

E-MEETING OF THE IATI GOVERNING BOARD

DATE: MARCH 16 2018, GoTo WEBINAR

Participants

Attending: Bangladesh (Aftab Ahmed), Canada (Stephen Potter & Yohanna Loucheur), Madagascar (Zefania Romalahy), Publish What You Fund (Cathy Turner), Secretariat (Carolyn Culey, Argjira Belegu-Shuku, Annelise Parr, Lea Zoric), TAG Chair (John Adams), UNICEF (Tim Takona)

Not attending: Sarah Jones (Bond); comments sent ahead via Yammer.

Agenda

1. **Welcome; Review of agenda**
2. **Approval of London Board Meeting Minutes**
3. **Election outcome; Transition to new Board**
4. **Working Group Updates**
5. **Outreach Update**
6. **Secretariat Extension**
7. **Y5 Budget**
8. **Technical Update**
9. **MDB Meeting**
10. **Next Board meeting; Dates for MA; AOB**

Minutes

1. Welcome, Review of Agenda

- No changes to the agenda (as above) were proposed.
- The Chair mentioned that this was most likely the last Board meeting it would be chairing before the new Board takes over and thanked other Board members as well as the Secretariat for the excellent collaboration over the last two years.

2. Approval of London Board Meeting Minutes

- A few minor changes and clarifications to the draft minutes from the London meeting were discussed; otherwise the minutes were accepted subject to these minor updates.

3. Election Outcome, Transition to new Board

- Election results have already been communicated publicly. Canada and PWYF were thanked for their service as they leave the Board having completed two years; the Netherlands and

Oxfam Novib will take up those two seats; other seats remain unchanged (Bond, UNICEF, Madagascar, Bangladesh and TAG Chair – UK).

- Reference in the London Minutes should be corrected to align with the SOPs entry on election transition dates.
- Chair and Vice-Chair be selected by the new board members in first meeting (as soon as possible, ideally in early April).
- ⇒ A call with the new Board and the Chair and Vice-Chair shall be scheduled by the Secretariat before the end of the month in order to discuss hand-over and transition, as well as discuss the upcoming meeting with the MDBs (Agenda item 9).

4. Working Group Updates

4.1. Update Data Use Task Force (John Adams)

- DUTF is well institutionalized, bi-weekly calls are taking place; a diverse group of members participates actively;
- Call for the Expression of Interests for the Data Use Fund is about to be published and serves the purpose of establishing an overview of qualified and interested service providers/vendors; a set of specific TOR (based on selected User Stories) is to be developed. Priorities include data quality, data validation, awareness raising and advocacy. One challenge thereby is that the design and implementation of some of such measures require a working Datastore, hence some the measures are dependent on the new Datastore being developed.
- ⇒ Stronger outreach and inclusion of French speakers needs to be taken into account, as well as measures to encourage more women participation. The TAG Chair confirmed that broader community participation was part of the basic principles for the DUF and agreed that the Eol shall be translated into French (supported by Canada) and be published in both English and French.

4.2. Institutional Review Working Group (Tim Takona)

- Members include DFID, France, Germany, Madagascar (board/co-chair), Montenegro, Sierra Leone, Somalia, UNFPA, UNICEF (board/co-chair), Interaction, Zimmerman & Zimmerman, AfDB, the Netherlands and the Association of Freelance Journalists.
- The group meets virtually on a bi-weekly basis;
- Two analytical papers are being developed:
 - 1. Review of the PBD report and summary of key issues extracted;
 - 2. Analysis of options, including a MPTF (based on discussions with members of working group that prefer the option of a Multi-Partner Trust Fund Option).
- Recruitment of Consultant for institutional review posed some challenges regarding the contracting modality. In the end it was agreed that DI would recruit the consultant, who will work under the guidance of the working group;
- Initially very few applications were received and therefore the deadline for applications was extended for a week. 6 applications were received, and a sub-group of the working group will conduct the assessment and final selection;
- Consultant shall start working on 23rd of March if possible; face-to-face meeting with consultant in late April envisaged to discuss initial findings and suggestions and define

priority recommendations that shall be shared with Board in May. Final report, building on initial report from last year, to be presented to the Members' Assembly in June.

5. Outreach Update

- Please refer to the [IATI Outreach and Engagement Update paper](#).

6. Secretariat Extension

- Both papers (formal request and response) are based on the discussions held during the London Board Meeting and are ready to be sent out;
- Acceptance to be signed by Board Chair and UNDP Senior Management.

7. Y5 Budget

7.1. Y4 expenditure compared with budget - narrative summary

- Activity costs for DI were \$313,015 lower than budgeted, primarily because the Y4 budget included \$250,000 as a placeholder for work on data use;
- Significantly less was spent on events and external engagement, with savings of \$42,156 on these two budget lines;
- DI's staff costs were \$108,413 lower than budgeted due to delayed recruitment of additional technical staff until funds were available, and natural turnover of staff combined with difficulty recruiting for this niche work.
 - ⇒ In total, DI's Y4 expenditure was 421,428 below budget.
 - ⇒ The full cost of UNDP's staffing originally included in the Y4 budget was subsequently picked up by UNDP. This has resulted in an underspend of \$292,899.
 - ⇒ UNOPS activities budget was underspent in Y4 by \$211,472 as a result of holding the MA meeting early in Year 5 (October) instead of in Year 4. Two MAs will be held in Year 5.

7.2. Y5 budget revisions - narrative summary of key revisions

- Savings have been identified for DI in Y5 based on actual expenditures in Y4; Data use activity budget is reduced from the placeholder amount of \$250,000 to \$66,680.
- With development of the Datastore being outsourced, DI will incur costs in developing the specification, managing the tendering process and signing off and managing the contractor to deliver;
- Events costs have been reduced from \$33,340 to \$8,335 and Annual Report reduced from \$25,005 to \$7,000 based on Board guidance.
- The main increases in DI activity costs relate to work on the IATI website, an increase to \$50,010 (from \$8,335) represents the cost of bringing on board the new agency function, and translation cost adjustments including for the website amount to an increase of \$15,835 from \$500.
- The costs for a consultant (technical writer) for the website were newly added to the budget (\$53,344);
- \$30,000 has been transferred from UNDP's budget to DI's for procurement of the consultant by the Institutional Review Working Group;
- DI's staff costs are reduced from \$709,888 to \$588,296 in Y5 with a reduction in DI's overall budget of \$140,000

- UNDP cost savings through an in-kind contribution covering all its personnel costs have been applied to the following activities:
 - o A new budget line (\$35,200) was added to fund dedicated events to mark 10 years of IATI around the UNGA in September 2018;
 - o A new budget line (\$27,600) was added to cover finance and operations support, including the administration of the Data Use Fund of \$250,000, also added as a new budget line;
 - o Outreach and advocacy measures on IATI data use includes new budget lines (\$91,404) to cover an outreach and data use consultant to work on implementation of the Data Use Strategy implementation, as well as travel costs (\$13,800);
- The Board approved the Y5 budget revision based on these clarifications.

8. Technical Update

- Please refer to the [Technical Update Paper](#).
- Board approved in principle the outsourcing of the Datastore. Community will be consulted on the technical specifications via Discuss (mid-April).
- The Tech Team will be sharing its proposed approach to address the need for multi-lingual content on the new website.

9. MDB Meeting

- Meeting shall take place on the 11th April 2018 at the World Bank in Washington DC.
- No changes proposed in draft agenda (draft briefing notes not discussed);
- Head of the IATI delegation yet to be determined, and this will be done only after discussion with incoming Board members. Some Board members may join via teleconference.
- Madagascar to prepare to present on the benefits of IATI data for partner countries.

10. Next board meeting, dates for MA, AOB

- First meeting/call of new Board, doodle will be set up through Secretariat to determine best time/date;
- Dates for the MA: either 27/28 June, or 9/11 July 2018. UN City has limited availability for the earlier dates, and the latter dates will coincide with the second week (ministerial segment) of the HLPF in New York.