Biometrics Institute Ltd
Minutes of the Annual General Meeting (AGM)
The AGM was held at 08:00 on Thursday 27 November 2025
at Hotel Kurrajong
8 National Circuit, Barton, Canberra ACT 2600, Australia
(meeting duration 53 minutes)

The AGM was held as a hybrid meeting with the following
online meeting start times across regions:
Wednesday 26 November
EST 16:00 | GMT 21:00 | CET 22:00
Thursday 27 November
AEDT 08:00 | NZDT 10:00

The AGM was held as a hybrid meeting so that members had the option of attending in person or dialling in from regions outside Canberra, Australia. Voting members were asked to supply proxy votes for director nomination at least 48 hours before the event. Eligible members attending the AGM were also able to vote at the meeting.

In keeping with regulatory requirements, the passing of resolutions was enabled by a show of hands by attendees at the AGM.

The AGM commenced at 08:03 and concluded at 08:56.

1. Those present / dialled in	Financial/ Non-financial	Membership Category	Number of Votes
Danish National ID, Jakob Dam Glynstrup	Y	Large user	6
Reason360, Brett Feldon	Y	Small supplier	1
Associate Member, Stephen Gee	Y	Associate Member	0
ID Transnational Consultancy Ltd, Roger Baldwin	Y	Small supplier	1
Aulich & Co, Terry Aulich	Y	Small supplier	1
Royal Netherlands Marechaussee (KMar) - Ministry of Defence (Mindef), Hans de Moel	Y	Medium user	4
Biometix, Ted Dunstone (arrived 8:16am)	Y	Small supplier	1
DIA, Dion Chamberlain (secondary member and DIA proxy votes given to the Chair)	Y	Very large user	0
Center for Identification Technology Research - CITeR, Stephanie Schuckers	Y	University	0

Proxies in attendance *(a main member sending someone else)*			
DFAT, Mark Furry *(arrived at 08:30)*	Y	Large user	6
Total votes in attendance			**20**

2. Apologies and proxies			
Proxy to the chair			
Department of Internal Affairs, New Zealand, Simran Kaur	Y	Very large user	8
Peel Regional Police Service, James Wingate	Y	Small user	2
HID Global, Patrice Erickson	Y	Large supplier	3
FBI, Ben Smith	Y	Very large user	8
Veridos, Armin Reuter	Y	Medium supplier	2
Cognitec, Terence Hartmann	Y	Medium supplier	2
Total proxy votes to chair			**25**

The Institute's Chair, Jakob Glynstrup, welcomed the members to the meeting.

The proxies were noted.

The Quorum (6 members / proxies present) was confirmed as 8 members were present and the meeting was declared open. There were no apologies.

Members had been asked to submit proxy forms as voting papers for the director elections. Those members who had not already submitted their proxy form and were in attendance were invited to use the proxy form to cast their votes at the meeting so that the election process could be administered.

3. Confirmation of minutes of previous AGM

The Chair of the meeting reported that the minutes of the AGM held on the 28 November 2024 had been noted as correct and as a true record of the proceedings.

He advised that the minutes were available for inspection from the Biometrics Institute. A copy was also available at the meeting upon request.

▶ Resolution:

Jakob Glynstrup proposed to move to confirm the minutes.

Brett Feldon seconded.

It was resolved unanimously via a show of hands and responses in the Teams Chat function that the minutes of the Biometrics Institute Annual General Meeting of 28 November 2024 were accepted.

Ordinary Business

4. Directors' Report

The chair outlined some highlights of the financial year referring to the Annual Report provided to members on the Institute's website and with links to the report supplied in the AGM notice.

Biometric technology continues to be developed and applied at high speed, which poses a challenge for legislators, regulators and standards-developing organisations. As such, independent, diverse and informed discourse about the responsible, ethical and effective use of biometrics is critically important in the biometrics sector.

Different use cases pose different risks and opportunities, and it is important to unpick the differences and apply good practices. The Institute provides an unbiased and balanced platform for discussion, guidance and education of its members, decision-makers and key stakeholders.

Through the Institute's very active and diverse committees, the expert groups help address potential gaps in legislation, regulation, policy and technical standards. Expert Groups then update or develop new guidance materials and tools. As with all good practice documents, these are developed under rigorous review by a broad range of members as well as the board. These documents have become an essential part of the Institute's activities and have gained worldwide recognition.

The Institute develops and curates its event, conference and workshop programmes to meet the needs of members and to respond to recent developments in biometric technology in different regions. Speakers and session moderators are engaged by the Institute to ensure that delegates have access to the broadest range of high-profile speakers, government members, regulatory bodies, and expert panellists at our events.

The Chair noted for members that the director, Hans de Moel, would step off the board at the AGM and thanked him for his many years of service on the board.

He then passed over to the chief executive to highlight some key developments noted from the Annual Report.

Key achievements during 2024-25

Connector
We said we would... Continue our event programme with a mix of in-person and online meetings to facilitate dialogue amongst our global membership. Continue participation in external meetings and events to further grow our network and outreach work, especially with a view to engaging with important industry groups in regions such as Asia-Pacific (Singapore), South America and South Pacific. Continue our capacity building initiative to engage with low-income regions and raise awareness about the responsible use of biometrics Explore how we can reward long-term and engaged members for their support e.g. introduce frozen membership fees for two- and three-year renewals
What we did... > Held four extremely successful in-person conferences across Australia, Europe/ UK facilitating very open and trusted conversations about the responsible use of biometrics > Moved the US Conference online by converting it into a shorter seminar keep the global community connected at a time where it was difficult to organise an in-person conference in the region > Membership growth slowed down due to the uncertainty of projects, funding and increased budget cuts. Member retention is very good. Our member services survey confirmed that 74.65% are extremely / very satisfied with our services. > Deepened the relationship with our Observer members from low-income regions by bringing two of them, Fiji and Papua New Guinea, to the Asia-Pacific event in Sydney and renewed the complimentary Observer status for all 18 organisations > Directors, heads of groups and the Chief Executive participated in 12 external events (in-person and online) to raise awareness of the Institute's mission amongst new and existing stakeholders and grow the network. Attended the Intergraf conference for the first time to engage with the secure document industry and returned to Bangkok to strengthen our relationship with the United Nations > Promoted with some success the three-year memberships to encourage members to take advantage of frozen fees
Next steps > Deliver our topical event programme with a mix of in-person and online meetings to facilitate dialogue amongst our global membership > Continue participation in external meetings and events to grow our network and outreach further > Continue the event collaboration in Singapore with HTX and the Immigration & Checkpoints Authority (ICA) has been confirmed for 30 April 2026. We will again organise two side- events to the TechXSummit which attracted over 200 attendees in 2024

> We will explore other opportunities to work with members to grow our outreach into existing and potentially new markets

Knowledge transfer: Information & education

We said we would...

Progress the education goal by launching a new in-person Short Course called *Fundamentals of Biometrics* consisting of four modules based on the *Good Practice Framework* which could then also be converted into online lectures

Explore how workshops and training can be delivered to low-income regions

Continue to offer our range of publications and maintain good practice material current through regular reviews. Discussions continue about a *Human Rights Impact Assessment Tool* as well as a *Biometrics Procurement Checklist*

Continue the *Industry Survey* in its current format but continue to update questions to stay relevant

Consider further explanatory graphics and short educational videos to promote the tools

Compile a Biometrics Institute Supplier Report on future trends

What we did...

> Delivered a new in-person Short Course *Fundamentals of Biometrics* in London in February 2025 to 12 delegates including Observer members from Papua New Guinea
> Delivered workshops on digital identity and on facial recognition alongside our major conferences
> Started work on an online version for the *Fundamentals of Biometrics* workshop and released a first segment of 20 minutes to seek member feedback which was extremely positive
> Developed 2 new guiding tools to help members gain a better understanding of the responsible use of biometrics including: *Procurement Guidelines (2025), Mitigating Biometric Vulnerabilities in Digital Identity – Executive Briefing (2024)* and updates to *the Privacy Guidelines (2025), Three Laws of Biometrics (2025)* and *Verification (1:1) and identification (1:n) explanatory graphics (2024)*
> Released short summaries from events (under Chatham House Rule) to capture important lessons learnt
> Released a new edition of the suppliers' *Concepts and Solutions Report* with insights on the future of responsible biometrics which was downloaded 446 times
> Improved the Annual Industry Survey (July 2024) through shortening the questionnaire focusing on questions most used in our communications. 263 participated and 108 members downloaded the slides. The Institute also used these slides across varied communications and in many presentations. The executive summary was accessed by 212 members and 249 non-members.
> Weekly *News Digest*, 43 issues across July 2024-June 2025 with opening rates averaging over 40%
> Quarterly *e-Newsletter* published
> Strengthened our social media presence through regular posts increasing our followers on LinkedIn to 5,827 (+15%) and on X to 7,402 (+1%)

Next steps

> Progress the education goal by exploring more online learning tools and shorter explanatory videos
> Deliver a workshop to low-income regions in the Pacific
> Continue to offer our range of publications and maintain good practice material current through regular reviews.
> Continue the *Industry Survey* in its current format but continue to update questions to stay relevant
> Consider further explanatory graphics and short educational videos to promote the tools
> Compile the next edition Biometrics Institute Supplier Report on future trends

Thought leadership and good practice guidance
We said we would... Become the leading voice for the biometrics community targeting media as well as key stakeholders Create a statement about the *"Relationship between artificial intelligence (AI) and biometrics"* outlining viewpoints or even consensus on this question. Create a new *Explanatory Dictionary* entry and a statement to be released in the last quarter of 2024 Participate in important events to promote the responsible use of biometrics e.g. an Australian government meeting in August 2024 and a UN-IOM Conference in Bangkok in December 2024 Strengthen the Institute's brand as the trusted source of information, education and guidance on biometrics Continue to promote the *Three Laws of Biometrics* and the *Good Practice Framework* as a risk management framework for biometrics. Review the *Three Laws of Biometrics* to test whether any updates are required Provide an independent and global platform for thought leadership Set priority themes for our community through the publication of the *State of Biometrics Report 2024*
What we did... > Participated in 12 high-level conferences and meetings to raise awareness about the responsible use of biometrics. These took place across the globe – including São Paulo and Sydney, Madrid and Milan, The Hague and other European locations as well as online. > Presenting findings from the *"Discussion paper: What is the relationship between artificial intelligence (AI) and biometrics"* to members at our events stimulating a range of viewpoints on the issue. We shared the paper with ministers, policy- and decision makers to raise awareness about the variations in the understanding of what is AI and what is biometrics > Collated members' viewpoints *Members' Viewpoints: The Use of Facial Recognition in Policing* in response to a roundtable discussion with the UK Policing Minister in January 2025 and in February *Members' Viewpoints: The Relationship Between Biometrics and Artificial Intelligence (AI)* > Published the *State of Biometrics Report 2024* which has been instrumental in shaping discussions within the biometrics industry. The report identified six priority themes – ranging from the use of AI to the future of DNA analysis – that formed the basis for important conversations with members and key stakeholders and is quoted by the Institute in various forums and formats. From press releases to highlight key considerations, to shape event agendas and spark conversation among attendees, to ensure the report has tangible impact and guides the conversation toward a people-centric and responsible use of biometrics > Invited key stakeholders and regulators to speak or attend our meetings and events to raise awareness about key issues and the *Three Laws of Biometrics* > Encouraged members to wear the "responsible biometrics" badge at our events and quote our *Three Laws of Biometrics* and *Industry Survey* slides in their presentations > Presented thought leadership through short videos with interviews of supplier members predicting future trends
Next steps > Explore further how we can become the leading voice for the biometrics community targeting media as well as key stakeholders > Attend a Facial Recognition Technology workshop in July hosted by the Office of the Australian Information Commissioner presenting members' viewpoints on the issue which were collated in the lead-up to the event > Participate in important events to promote the responsible use of biometrics e.g. an Australian retail crime event in July and an Australian Government event on digital identity in September. Looking ahead to October, the Institute will participate in a by-invitation-only event on new technology and policy in San Francisco and speak again at the ICAO Trip Symposium in Montréal in November, which focuses on the future of seamless travel and another event in Cancún and

- Strengthen the Institute's brand as the trusted source of information, education and guidance on biometrics through communication on social media and other channels
- Continue to promote the *Three Laws of Biometrics* and the *Good Practice Framework* as a risk management framework for biometrics.
- Provide an independent and global platform for thought leadership
- Set priority themes for our community through the publication of the *State of Biometrics Report 2025*

Jakob Glynstrup then invited Isabelle Moeller to talk through the Financial Report and to present the Chief Executive's report.

5. Financial Report

The Institute reported an operating profit of AUD130,217 against a forecast profit of AUD29,750 for this financial year.

This strong financial result was due to two conferences – Congress 2024 and the Asia-Pacific Conference 2025 – seeing substantial growth in delegate numbers as well as continued strong support from sponsors. In particular, the Institute's annual Congress held in London every year continues to be the sector's flagship event drawing delegates from around the world.

Total revenue from sponsorship fees increased YoY by A$20,706 and total revenue from registrations by A$141,026.

Forex exchange rates resulted in a currency gain of c.AUD38k and the Institute also earned income of c.AUD69k from interest on bank balances and term deposits during this financial year.

Isabelle Moeller noted that the financial statements of the company, the director's declaration and the directors' and auditor's reports had been with the members for the required period (refer to the Annual Report). As in previous financial years, she confirmed that the financial reports had been audited.

She pointed the attendees to the **statement of comprehensive income (p.26 of the Annual Report)** which forms part of the financial report outlining the operating profit of A$130,217 for the financial year. **As at the end of the financial year, the Institute's financial position (p. 27) is total equity of A$1,789,838.**

She noted the following other amounts (on p.27 and explained in the auditor's notes):

Current **"Trade and other payables" of A$500,868** (detailed in note 9 on p.40 "Deferred revenue" totalling A$390,452) includes event and membership fees paid in advance which will be transferred into income pro-rata every month or after an event has taken place.

The **"Provisions" of A$13,000** (detailed in note 10 on p.40 "Annual leave provision") is a new line item that is now reported by the Institute's auditors and details the total value of carryover annual leave days as at the end of the financial year. It is the Institute's policy to limit the annual leave days that staff can carry over and these must be used by staff by the end of Q1 of each new financial year.

The summary **"Income Tax Expense"** calculations on p.37 report prima facie tax payable on a surplus totalling A$32,554 before income tax @ 25%. However, once the tax losses in previous years carried forward are applied the Institute does not owe any income tax for the financial year. It was noted for members that for the previous financial year FY2023-24 a loss of A$40,362 was reported due to the IT CRM project write off.

The **"Prepayments"** totalling A$80,133 on p.39 include prepayments and deposits for events in the following financial year.

Although the Institute is operating in a challenging and volatile economic and geopolitical environment, management have forecast that revenue will continue to grow from both memberships and our events in our new financial year.

▶ Resolution:

Jakob Glynstrup proposed to move to receive the Directors' Report.

Ted Dunstone seconded.

It was resolved unanimously via a show of hands and responses in the Teams Chat function that the Directors' Report be accepted by consensus.

▶ Resolution:

The Chair asked for support to accept the Financial Report.

Jakob Glynstrup proposed to move the motion.

Brett Feldon seconded.

It was resolved unanimously via a show of hands and responses in the Teams Chat function that the Financial Report be accepted by consensus.

6. Election of directors in accordance with Rule 17 of the company's Constitution.

The Director Election Process was outlined by Isabelle Moeller.

As stipulated in the Institute's Constitution, there can be a total of nine (9) director positions on the board, two (2) of which can be "Appointed Directors" (appointed by the board) and a maximum of seven can be "Elected Directors" (elected by members at AGM).

Currently there are two (2) positions open for "Elected Directors". The members at the AGM vote for the "Elected Director" positions.

Re the ratio of users and suppliers on the board: Assuming there will be six (6) "Elected Directors" in total, there should be at least four (4) users on the board and a maximum of two (2) suppliers. As at the 2025 AGM, the board currently has one elected director who is a supplier member.

The following user/ supplier balance rule applies:

Total Elected	User ratio	Supplier ratio
9	6	3
8	5.33 = 5	3
7	4.67 = 5	2
6	4	2
5	3.33 = 3	2
4	2.67 = 3	1
3	2	1

At the Designated Board Meeting in October, the board reviewed eligible nominations and decided to select the following candidate for director elections at the 2025 AGM:

Name	Organisation	Region	Category	Contact level	Comment	Fulfils criteria
Dan Bachenheimer	Accenture	USA	Supplier	Main	Standing for re-election	Yes

Isabelle Moeller confirmed that the nominee is eligible and has agreed to be re-elected to the board at the AGM.

All members had been invited in the lead-up to the AGM to vote via proxy to facilitate the voting process.

▶ Resolution: **Resolved through the use of the proxy forms as voting paper that those receiving the most votes (subject to clause 17.1) will be elected as Directors.**

Name	Organisation	Region	Category	Number of votes received in favour
Dan Bachenheimer	Accenture	USA	Supplier	45

It was confirmed that the following Director was re-elected: Dan Bachenheimer

Special business

Amendment to the constitution

The AGM voted on the special resolution, that the constitution be amended as shown in the marked-up version made available to members ahead of the 2025 AGM.

The amendments were:

- To replace 'industry' with 'community' in the Institute's Constitution - clause 3.2 (c)
- To stipulate that Honorary members no longer need to be a retired office holder of the Institute but must be a member of the Institute - clause 8 (A) and 8 (A) (i). Members at the AGM agreed that this amendment should be clarified by stipulating that Honorary members must be 'a retired Active Participant of a current or former member of the Institute'.

▶ Resolution:

Jakob Glynstrup proposed to move to confirm and accept these amendments to the constitution.

Brett Feldon seconded.

It was resolved unanimously via a show of hands and responses in the Teams Chat function that the constitution be amended as proposed.

Next AGM

This is planned for Canberra towards the end of November 2026.

We would like to thank everyone for their dedicated and ongoing support.

There not being any further business, the Chair declared the meeting closed at 08:56.

Signed by: Jakob Dam Glynstrup

In role as: Chair

Name:

Date: March 27, 2026