

## MEETING OF THE IATI GOVERNING BOARD (VIRTUAL)

DATE: 13 FEBRUARY 2019

**Chair:** Theo Van de Sande (Ministry of Foreign Affairs, the Netherlands)

**Participants:** Secretariat (Carolyn Culey, Argjira Belegu-Shuku, Margaret Thomas, Annelise Parr), Bond (Sarah Johns), Oxfam Novib (Leo Stolk), Madagascar (Zefania Romalahy), UNICEF (Tim Takona), TAG Chair (Steven Flower)

**Not attending:** Bangladesh (Rezaul Bashar Siddique)

**Notetaker:** Lea Zoric (UNDP)

### Minutes of Meeting

#### 1. Review of Agenda:

- Agenda accepted;
- Minutes of 2/10/18 GB meeting accepted.
- Announcement of change in Bangladesh representation in the Board.

#### 2. Updates on Workstreams Q1/Y6

The Board reviewed Q1 (Sept-Dec 2018) implementation through a new project management dashboard accessible to the Board on an ongoing basis. Highlights include:

##### 1. Promoting Data Use:

- Datastore contract has been signed; contract monitoring through UNOPS and DI (tech team) ongoing;
- New d-portal features have been well-received among the community;
- French version of the IATI website has been launched (Q2).

##### 2. Data quality:

- Highlights including some major new publishers such as Mastercard, Japan (MoFA) and UNIDO are among the 43 new publishers as numbers passed 900 in total

##### 3. IATI Standard and infrastructure

- Implementing recommendations from the technical audit, DI team is at full strength, following the recruitment of a new tech lead set to start in March.
- Regular calls with the tech team, TAG Chair and Board representative are taking place and blogs published after these meetings to increase transparency with members around planning and implementation of the technical work plan.

##### 4. Communication and Outreach

- Transition of communication from DI to UNDP is in the planning stages;

***Action:*** Sarah Johns will join calls with the TAG Chair and tech team when data quality is on the agenda

#### 3. Institutional arrangements

### Y6 workplan and budget

- The Secretariat presented a budget revision for Year 6 implementing decisions of the MA. In summary, the original budget approved by members for Year 6 amounted to \$2,897,795. Commitments carried over from Year 5 add a further \$591,099, bringing the total approved Year 6 budget to \$3,488,894.
- The proposed budget for Year 6 adds \$719,432, bringing the total proposed revised Y6 budget to \$4,208,326, representing an increase of 21% on the approved budget, during an implementation period of 16 months or five quarters.
- The Board acknowledged the increase of 21% and took the view that further MA approval had been implicitly given when the MA agreed to the 16-month financial year and requested the Board to work to implement decisions made during that meeting.

**Decision:** *The Board approved the budget revision for Year 6 and expressed appreciation for the clear manner in which it was presented (document attached) and shown using the new dashboard on the project management space.*

### Risk register

- Board members requested to take more time reviewing the risk register in order to have a further discussion during the next Board meeting.

### Transition arrangements

- Following approval of the Secretariat transition plan during the October Board meeting, the Secretariat provided an update on the activities undertaken to strengthen accountability, including quarterly performance and workplan reviews at management level among the three consortium partners, and establishment of arrangements through a RACI exercise to clarify internal Sec responsibilities, reporting lines and accountabilities;
- UNDP is concluding paperwork to formally accept the request of the Board Chair to continue to provide Secretariat functions up to end of 2022;
- Questions around the future format for an effective TAG are in scope and it is proposed to hold a limited, tech focused meeting in late June that could include this topic as part of broader strategic planning discussions.

### **Action:**

- *Ensure Board members can access the online risk register in Smartsheet and review in the May Board meeting*
- *Plan a focused technical meeting on 25-26 June*
- *Recruit two additional staff/consultants for the IATI Secretariat for Communications/outreach project support activities (UNDP)*
- *Continue to improve workplan annual metrics to strengthen monitoring of progress (Sec)*

## **4. Workstream 6 - Strategic Planning**

Board members received a progress status update report against the approved roadmap. Members expressed strong appreciation for the consultation platform provided by UNDP which offered a powerful auto-translation feature which was valuable to ensure broad participation in a range of languages. Nonetheless in subsequent consultation phases, even greater efforts should be made to ensure engagement with partner country representatives. A sample of discussion trends was shared, and the Board considered the possibility of extending the timeframe for input if necessary beyond the state time, even though this would be unmoderated. The Secretariat confirmed that even after closing the consultation, all the content would remain available and public. Moderators have started their work and agreed to draft brief summaries of the consultations. A 30 day consultancy is foreseen with one of the moderators to take forward drafting work on the strategic directions paper and strategic plan, in close consultation with the Secretariat and Board.

**Action:**

- *Two calls/webinars to be held with CSO constituencies to encourage them to participate and work them through the online platform modalities (Sarah Johns)*
- *Discussion on involvement of PCs as well as with multilaterals and others (Zefania Romalahy in cooperation with Rezaul Bashar Siddique)*
- *Share SP consultations contact register with GB and moderators (Sec)*

**5. MA 2019**

- GB approves proposed 9 - 11 September dates for the 2019 MA;
- GB agrees to accept the generous support offered by the EC and agreed that the MA will take place in Brussels.
- Questions regarding content, theme and external speakers will be considered in detail at the next GB meeting (May 2019) or in writing.

**Action:**

- *Continuous engagement with EC regarding the securing of appropriate conference rooms and clarification of other logistical matters (UNOPS)*
- *Save the date for MA to be included in next Chair's bulletin (Sec)*

**6. AOB**

- May GB meeting will be a face-to-face meeting and be held in The Hague, hosted by Oxfam Novib;

**Next GB meeting:** May 15/16 2019, The Hague

## **ANNEX: Year 6 Budget revision - request for Board approval 13 February 2019**

The purpose of this document is to seek approval from the Governing Board for a revision of the IATI Year 6 (September 2018 - December 2019) budget.

### **Fund availability for Y6 implementation period**

Estimated funds available for the implementation of the Y6 workplan and budget are expected to be \$5,213,656, as follows:

- \$2,789,605, consisting of Y6 income from memberships (\$2,644,430) and voluntary contributions (\$145,175);
- \$2,424,051, consisting of cash carry-over from previous years including the interest earned in the trust fund for the period 2013-2017.

### **Proposed budget for Y6**

- The original budget approved by members for Year 6 amounts to \$2,897,795. Commitments carried over from Year 5 add a further \$591,099, bringing the total approved Year 6 budget to \$3,488,894.
- The proposed budget for Year 6 adds \$719,432, bringing the total proposed revised Y6 budget to \$4,208,326, representing an increase of 21% on the approved budget, during an implementation period of 16 months or five quarters.
- One-off or non-recurring expenses in Year 6 amount to \$1,036,765 (See Annex for details).

### **Budget revision**

Income from memberships	\$2,644,430	
Income from voluntary contributions	\$145,175	
Income and interest carried over 2013-17	\$2,424,051	
	<b>\$5,213,656</b>	
<b>Outgoing</b>		
Commitments carried over from 2017		\$591,099
Approved budget Year 6		\$2,897,795
Budget revision		\$719,432
		<b>\$4,208,326</b>
<b>Estimated position at end of Year 6</b>	<b>\$1,005,330</b>	

The budget increase results from the following three key factors:

1. The addition of a 'fifth quarter' extending the duration of IATI's Financial Year 6 to 16 months to align it with calendar years starting from January 2020;
2. Adjustments as a result of recommendations agreed by the Board following the IATI technical audit;
3. Adjustments to implement changes proposed by the Working Group on Institutional Arrangements and accepted at the 2018 MA;
4. The 2019 Strategic Planning Exercise.

**High level overview of key revisions**

**Strategic element 1: Promoting Data Use**

Approved Y6 budget \$623,101	Revised budget \$598,872	Adjustment: \$ -24,229
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**Key adjustments - Data Use:**

- Data use and outreach support at UNDP changes from consultancy to staff (\$-32,349);
- Procurement of the datastore by UNOPS in place of DI.

**Strategic element 2: Improving data quality, breadth and depth**

Approved Y6 budget \$476,236	Revised budget \$430,843	Adjustment \$ -45,393
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**Key adjustments - Data Quality:**

- Staff adjustments at DI (part of overall adjustment together with Strategic element 3)(\$ -67,345);
- Contracts with Open Data Services for org-id (\$2,003);
- Procurement of a new validator service undertaken by UNOPS instead of DI (\$19,949).

**Strategic element 3: Maintaining and strengthening the IATI Standard**

Approved Y6 budget \$637,341	Revised budget \$872,449	Adjustment \$ 235,108
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**Key adjustments - IATI Standard:**

- Staffing adjustments (\$165,631) as follows:
  - Streamlined management of technical functions by a new full-time Technical Lead at DI, replacing both the IATI Project Lead position and the IATI Technical Lead position included in the original Y6 budget (budget neutral);
  - Recruitment of an additional Business Analyst from January;
  - Addition of a third developer post at senior rather than junior level.
- Addition of a Product Development Fund, included in the budget revision with a reservation of \$50,000, and subject to quarterly reviews with Board focal points.
- Additional travel costs attending TAG 2018 (\$19,477)

Strategic element 4: Communications and Outreach

Approved Y6 budget \$479,890	Revised budget \$ 524,504	Adjustment \$ 44,614
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**Key adjustments - Comms and Outreach:**

- Additional surge capacity at UNDP (\$37,614);
- Travel between DI and UNDP for joint programming until communications activities are consolidated at UNDP (\$7,000).

Strategic element 5: Institutional arrangements

Approved Y6 budget \$563,342	Revised budget \$ 767,434	Adjustment \$ 204,092
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**Key adjustments - Institutional arrangements:**

- Addition of a full-time position at UNDP from Q3, working on Outreach and Communications (\$173,092);
- Additional travel both for face to face Board (one more per year in addition to the MA) and Secretariat coordination meetings (one more per year) (\$31,000).

Strategic element 6: Transition activities and 2019 Strategic Planning exercise

Approved Y6 budget \$0	Revised budget \$ 243,943	Adjustment \$ 243,943
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**Key adjustments - Transition:**

- Up to four country case studies as part of the Strategic Planning process (\$20,000);
- Face to face focus group/workshops, as above (\$100,000);
- Full time Project Specialist at UNDP to support general secretariat work, Q3 (123,943).

Management fees

Approved Y6 budget \$117,885	Revised budget \$ 179,182	Adjustment \$ 61,297
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## ANNEX

### Non-recurring Y6 activities

During Y6 the following budget activities amounting to **\$1,036,765** are considered to be **one-off (non-recurring) costs**:

- 1A - New data store built to meet data use needs: \$136,727
- 1B - Data use strategy implementation ongoing: \$250,000
- 2B - Improved data quality by existing publishers: \$40,000
- 2D - Self-service guidance and validation tools available for publishers: \$50,000
- 3A - Key systems, tools and infrastructure are stable and continuously improved: \$50,000
- 3B - The Standard is aligned with IATI's overall strategic direction: \$30,101
- 3C - \*Annual TAG meetings: \$210,676
- 4B - Engagement: \$35,200
- 4C - Communications: \$7,000
- 4D - Website: \$38,000
- 6A - Transition and Strategic Planning: \$120,000
- Management fee: \$69,061

### Year 7 projections

**Income in Y7 (January - December 2020) is anticipated at \$2,609,400**, based on the assumption that all those organisations that have paid in Y6 will do so again, and that the contribution levels remain the same.

Based on the current revised budget of \$4,208,326, taking out the non-recurring budget of Y6 (USD 1,036,765) and the additional quarter in Y6 (\$1,016,743), the anticipated Y7 budget would come to approximately \$2,154,818, resulting in an anticipated **surplus income projection of \$454,582**.

\*Subject to decisions within the broader SP exercise around future configuration of the TAG