Meeting of the IATI Governing Board
13-14 November 2019
Oxfam Novib offices, The Hague

Attending:
- Theo van de Sande (Chair, Netherlands); Jieru Zhang, Joseph Barnes (UNICEF); Leo Stolk (Oxfam Novib); Sarah Johns (Bond); Steven Flower (Open Data Services Cooperative); Zefania Romahaly (Madagascar); Annelise Parr, Anna Whitson, Margaret Thomas (virtual) (UNDP / Secretariat), Carolyn Culey, Wendy Thomas (virtual) (Development Initiatives / Secretariat), Argira Belegu-Shuku (UNOPS / Secretariat)

Not attending:
- Bangladesh

Notetakers:
- Annelise Parr (UNDP), Anna Whitson (UNDP), Wendy Thomas (DI)

<u>**Meeting Minutes**</u>

1.   Members' Assembly (MA) minutes
- 2019 Members' Assembly meeting minutes were accepted by the Board, taking into account the comments below. Minutes will be shared with members and posted on the IATI website.
- Board members requested that the 2019 MA minutes be edited to reflect that there was no solution around the issue of IATI's dependency on AidStream. The minutes will be updated to edit the following action point (on line 19) to read: *Secretariat to follow up with AidStream provider to ensure it remains available and up to date for all publishers that require it until a long-term solution is available.*
- There was a request to find ways to balance the representation between partner countries and development partners at the Members' Assembly itself.

Action item:
- *The Secretariat will finalize the 2019 MA minutes, and make these available to all members via regular channels.*

2.   Risk register
- The Secretariat noted that it has added one item to the risk register since the last Governing Board meeting. This is in reference to any potential legal or financial claims in regard to possible breaches of data, liability for which could rest with Consortium members as IATI is not in itself a legal entity.
- The Board requested further thinking and research by the Secretariat around licensing issues with the Datastore as IATI is now "offering" data. There was a proposal to undertake further research on how data could be removed or taken down, including perhaps by learning from the practices of OECD-DAC and other data standards.

Action item:
- *The Secretariat will undertake further research around licensing issues, as well as how data can be removed or taken down in line with practices established by similar data standards.*

3.   Conflict of interest register
- No new additions have been made to the conflict of interest register since the last Governing Board meeting; Additions can be made by Board members at any time in Smartsheet.

4.   Financial overview and 2020 income
- 2019 cash position: The Secretariat presented a financial overview for the remainder of 2019. Project expenditures and commitments for the remainder of Y6 amount to $2.9 million. IATI's anticipated cash position at the end of 2019 is $1.6 million USD, taking into account commitments and reserve. This cash surplus is attributable to funds carried over from previous years. Board members noted that the spending rate is starting to accelerate and draw down the surplus to a manageable level.
- 2020 Budget: The draft budget proposed by the Secretariat for 2020 is $3.4 million (not taking into account the in-kind staffing costs provided by the Consortium).
- Income: The assumption for 2020 is that all members who have been paying their membership fees will continue to do so, and income is expected to be $2.7m, including a voluntary contribution (USAID). Anticipated total income including cash carried over will be $4.4m.
- Board members commented that when outlining the 2020 budget, it is essential to note which expenditures are structural and which are incidental, particularly as we are expecting to draw down the cash position.

5.   Staffing updates
- UNDP updated the Board on its increased human resource capacity, having engaged a 50% P3 staff, which will become 100% on 1 January (interim support until COPE position is recruited). P2 staff has also been recruited and will begin in late November, focusing on data use, particularly with the partner country constituency.
- Development Initiatives (DI) will be recruiting additional developer capacity to replace departing developer staff. In the immediate term DI will utilise DI developers in Kampala and Washington DC, and in the medium/longer term, DI will develop a broader pool of developers for additional support.
- The Board raised the issue of safeguarding the staffing capacity for developers, as retention continues to be problematic for a number of reasons. Board members requested additional scoping work on developer recruitment, as well as the mechanics of establishing a flexible pool of developers to address retention issues.
- The Board asked to be updated regularly on the status of staffing within the Secretariat and requested development of a strategy for staff recruitment and retention, noting that

staffing levels and corresponding budget may need adjustments on the basis of the anticipated level of work in the 2020 and 2021 workplans.

Action items:
- *The Secretariat will provide updates on staffing arrangements as a standing agenda item for the Board at quarterly meetings.*
- *The Secretariat will draft a staffing strategy on how human resourcing will be managed going forward, tied to the level of ambition proposed for the 2020 work plan and beyond.*
- *The Secretariat will scope and report back to the Board on recruitment of developers through a hybrid full time and pooled approach.*

6. Strategic Plan (SP) Results Framework (RF)
- Following a request by members at the 2019 MA that the Board take forward an inclusive process to further develop the Strategic Plan's Results Framework, UNICEF hosted a two-day workshop in New York (6-7 November), bringing together a working group of eight IATI members representing all constituencies. The working group considered the zero draft RF presented by the Secretariat at the MA, and explored other suggestions on how to measure the effectiveness of the SP.
- UNICEF noted that there are some proposals in the revised draft of the RF that would need to be further fleshed out in terms of how they are operationalized, and the Board agreed to the proposal by the Secretariat to add dedicated capacity for developing some of the relevant methodology and baselines for the first few months of 2020.
- The Board agreed that the RF should be considered as a tool for engagement of all members, who are all accountable for delivering it, and that it should be complemented by "stories of progress and results", qualitative demonstrations of the impact that IATI data is having on the ground in improving the effectiveness of development cooperation and driving impact. The RF should be considered an adaptive tool that can be revised on the basis of its usability and usefulness over time, and that mid-way through implementation a review / discussion around the indicators will be opened to revise them as necessary.
- The Board requested that the draft RF be circulated among the membership for comments before the Board considers its approval. This communication should include a clear explanation of the process for developing the RF thus far.
- The need for monitoring of the RF will be considered when finalising the budget / annual work plan.

Action items:
- *The Secretariat will work with UNICEF to develop a message to the membership and receive comments on the draft RF. After comments are received and incorporated, the RF will go back to the Board for its review and approval.*
- *The Secretariat will begin work to develop the methodology and baselines for monitoring the RF in early 2020, and will consider any budget implications necessary for this process in finalizing the 2020 work plan / budget.*

7.   2020 Work Plan
- The Secretariat presented a preliminary budget and workplan for 2020, formulated based on a five year plan for operationalising the Strategic Plan. This version will be revised by 6 December, based on comments from the Board. The final draft should be circulated to members in mid-December.
- The Board requested the following specific amendments:
    - Personnel costs should be identified by percentage across each work stream.
    - A stocktake to review and strengthen the technical estate should be brought forward to 2020 to take full advantage of the new validator and better integrate technical tools. This will help in establishing a forward-thinking strategy on the technical tools in place, and especially for publishing tools.
- The Board noted the actions proposed to step up delivery by the DUTF and in this respect approved replenishment of the Data Use Fund (DUF) to $250,000 USD (which represents an additional $135,000 USD in 2020).
- The Board reiterated that the DUTF can feed into core technical projects, etc. but should not be the "owner." The DUTF work plan should be reviewed to ensure it is harmonised with and does not duplicate anything in the scope of the Secretariat.

Action item:
- *The Secretariat will finalize the proposed 2020 budget by 6 December, for recirculation to the Board. The final budget and work plan will be circulated to the membership by mid-December.*

8.   IATI Event 2020
- The Secretariat presented some initial thinking on how to frame an IATI annual event in 2020, to incorporate the Members' Assembly and TAG elements, but also to ensure room for communities of practice, working groups, etc. A steering group of members could be called upon to assist with preparations from early 2020.
- The Board requested a fleshed out concept note, to be circulated for their review by the end of November / early December, which could be costed and included in the final 2020 budget by mid-December. Specific feedback below should be incorporated:
    - Consider whether there should be a theme for the event.
    - Consider a three-day event, instead of four days.
    - Consider whether there should be "streams" for different types of attendees.
    - Attendance should be around 200-300 participants, with a targeted approach to inviting those outside of the IATI community.
    - Travel funding should follow the funding model of former MAs and TAGs.
    - Attendees should be technical / policy experts in the open data / transparency space.
    - Members were keen to see it take place in the Global South, with Istanbul a possibility, and the Board directed the Secretariat to consider factors such as

accessibility, language, safety and security in coming back with 2-3 options in the updated concept.

Action item:
- *The Secretariat will draft a concept note for the event to be shared with the Board by early December. This should include a preliminary scoping of locations and possible invitees and an initial budget, to be included in final budget projections for 2020.*
- *A steering group including members will be constituted to assist with substantive and logistical preparations for the event in early 2020.*

9.   Functioning of the Board / Board elections
- With upcoming Board elections in early 2020 Board members discussed the importance of clarity on the time commitment for Board activities, ensuring adequate partner country participation as this continues to be challenging (with language and translation issues) and ensuring a diverse Board (gender, age, region), while also balancing technical expertise.
- The Board requested that the nomination statement for elections be updated to highlight the need for individual and institutional, consistent commitment, and that the development of the Board terms of reference be redrafted in an advertisement-style, highlighting the benefits for prospective Board members.
- Bond and Madagascar announced their intention to stand down from the Board in 2020 having completed two terms, joining Bangladesh which has previously announced their intention to do so for the same reason.
- In absence of a clear decision on how the technical Board seat is elected going forward now that the TAG has been disbanded in favor of Working Groups and Communities of Practice, the Secretariat agreed to develop guidance and timeline for elections for consideration by the Board.

Action item:
- *The Secretariat will support the Board in drafting updated guidance and timeline for elections by mid-December, that would include a proposal on the election of the technical seat.*
- *Board members will actively canvass within their caucuses to encourage good candidates to come forward as nominees.*

10.   Working Groups and Communities of Practice / IATI Digital Platform
- The Secretariat presented draft parameters for the operation of Working Groups and Communities of Practice, which would be time-bound, advisory bodies, accountable to the Board. The Board agreed that Working Groups (WGs) should be open to members and non-members (who must be nominated by a member), except in cases where the subject is internal / governance-related. Each WG should contain dedicated seats for partner countries, and should include at least one Board member to ensure appropriate

linkages with the Board. Terms of reference / charter for each Working Group should be approved by the Board, and must contain a conflict of interest acknowledgement.
- Priority Working Groups to be constituted / continued in 2020 will be the Results Framework WG, a Technical Stocktake WG, and the Data Use Task Force (to be reconstituted as a WG), as well as a new Quality WG. The Board approved in principle funding for maximum one face-to-face meeting of each WG per calendar year.
- The Board agreed that Communities of Practice (COPs) should be member-led groups, with the Secretariat providing a digital platform with strong translation functionality for exchange of knowledge, and light Secretariat support to encourage participation and ensure linkages between COPs. The 2020 IATI event was seen as an incentive for participation in COPs, and a rallying point for which the groups could begin to organize.
- The Board noted the need to transition the Discuss platform into the new digital platform, and a general approach of streamlining availability of information, not duplicate it.
- A hands-on approach is needed to ensure successful facilitation of COPs, though no new capacity is required at this point as the function would be within UNDP's 2020 Secretariat structure.
- The Board approved the proposed budget of $80,000 for the construction of a new digital platform to support WGs and COPs, requesting further detail on the proposal and calling upon UNDP's experience and platform model used for the SP consultation.

Action items:
- *The Secretariat will support the formation of the initial Working Groups in early 2020.*
- *The Secretariat will propose SOP updates to institutionalise COPs & WGs.*
- *The Secretariat will draft terms of reference for the digital platform, to be reviewed by the Board in early 2020.*

11.   Standard Operating Procedure (SOP) updates / action items:
- Updates to the SOPs were co-drafted with the Board and will be circulated to the membership for approval via the new written procedure (in the next Chair's bulletin).
- The Board also noted that the SOP needs a statement on conflict of interest.