



# I-DAIR

## Item #10.1: Institutional Update

I-DAIR Board meeting

28 February 2023

Anne Hassberger, COO



# Agenda

- 1 Our legal status
- 2 Our finance set up
- 3 Our people
- 4 Our home
- 5 Our partners
- 6 Our IT



# 1. Our legal status

- Registered 18.10.2022
- Tax exemption
- Reporting to Swiss supervisory authority for foundations planned



## 2. Our finance set up

- Due diligence (3 investors, incl. BDO audit company)
- Key findings and recommendations:
  - Satisfied with finance and project manual and procurement policy, but recommended to :
    - Further developing HR policies and processes,
    - Finalize the IT & data security policy
    - Better document budgetary reviews and legal compliance with local laws for international consultants
    - Include Board member with operational skills (financial & legal functional skills)



## 2. Our finance set up

- Requested:
  - More frequent financial reporting, including
    - Forecast expenditure reports (as we move from arrears to advance payments),
    - Organisational cashflow forecast
  - Separate bank account for one investor
  - Potential additional accounts audit



## 2. Our finance set up

- Bank accounts: BCGE will be used
  - collective signature
  
- Financial management system
  - facilitated financial reporting (actuals vs budget, by analytical axes: investor, project, activity and country)
  - direct access to accounts and transactional bookings
  - automated workflow (including approval of invoices)



# 3. Our people

- Transfer of staff contracts
- New Pension Fund and scheme for Switzerland based staff
  - Accident and lost income in case of illness
  - Property insurance
  - Third-party liability
  - Travel insurance: TBD
- Outsourced payroll services (Synergix)
- Salary scale update (Job Evaluation and Grade Structure Design report)



# 3. Our people

## Staff movement:

- Scientific Community Manager and Communications consultant left

## ➤ Recruited/ing:

- CEO (by Board)
- Senior Finance consultant (20%)
- temporary Admin Assistant
- temporary Communication consultant (6 months)

- planning a staff retreat when new CEO joins the team



## 4. Our home

- New offices
- Shared with and sublet from GAIN (NGO working on nutrition globally)- One year rental agreement, for renewal
- Located at the heart of International Geneva, next to la Place des Nations and opposite the Geneva Conference Center (CICG)
- 3 closed offices (1-2 people), with the opportunity to exchange one closed office for a bigger closed office (4 people)
- 3 desks in the open space
- Shared meeting room
- Shared common space (kitchens, etc)



## 5. Our partners

- Informed them of the key changes
- Transfer all contracts with partners

## New year, new status

We are pleased to announce the International Digital Health and AI Research Collaborative, I-DAIR, is now registered and running as an independent organisation under Swiss law.

Launched in 2019 to follow up on the UN Secretary-General's Road Map on Digital Cooperation, I-DAIR has since been hosted at the Geneva Graduate Institute. I-DAIR's headquarters have moved to their new offices at 7, rue Varembeé, in the heart of international Geneva, and operates its correspondence through new emails [[at](mailto:i-dair.org)][i-dair.org](mailto:i-dair.org).

This independence is the result of several milestones towards greater institutional maturity achieved in 2022, including:



### New Board

I-DAIR inaugurated its Board, bringing together leading voices from the digital and health fields and reflecting high standards of transdisciplinarity and diversity, with particular attention to gender, geographic and sectoral



## 6. Our IT

- Evaluated IT providers and selected two IT companies for the migration and overall IT Support
- Migrated away from Graduate Institute to own Google Workspace
- Agreed on Information Security Policy development strategy and first draft version available
- Benefiting from non-profit discounts for IT licenses



# Thank you

[i-dair.org](http://i-dair.org)

