The Institute of Ismaili Studies

Minutes of the Board of Governors
Held on 6 April 2020 via Zoom
Meeting No. 05/20

Governors Present:	Dr Shafik Sachedina
	Professor Afzal Ahmed
	Dr Mohamed Keshavjee
	Naguib Kheraj
	Mr Zauhar Meghji
Governors Absent:	Dr Aziz Esmail
Quorum present:	Yes
Others present:	Dr Farhad Daftary (permanent guest)
	Mr Amyn Kassim-Lakha (permanent guest)
	Mrs Selina Ramji (permanent guest)
	IIS Senior Management Team - by invitation (Dr Omar Ali de Unzaga, Salima Bhatia, Dr Hakim Elnazarov, Mike Freeman, Liz Geary, Dr Walid Ghali, Dr Shainool Jiwa, Dr Laila Halani, Dr Shiraz Kabani, Dr Tullio Lobetti, Dr Wafi Momin, Dr Gurdofarid Miskinzoda, Mira Skura, Dr Shiraz Thobani & Tara Woolnough)
Others absent:	Mr Shams Vellani (permanent guest)

The meeting was called to order at 2.00pm

1. Conflicts of interest

   a) It was noted there were no conflicts of interest arising from matters to be discussed.

2. Impact of COVID-19

   a) The Governors inquired as to the welfare of staff and students and the measures and approaches IIS are taking to ensure their safety and wellbeing.

   b) All Aga Khan Network agencies are reviewing their programmes and budgets in response to the pandemic so that institutions can prioritise the urgent needs of their constituencies. IIS is also revising its operational plan and budget.

   c) It was noted that IIS has stable sources of income but our ability to run programmes, especially those requiring travel and face to face contact, will be impacted. We have no plans to furlough staff or make redundancies as a result of the pandemic.

   d) It was agreed that the 2020 reforecast should be based on three months of severe interruptions and the gradual resumption of activities. It was noted that the impact will vary in timing and severity in different countries.

   e) We should take this opportunity to fast-track objectives which are not directly impacted by the lockdown and can be done using online collaboration.

f) IIS must accelerate its digital strategy.

g) It was agreed that quality of our programmes must continue to be upheld.

3. Update from the Business Continuity Planning (BCP) group

   a) All staff are now working from home and have access to our central IT platform.

   b) The BCP meet twice a week to take an overview of the wellbeing and concerns of staff and students, to look at issues and risks, and to look at planning processes moving forward.

   c) It was noted that there may be lower levels of productivity in some areas given the challenges of the lockdown and working from home.

   d) The BCP are currently engaged in a COVID-19 risk assessment exercise.

   e) GPISH and STEP teaching have been moved online and faculty have been trained.

4. Department of Graduate Studies (DGS) – Proposal for the 2020/2021 academic year

   a) It was agreed that we continue with the 2020 intake for GPISH and STEP on the condition that students are informed upfront that government restrictions, both in the UK and in their countries of origin, may affect the start date of the programme. We may also have to offer online courses to start with.

5. Any other business

   None

The meeting closed at 4.00pm.

Selina K Ramji
IIS Board Secretary
April 2020