

FINAL IATI Governing Board Meeting Minutes Q1 24 March 2021

Attendees (Virtual):

Theo van de Sande (Chair); Joseph Barnes, UNICEF; Melinda Cuzner (Sida); Dilli Lekhak, Nepal); Henry Asor (Nigeria); Winnie Kamau (AFJ); Leo Stolk (Oxfam Novib); Annelise Parr, Hanayo Nakano (UNDP, Secretariat); Wendy Thomas, Carolyn Culey (DI, Secretariat); Argjira Belegu-Shuku (UNOPS, Secretariat).

Secretariat representatives Anna Whitson and Sarah McDuff (UNDP) were note takers and Kate Hughes (DI) joined for relevant items.

1. Standing Items

The Chair led a brief review of standing items, noting that Q3 minutes had been approved through Yammer. New participants representing the Government of Nepal (Dilli Lekhak) and UNDP (Hanayo Nakano) were welcomed to the meeting. Focal point arrangements for new Board members were reconfirmed.

The Board acknowledged the addition of a new entry in the Conflict Register related to the new chairing arrangements within the Data Use Working Group, and two new risks in the Risk Register in relation to the Institutional Working Group and steps to be taken to address the performance of the Datastore. The Board proposed a risk management plan and slight adjustment to the language and impact for each of these risks.

Action points

- *Update Risk Register and review impact assessment of the DS risk*
- *Share the outcome of the discussion on conflict of interest explicitly with the Data Use Working Group*

2. Management / Operations

The Board reviewed and approved the budget for 2021, taking into account that it had been revised based on detailed feedback from a smaller group of members in a pre-Board meeting, including that the personnel budget was too high in relation to the activity budget. The Secretariat pointed to the work carried out externally in previous years (reflected as activity costs) which was now undertaken internally by personnel, leading to an increase in personnel costs. The Oxfam Novib Board member requested that the minutes should state that he would have preferred to see a more conservative budget, taking into account the lower than anticipated expenditure in 2020 which was consistent with delivery in previous years.

The Board agreed the marginally lower budget presented than that shared with members in December. The Secretariat has taken into account suggestions from the Board on maintaining the balance between

activities and staff expenditures and on presenting the information in different ways including enabling access to the Secretariat's monitoring dashboard, and will work to implement these suggestions.

The Board took note of the implementation overview provided for the current quarter and highlights including the launch of the Country Development Finance Data tool, (previewed at the Members' Assembly as the IATI Data Access tool) which was welcomed particularly by partner country Board members actively using it. There was insufficient time in the agenda to present and discuss the overview information.

Action points

- *Secretariat to ensure Board members have access to more timely updates on implementation and expenditure through expanded use of its dashboard.*
- *Secretariat to allow more time in future Board meetings for presentation of implementation updates.*

3. Technical Stocktake follow-up

The Board reviewed a Secretariat paper presenting options for a publisher tool for IATI and agreed to Option 1, for IATI to launch an open procurement for the provision of a free IATI publishing tool using Terms of Reference developed by the IATI Secretariat, containing clear non-functional requirements (NFRs) and setting out clear terms for a service level agreement. Suppliers of known existing tools would be encouraged to submit bids. This work should be launched and undertaken expeditiously by the Secretariat.

An update was provided on the progress in reviewing performance issues of the Datastore including some early findings from that externally-led process, and the Board agreed to meet again in mid-late April to review the final report and determine a way forward. The Chair requested that budget implications of any recommendations should be provided at that meeting.

The Secretariat provided a paper justifying its recommendation not to pursue further the question of IATI hosting XML files, which had been floated by participants at the 2020 Technical Stocktake. The Board supported the Secretariat's recommendation, and no changes will be made to IATI's current policy.

Board members had received a separate briefing earlier on the process of design and development of an API Gateway, and took note of the update on progress in this important work as a valuable development in terms of security.

Action points

- *Secretariat to develop Terms of Reference for an IATI-owned publisher tool for Board approval, and undertake a process of open procurement in a timely manner.*
- *Secretariat to set a date for a follow up meeting of the Board to discuss findings of the report on the Datastore review (mid/end April)*

4. Institutional Working Group

The Board reviewed draft terms of reference for a new Institutional Working Group previewed at the Members' Assembly to look at three distinct areas, namely Theory of Change, Institutional Arrangements from 2023 onwards and Membership and Financial Sustainability. The Board agreed to form three

sub-groups (each with 6 members) with membership drawn from across constituencies to ensure diversity of opinion and expertise. It is the function of the Board to select membership of the sub-groups, based on the criteria set out in the Terms of Reference, and the Secretariat will collect expressions of interest and share these for the Board decision. The first meeting should be convened and chaired by a Board member who should continue as a member in that sub-group, but thereafter chairing may be undertaken by another sub-group member. The Secretariat should provide logistical support for all three groups, but will not be involved in the sub-group looking at Institutional Arrangements from 2023, to avoid potential conflict of interest. The Secretariat was asked to explore whether capacity could be found through an existing UN Long Term Arrangement or roster to provide administrative support for this work and ensure it was carried forward expeditiously. Findings of the sub-groups should be available to the Board for its Q3 meeting, allowing time for Board consideration and to prepare its recommendations in time for the 2021 Members' Assembly meeting.

Board members agreed to give final comments on the draft Terms of Reference by the end of the week so that they could be shared with members by the end of March.

The meeting wrapped up with an agreement to set a date for a follow-up session in the second half of April to review findings of the Datastore Review work and take up following agenda items the Board did not get to this time around:

- A. Update on progress of Working Groups (general functioning)
- B. Review of date and approach for planned community event in November 2021; this can be informed by the outcomes of the Virtual Community Exchange taking place on April 13th.
- C. Thoughts on follow-up from the Hewlett Evaluation of Aid Transparency
- D. A separate closed session for the Board, without Secretariat in attendance.

Action points

- *Board to provide input to the Institutional Working Group Terms of Reference for the Secretariat to finalise, recirculate and advertise to members by 31 March. Explore UN rosters for administrative support to the Institutional Working Group*
- *Secretariat to set a date for a longer follow up Board meeting in late April, allowing sufficient time for discussion of all agenda items.*
- *The Board agreed to an 'in camera' session ahead of this meeting, to be set up by Board members themselves.*