties about handing over the

responsibility in assessing criminally obscene adult content hosted in the UK to another organisation.

The CEO will report back to the Board in due course.

Action: The CEO to report back to the Board about handing over the responsibility to another organisation in assessing criminally obscene adult content hosted in the UK.

A Board member queried whether the IWF should have no more responsibility for receiving reports relating to criminally obscene adult content hosted in the UK. A discussion took place on age verification and the DGO will report more details on prosecution of exposure of under 18 to adult content.

Action: FL to provide more details on prosecution of exposure of under 18 to adult content.

It was also mentioned that with a possible change of government in 2015, the OPA might be revised to allow more prosecutions, and this might have an impact on the IWF's work.

The DGO mentioned that the Paedophile and Predatory Offender Units were not keen on the IWF passing on their responsibility in the domain unless or until an agreed replacement has been identified.

4. Stakeholder Meetings

The Board discussed the opportunity of raising awareness about the charitable status of the organisation to increase the amount of donations. This might also pose a risk for the organisation, and further discussion will take place at the Board away day in July.

Action: Board to discuss raising the charitable profile of the organisation at the Board away day in July 2014.

A Board member highlighted that there was a positive shift in the relationship with NCA/CEOP, and the new CEO had been invited to take part to the dinner of the Board away day.

8. Maverick presentation

The Chair welcomed Dan Goldsack, Head of Factual and Mark Downie, Chief Creative Officer of Maverick TV to present their views on realising a documentary about the lives of IWF analysts.

Maverick TV is an independent TV and media production company providing a wide range of entertainments and documentaries. The interest of realising a documentary about the analysts' lives came from a quote from one of the analysts reported in an article.

The documentary would be based on the analysts and the impact the job they do has on their lives. The documentary would be broadcasted at a peak time (9.00pm) to reach a large audience to raise awareness about the IWF. The audience reached would be approximately two to four million viewers, and it would be broadcast by one of the following channels: BBC1, BBC2 or Channel 4.

In order for the documentary to be successful, the analysts would need to show their faces to bring more humanity in it. The filming would take place for approximately four months of the working and personal lives of the analysts.

The Board questioned Dan and Mark about various issues, such as the security of the staff, the possible change of mind of the staff - if they no longer wanted to appear in the programme and the impact the documentary might have on the analysts and their families in the future. Maverick TV reassured the Board that they had a duty of care, and that everything would be done to keep them safe.

The Board debated the various questions raised with Maverick TV and the real benefit to the IWF. The Board also expressed some concerns about the security of the staff, their families, the anonymity and the effects the documentary might have on the analysts' life in the future.

Based on all these arguments, the Board **decided to decline** the offer to create a documentary about the lives of the analysts.

Action: EH to inform Maverick TV about the Board's decision and thank them for their presentation.

9. Communications report

The Board **approved** the new logo and strapline subject to a minor change in the wording.

There were some discussions about the wording of the strapline, and the Board **agreed** that it should read as "**STOP child sexual abuse imagery online**" instead of "STOP online child sexual abuse imagery".

It was explained that the called-to-action "Do the right thing" is meant to be used in various contexts, either to report to IWF or for potential Members to join the IWF.

Action: EH to update the material with the new logo.

10. Technical Report

1.1 Hotline

1.1.1 Operational Trends

Further to a query from a Board member, the DGO clarified the increase in the number of public reports received.

6.2 Image and video hashing (photoDNA, Google Video hashing and other options)

The DGO updated the Board about the progress made with the video hashing technology as there is currently no standard, the organisation is looking for partners and met with an organisation, which is prepared to provide IWF with their product to generate intelligence where the content might be. The product is owned by the company itself and they would allow us to use it at no cost.

9. P2P

It was agreed that this item will be discussed at the June Board meeting.

10. ITUsage project and ICAIert

The DGO also updated the Board on the ICAIert and ITUsage project.

14. Other

14.6 The Board **agreed** that the DGO should not stand for election as President of INHOPE as the management team is already stretched with the various developments in the organisation.

International update

The DGO updated the Board on the international issues:

- 1) Mauritius: The Hotline has still not received any reports from Mauritius, but the work on raising awareness is still on-going.
- 2) Uganda: There are still on-going discussions to work with industries in Uganda.

The DGO mentioned that the CEO will attend a conference on COP in May in Uganda. A Board member expressed some concerns about the situation in Uganda, and the effect it might have on the IWF reputation. It was requested that the DER would prepare some messages to reply to any comments made about the IWF ethical policy.

Action: EH to prepare a comment about the IWF ethical policy.

- 3) The DGO explained how interest had been shown by other countries to use the OCSARP solution. A package with ECPAT, ICMEC and IWF is being created for the following countries:
 - a. Ghana – March 2014;
 - b. Trinidad & Tobago – April 2014;
 - c. Zambia – May 2014;
 - d. Vanuatu and the Pacific Islands – May 2014.

11. Torrent pilot project

The DGO explained the technology used within the torrent pilot project further to the request of a Board member.

There is an on-going discussion on the pilot's progress with the various parties.

The DGO confirmed that the URLs providing access to a torrent will not be included in the URL list during the project.

12. Director of Business Affairs report

The DBA updated the Board on the office move. Progress has been made on the draft contract and lease assignment. The dilapidations are currently under negotiation. The move is now planned for May 2014 and in the meantime, the current Boardroom has been converted into a second Hotline to accommodate the new analysts.

The Board thanked the DBA for all the work done in relation to the office move.

13. Business Plan

The Board **approved** the business plan. The Chair of the audit committee mentioned that the review of the KPIs will include the business plan.

14. Board handbook review

The Board **approved** the Board handbook review subject to the following changes:

6.3.3 should be read as "Appraisal will be conducted by the Chair at least every two years,..."

Policy on Trustee expenses

9.2 should be read as "Claims will be submitted via the IWF Finance Administrator and will be countersigned by the Chair or CEO".

Action: HK to update the Board handbook accordingly.

At 12.29pm, RT, PG, MM and PN left the room. In the absence of the Chair, BW chaired the item 15.

15. Trustees' payment

The Board members **approved** to increase the allowance paid to RT, PG, MM and PN linked to the cost of living rise backdated 1 April 2013 further to the approval of the Charity Commission.

The DBA also noted that the cost of living increase is at the discretion of the Board members and does not require the approval of the Charity Commission.

16. Future of IWL

The Chair queried what the tax consequences would be if IWL would be dissolved and why international work is not part of the charitable objectives. It was suggested that IWL could become a dormant company, which could be used for loan or borrowing, or any work, which might not fit within the charitable objectives fixed by the Charity Commission.

The Board **decided to defer the decision** about the future of IWL until more advice has been received at the next Board meeting in June 2014.

Action: HK to be advised by the auditors and the Charity Commission regarding the tax issue and the charitable objective, and present at the next Board meeting in June 2014.

17. AOB

- The DGO raised the issue of the lockers for the mobile phones in the Hotline. He explained that due to the nature of the work, the analysts were given open access to the internet and it would be easy to find another way of copying illegal

content by either using personal emails, or using USB keys. He also mentioned that should this policy enter in effect, it could convey the message that the organisation does not trust its employees.

The DGO also reassured the Board that audits for monitoring computers were in place, and that a third-party company was monitoring the systems administrators' access to IWF systems.

A Board member suggested that a reminder about the policy on the use of personal emails, phone or other should be sent every 6 to 12 months to the staff.

The Board **decided not to proceed** with the policy on mobile phone within the Hotline.

- In agenda item 3 action 16.2, the DGO did not present images level 1 as explained to the Board, and instead compared the 10-point COPINE scale with the 5-point Sentencing Councils Guidance scale to help understand what it would involve in lowering the threshold to take action against images of level 1 according to the Sentencing Guidance. The organisation is currently operating level 6 images in the COPINE Scale.

Further to the DGO's recommendation, the Board **agreed** to further discussions with CEOP, CPS and MoJ on taking action against images in the level 5 category of the COPINE Scale.

Action: FL to hold discussions with CEOP, CPS and MoJ on lowering the IWF threshold of action to level 5 of the COPINE scale and to report back to the Board on what this means operationally.

- The Board **agreed** that the same metrics are used for the non-Members licensees as for the full Members.

18. Date of next meetings

The next meeting will be held on 3 June 2014 in Cambridge.

The venue for the Board away day on 14-15 July 2014 has not been confirmed yet, but it will be in the Cambridge area.

It has also been **agreed** that the meetings will be held alternatively in Cambridge and London.

The meeting ended at 1.00pm.