

Attending: Secretariat (Carolyn Culey, Argjira Belegu-Shuku, Margaret Thomas, Annelise Parr, Lea Zoric (notes)), Bangladesh (Aftab Ahmad), Bond (Sarah Johns), Oxfam Novib (Leo Stolk), Madagascar (Zefania Romalahy), UNICEF (Tim Takona), The Netherlands (Theo van de Sande - chair), TAG Chair (John Adams)

Minutes of Meeting

1. Review of agenda:

- Agenda accepted; Minutes of July 9 Board meeting and MA meeting both previously consulted via Yammer and formally accepted.

2. Workstream 1 – Data Use

▪ Data Use Fund Update (John Adams):

- *Status:* First four contracts have been awarded and are (about to be) completed. Awareness raising measure implemented by Africa Open Data was especially well received, including plenty of media coverage, and has the potential for replication in other contexts. Activities implemented by Development Gateway (“cookbook” for IATI tools and AIMS integration tool in Senegal) are nearing completion and draft reports have been provided for comment; final reports remain to be submitted.
- *Challenge:* Several avenues of work are dependent on the datastore and therefore only a limited scope of activities can be advertised ahead of new datastore.

Action:

- *Proposal on monitoring and learning to be developed after the first set of activities is completed (Leo Stolk and John Adams, supported by Lea Zoric).*

▪ Datastore Procurement Update (Leo Stolk):

- *Status:* Zimmerman & Zimmerman has been selected through the UNOPS-led procurement process and costs are within the budget range; the contract is yet to be signed; work to be completed by December 2019;
- *Challenge:* A clear timeline and delivery milestones are an essential part of the contract. Contract delivery is to be monitored by UNOPS and payments made based on successful delivery as assessed by DI. Risks around potential delays are to be recorded in the risk register and carefully monitored.

3. Workstream 5 – Institutional Arrangements

▪ Presentation of Secretariat proposal (Margaret Thomas)

- *Feedback:* Proposed structure reflects previous discussions of the Board and aligns with the recommendations of the Working Group on Institutional Review. Additional information was requested on cost implications.
- *Challenge:* Implementing short-term arrangements and adapting to new structures, while developing a medium-term strategy for Secretariat consortium beyond 2019 in parallel.
- *Agreement:* Secretariat realignment proposal accepted by Board as proposed.

Action:

- *Cost implications of new structure to be defined through the current budget revision process (Annelise Parr & Argjira Belegu-Shuku).*
- *Roadmap for Secretariat transition to be developed; (Tim Takonia and Zefania Romalahy will continue to act as focal points in matters of institutional arrangements and to support and monitor the Secretariat's transition); updates of progress should be a standing item in subsequent Board meetings, and information shared with IATI members through regular bulletins.*
- *Prepare papers for formal extension of the Secretariat up to end of 2022.*
- 3-year strategic plan development (Margaret Thomas)
 - *Suggestion:* Sequenced process (to be kicked off before the end of the year): starting with discussions with the Board to frame the Strategic Plan, then engaging the IATI community through the development of discussion papers on internal status of IATI and the external environment leading to 2030; Drawing from big picture discussions, further consultations will enable IATI to focus in on key strategic direction for next three years. The Board will lead this process, supported by the Secretariat (UNDP).

Action:

- *Develop one-pager (based on Secretariat paper) to update community on Secretariat transition; this can be circulated to members through the next Chair's bulletin or in a separate communication devoted to Institutional Review.*
- *Process roadmap (incl. timeline) for the strategic planning process to be developed in next 2 weeks (Theo van de Sande and Annelise Parr).*
- TAG/TAG community
 - TAG Chair elections are to take place during the TAG in November; as there has been some discussion around the future standing of the TAG within the overall governance structure, the Terms of Reference (TORs) for the TAG Chair would need to be updated.

Action:

- *TAG Chair TOR to be updated (Carolyn Culey and John Adams)*

4. Workstream 3 - The Standard, TAG

- An update was provided by Leo Stolk on the Technical Audit concluded in August/September.
 - *Feedback:* Exercise was well managed, leading to a good proposal. Further discussion on the short and long term management of d-portal is required in

light of the work on a new datastore and to honour concerns expressed by members at the July MA.

- *Critical:* D-portal needs must be budgeted and work plan needs to include some flexibility to manage the needs and costs as they arise; while the Board requires full accountability for larger cost items (i.e. specifications of budget is needed).
- *Agreement:* Summary of decisions in regard to Tech Audit outcomes is listed below in annex. Further decision-making on the short and long term management of d-portal is required. Suggestions from the technical audit on institutional matters (Expert Advisory Group and re-branding TAG) will be addressed in the institutional arrangement workstream.

Action

- *Develop proposal for budget allocation procedure (division of decision-making authority between the Board and Secretariat) (Leo Stolk and John Adams)*
- *Revise budget plan and clearly indicate cost items that may and/or have changed (DI and Argjira Belegu-Shuku).*

5. Workstream 4 - Communication & Outreach

- IATI Anniversary event (UNGA side event)
 - Feedback on the successful 10-year anniversary event will be provided through Yammer; video clip of the discussion will be made available on IATI website.

6. Workstream 6 – Institutional Review

- Demonstration of Dashboard (Annelise Parr):
 - *Feedback:* The presentation of a new Dashboard was well received and considered a useful management tool that will increase the efficiency of the Board and support Secretariat internal project management, workplan monitoring and lead to greater transparency both internally and externally.
 - *Open questions:* Which of the items does the Board wish to see updated regularly and should there be a Board only Dashboard (section)?
 - *Suggestion:* “Learning-while-using-approach” and adjustments made depending on strategic priorities and needs of the Board for adequate monitoring.
- Y6 Budget:
 - Y6 Budget revision to be finalized by end of October.

7. AOB

- Meeting schedule:
 - *Suggestion:* Quarterly meetings with fixed agendas and dates, next meeting in December or January. Two physical Board meetings annually (one around the MA plus another one).

Action:

- *Develop proposal for meeting schedules (Theo van de Sande and Annelise Parr).*

Annex: Summary of Board decisions following Technical Audit

- *All posts can be advertised as fixed term contracts to 2022*
- *Validation services and datastore are prioritized until May 2019. Senior developer will review existing validation services in 2018 and subsequently propose the best way forward.*
- *Other substantive work (eg on the website) will be replanned as a result, without affecting overall performance and planning according to Annual Plan 2019.*
- *Once the datastore is up and running, previewer and CSV converter will be deprecated*
- *Detailed work plans with associated budgets on a quarterly basis will be reviewed with the Board focal points to monitor progress and agree on priorities for the next quarter. Issues of concern and/or with substantial budgetary consequences will be decided by the Board.*

Staff:

- *upgrade the vacant developer post from junior to senior level. Budgetary consequence: + 25 k/y (indicative maximum)*
- *recruit an additional business analyst. Budgetary consequence: + 88 k/y (indicative maximum),*
- *appoint a senior position for overall technical vision and project leadership. Budgetary consequence: none since it will be replacing existing positions.*

