



**Members' Assembly Meeting: 29-30 June 2016**  
**Auditorium 3, UN City, Marmorvej 51, Copenhagen, Denmark**

### **Paper 8: Updated Standard Operating Procedures**

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The attached document is the full version of the Standard Operating Procedures for IATI. It includes new sections 3 and 4 and Annex IV dealing with changes in the governance structure. The sections were previously circulated for consultation with members in February and the document was updated based on feedback received.

- 3. Members' Assembly
- 4. Governing Board
- Annex IV Election Process for Governing Board

### **Action required**

Members are asked to confirm the new sections and take note of the sections to be updated on the basis of decisions at the current meeting. Once confirmed, the updated document will be placed on the IATI website as the guiding principles for members.



**IATI** INTERNATIONAL  
AID  
TRANSPARENCY  
INITIATIVE

# **International Aid and Transparency Initiative**

## **Standard Operating Procedures Rev.2 June 2016**

**DRAFT REVISION JUNE 2016**



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**International Aid and Transparency Initiative**

**Standard Operating Procedures Rev.2 June 2016  
Replaces Version 1, November 2013**

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**Contents**

<b>1. Purpose of the document.....</b>	<b>4</b>
<b>2. Membership of IATI .....</b>	<b>4</b>
2.1. Eligibility.....	4
2.2. Registration Process .....	5
2.3. Membership Costs.....	5
2.4. Benefits to members.....	6
<b>3. Members' Assembly .....</b>	<b>7</b>
3.1 Terms of Reference for the Members' Assembly.....	7
3.3 Meeting Arrangements and Logistics .....	7
3.4 Decision-making by the Members' Assembly.....	8
<b>4 IATI Governing Board.....</b>	<b>8</b>
4.1 IATI Governing Board – Composition and Chairmanship .....	8
4.2 Governing Board Election Process .....	9
4.3 Responsibilities of the Chair of the Board .....	9
4.4 Strategic direction by the Board.....	10
4.5 Responsibilities of the Board related to Budget and Finance .....	10
4.6 Delegated authority of the Governing Board .....	10
4.7 Decision-making by the Board.....	11
4.8 Secretariat Support to the Board .....	11
4.9 Administration and Transparency of the Board .....	11
<b>5 Technical Advisory Group.....</b>	<b>12</b>
5.1 Role of the Technical Advisory Group .....	12
5.2 Membership of the Technical Advisory Group.....	13
5.3 Chairing of the Technical Advisory Group.....	13
<b>6 Secretariat .....</b>	<b>13</b>
6.2 Role of the Secretariat .....	14
6.3 Responsibilities within the Secretariat: .....	15
<b>7 Secretariat Management and Coordination Arrangements.....</b>	<b>15</b>
7.1 Programme Manager (UNDP) .....	16
7.2 Trustee (UNOPS) .....	16
<b>8 Programme activities.....</b>	<b>17</b>



<b>9 Privileges and immunities .....</b>	<b>17</b>
<b>10 Annexes.....</b>	<b>17</b>
Annex I: Framework for Implementation .....	18
Annex II: Terms of Reference for the Technical Advisory Group .....	29
Annex III: Terms of Reference for the Technical Advisory Group Chair.....	31
Annex IV: Election Process for Governing Board and IATI TAG Chair.....	33

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## 1. Purpose of the document

The purpose of this Standard Operating Procedures (SOP) document is to draw together and codify all decisions taken by IATI in relation to governance of the initiative. It is intended as a living document which may be updated periodically at the request of the Members' Assembly to reflect new priorities or operating realities. The SOP and all subsequent updates will be available publicly at [www.aidtransparency.net](http://www.aidtransparency.net).

## 2. Membership of IATI

### 2.1. Eligibility

#### 2.1.1. Existing members

All organisations ~~previously~~ engaged in the Members' Assembly Steering Committee prior to September 2013 are confirmed as eligible IATI members.

#### 2.1.2. Providers of development cooperation

Membership of IATI is open to all providers of development cooperation, including traditional donors, multilateral institutions, philanthropic foundations and providers of South-South Cooperation who:

- a) Share and promote the vision and mission of IATI;
- ~~a)b) Endorse the IATI Framework for Implementation, which includes a commitment to~~ Implement the standard or commit to commence—begin implementation within one year and submit to monitoring in the Annual Report;
- ~~b)c)~~ Agree to pay the annual membership fee, the level of which will be set by the Members' Assembly; and
- ~~e)d)~~ Contribute their expertise to relevant sub-groups and working groups.

#### 2.1.3. Partner countries

Membership of IATI is open to all partner countries that:

- ~~a) Endorse the Framework for Implementation;~~
- a) Share and promote the vision and mission of IATI;



- b) Commit to using IATI data to the greatest extent possible—~~once sufficient data becomes available at country level, its use can be monitored in the Annual Report.~~
- c) Contribute their expertise to relevant sub-groups and agree to contribute to the Annual Report as above.
- d) Pay an ~~an nominal~~ annual membership fee, the level of which will be set by the Members' Assembly, and periodically reviewed (allowing sufficient time for members to make adequate budget provision for this), subject to the exception at 2.3.6 below.

#### 2.1.4. Civil society organisations (CSOs) and other organisations

Membership of IATI is open to CSOs and other organisations that share and promote the vision and mission of IATI and can become IATI members if they fulfil one of the following criteria:

- a) Publish to the IATI standard;
- b) Advocate for the use of the IATI standard, leading by example and publishing themselves wherever possible; or
- c) Provide expertise for implementing the IATI standard.
- d) When more than three organisations are publishing in one country and are part of a broader platform, the platform (whether national, regional or global) will be invited as the proxy representative for members.
- e) Pay an ~~an nominal~~ annual membership fee, the level of which will be set by the Members' Assembly, subject to the exception at 2.3.6.

- 2.1.5. Any publishers who choose not to join IATI will not have an individual stake in the governance of IATI but may join the Technical Advisory Group ~~and attend the Members' Assembly meetings as observers~~<sup>[AP1]</sup>.

## 2.2. Registration Process

An exchange of letters with the IATI Secretariat (~~endorsing the IATI Framework for Implementation~~) will formalise all new memberships, and the IATI Secretariat will follow up with those members for whom a membership cost applies, in accordance with 2.3 below. Membership requests should be sent to [info@iatistandard.org](mailto:info@iatistandard.org).

## 2.3. Membership Costs<sup>[AP2]</sup>

- 2.3.1. Members will be required to pay an annual membership fee to provide predictable funding to IATI. This amount will be determined annually by the Members' Assembly based on the approved annual workplan and budget, as approved by the Members' Assembly and calculated based on the number of fee-paying members as at 1 August for each succeeding calendar year. Donor membership fees for the next three years are expected to cover 70 % of the approved budget period and will be collected annually. Donor membership fees would not exceed US\$50,000 per year in 2014 and 2015, and will be due on 1st September each year from 2013.<sup>[AP3]</sup>



- 2.3.2. Donors with development cooperation budgets below USD 250 million will be asked to pay 50 % of the donor fee.
- 2.3.3. The membership fee will be revised periodically by the [Sub-Group for Budget and Finance-Governing Board](#) in light of agreed requirements, however efforts will be made to keep the fee as stable as possible
- 2.3.4. The remaining 30% of the annual budget and any remaining funding gap will be met through a combination of partner country and CSO membership fees and voluntary contributions.
- 2.3.5. The fee schedule is shown below:

| <b>Membership Category</b>                                           | <b>Annual Membership Fee Schedule</b><br>= (Annual budget x 70%)/Number of providers of development cooperation | <b>Worked example based on 2013/14 budget</b><br>= (\$2.1mil x 70%)/34<br>= (\$1,4mil)/34<br>= \$43,235 |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Provider of development cooperation                                  | 100% of membership fee                                                                                          | \$43,250 <sup>1</sup>                                                                                   |
| Provider of development cooperation (budget below USD \$250 million) | 50% of membership fee                                                                                           | \$21,625                                                                                                |
| Partner Country                                                      | 2.5% of membership fee                                                                                          | \$1,100 <sup>2</sup>                                                                                    |
| CSO and other organisations                                          | 2.5% of membership fee                                                                                          | \$1,100                                                                                                 |

- 2.3.6. [The IATI Secretariat will seek to establish a small, fixed fund from use \[AP4\]](#)voluntary contributions to assist partner countries and CSOs for whom payment of a membership fee will present a barrier to participation;
- 2.3.7. To avoid potential conflicts of interest, Secretariat organisations are ex-officio members and their contribution takes the form of in-kind participation in and support to the IATI Secretariat.
- 2.3.8. Members are expected to fund their own participation at IATI meetings, although exceptions may be allowed through voluntary contributions to [establish a small, fixed fund to \[AP5\]](#) assist partner countries genuinely unable to meet the cost of travel, so that this expectation does not become a barrier to participation.

#### **2.4. Benefits to members**

- 2.4.1. Members may attend and vote in IATI [Members' Assembly](#) meetings. In addition they may access the IATI registry, data store and other IATI websites, receive technical support for IATI implementation, receive IATI news and regular updates, receive information on the Common Standard, country experiences in using IATI, and other innovations from the field, and participate in peer learning events.

<sup>1</sup> Rounded up from \$43,235

<sup>2</sup> Rounded up from \$1,081.25



### **3. Members' Assembly**

#### **3.1 Terms of Reference for the Members' Assembly**

Members shall work towards establishing IATI as a streamlined component of the aid effectiveness agenda and development cooperation architecture; expand its membership to cover not only all providers of official development finance but as many actors as possible within the changing aid architecture and throughout the entire aid delivery chain; and continuously work to improve the credibility and usability of IATI data.

To achieve these aims the Members' Assembly shall come together as a governing body in formal meetings to fulfill the following roles:

- 3.1.1 To discuss and approve recommendations by the Governing Board on strategic direction and oversight of the Initiative thereby ensuring that it continues to support its members in meeting their global transparency commitments;
- 3.1.2 To support a wide range of stakeholders within the development cooperation architecture and ensure that the IATI Standard continues to evolve to meet the requirements of all stakeholders;
- 3.1.3 To ensure that IATI meets the needs of key users of information, in particular partner countries and civil society;
- 3.1.4 To ensure that IATI builds on and adds value to existing national and global systems and standards that seek to improve the transparency of resources available for development.

#### **3.2 Responsibilities of Members' Assembly**

In addition to these aims originally established for IATI, upon the creation of a Governing Board the Members' Assembly shall have the additional new responsibilities:

- 3.2.1 To receive and decide upon recommendations from the Board in a timely manner when called upon to do so, either in physical meetings or through virtual means. ~~In years 2016-18 these are likely to~~~~This would include in particular~~ recommendations on IATI's vision, mission, strategic direction, funding model, long-term institutional hosting arrangements, work plans and annual budget.
- 3.2.2 Upon recommendation from the Board, to approve revisions to the agreed budget when these exceed +/- 20% of the total annual budget.
- 3.2.3 To provide expertise in support of the work of the Board as needed, including through participation in working groups set up by the Chair.

#### **3.3 Meeting Arrangements and Logistics**

- 3.3.1 IATI Members' Assembly meetings will be held annually and shall be open to all members' organisations, with provision for interested non-members to ~~join~~attend as observers.
- 3.3.2 Representatives of the Global Partnership for Effective Development Cooperation Joint Support Team as well as representatives of the IATI



- Secretariat will be ex-officio members, and will be able to attend and speak, but may not vote.
- 3.3.3 The Chair of the Working Party on Statistics, representatives from the DCF, and other non-members with an interest in IATI may join Members' Assembly meetings as experts and/or observers, but may not vote.
- 3.3.4 Where appropriate, Members' Assembly meetings will take place alongside other meetings, to reduce travel time and costs for participants.
- 3.3.5 Members are expected to cover their own costs of participation, subject to any exceptions in SOP Section 2.3.
- 3.3.6 All agendas, papers, minutes and outputs from Members' Assembly meetings will be made publicly available, unless otherwise agreed by the Members' Assembly.
- 3.3.7 Agendas and papers for meetings will be published on the IATI website and shared with IATI members by email at least two weeks in advance of meetings, with efforts to make these papers also available in French.
- 3.3.8 In case urgent matters arise which require a decision from the Members' Assembly (e.g. when the work plan requires substantive revisions to allow the Secretariat to efficiently and effectively implement corresponding activities), the Governing Board has the authority to call for an ad-hoc virtual meeting of all members. In such cases documentation will be distributed virtually to all members and a deadline for response will be set to approve decisions virtually.
- 3.3.9 Minutes will be taken by the IATI Secretariat and made publicly available once final.

#### **3.4 Decision-making by the Members' Assembly**

Decisions will be made by consensus. Provision will be made for those who are unable to attend in person to register their views ahead of a meeting. In exceptional circumstances where consensus cannot be achieved, decisions will be taken using a triple-lock system, requiring a simple majority in each of the three stakeholder constituencies (providers of development cooperation (including foundations), partner countries and CSOs), with the vote taken after the meeting, online, and on the basis of one vote per member organisation. If the proposal fails to achieve a simple majority in one of the three constituencies, it would not be passed.

## **4 IATI Governing Board**

The role of the Board is to present options and make recommendations on overall strategic direction to the Members' Assembly, oversee the institutional performance of the initiative and ensure that IATI operates effectively according to its mission, vision, and values, as determined by its members. All responsibilities previously within the remit of the Standing Sub-Group on Budget and Finance shall be assumed by the Board, and the Sub-Group is therefore disbanded.

### **4.1 IATI Governing Board – Composition and Chairmanship**





- 4.1.1 The Board will be comprised of two members from each of the three constituencies recognized in Section 2.1 (providers of development co-operation, partner countries, and civil society organisations/other members) as well as the Chair of the Technical Advisory Group (TAG), totalling seven seats.
- 4.1.2 The Governing Board will be responsible for electing its own Chair and Vice-Chair during its first meeting and informing the Members' Assembly through the Secretariat.
- 4.1.3 The term for all Board members including the Chair and Vice-Chair will be two years. At the end of the first year the Board will reconfirm the Chairpersonship and Vice-Chairpersonship.
- 4.1.4 Board members may continue to serve for as many two-year terms as they are elected for, with no cap.
- 4.1.5 In the event that a Board member is unable to complete his/her full term, the Chair may call for a by-election to replace that Board member if more than six months of his/her term remains until subsequent Board elections.

#### **4.2 Governing Board Election Process**

Any member in good standing is eligible to self-nominate, or be nominated by another organisation within their own constituency. The full election process and criteria are outlined in detail in the Governing Board Election Process Document, Annex IV.

#### **4.3 Responsibilities of the Chair of the Board**

Working with the IATI Secretariat, the Chair of the Board is expected to:

- 4.3.1 Chair meetings of the Governing Board.
- 4.3.2 Chair the annual Members' Assembly meeting and ensure it gives adequate guidance to the Board;
- 4.3.3 Provide political leadership for IATI inter alia through representation at high-level meetings and in other discussion forums relevant to the broader transparency agenda as necessary, acting as an advocate and as an exemplar for the Initiative;
- 4.3.4 Encourage attendance plus the full and equal participation of all stakeholders in Members' Assembly meetings, ensuring in particular that the views of all three constituencies (providers of development cooperation, partner countries and CSOs) are fully represented in all discussions;
- 4.3.5 Report the views of absent members at the Members' Assembly meetings, on the basis of prior consultation;
- 4.3.6 Guide Members' Assembly and Board members to take decisions by consensus wherever possible;
- 4.3.7 Respond to issues raised by IATI members as they occur, referring them to the IATI Secretariat as appropriate.
- 4.3.8 Provide timely guidance to the Secretariat on matters of strategic importance;
- 4.3.9 Determine and agree upon the division of labour among Board members.
- 4.3.10 Establish working groups as required from among the IATI membership.



4.3.11 The Vice-Chair will deputise for the Chair as necessary, and may be called upon –to chair discussions of specific agenda items as appropriate.

#### **4.4 Strategic direction by the Board**

With the support of the Secretariat, the Board is expected to provide the following strategic direction:

- 4.4.1 Guide the development of a clear vision, mission, and strategic direction for IATI, to be approved by the Members' Assembly, and to oversee implementation, periodic review and revision thereafter.
- 4.4.2 Provide guidance on the development of Members' Assembly agendas and papers by the Secretariat.
- 4.4.3 Sign-off on IATI's Annual Report.
- 4.4.4 Commission independent evaluations of IATI every three to five years.
- 4.4.5 Update the Global Partnership for Effective Development Cooperation (GPEDC), the UN Development Cooperation Forum (DCF) and other relevant bodies on IATI's progress.
- 4.4.6 Ensure that IATI is consistent with and informs the work of the GPEDC, the DAC Working Party on Development Finance Statistics (WP-STAT), the UN DCF and other key fora for reviewing aid effectiveness.
- 4.4.7 For a decision that requires the Assembly's approval, wherever possible and appropriate the Board will present options to the Assembly for consideration, in addition to providing its recommended course of action.

#### **4.5 Responsibilities of the Board related to Budget and Finance**

The Board will assume the following functions related to the work plan and budget previously within the remit of the former Standing Sub-Group on Budget and Finance:

- 4.5.1 Support development and presentation of multi-year work plans and budgets that support strategic priorities, for approval by the Members' Assembly.
- 4.5.2 Oversee implementation of the work plan and budget thereafter, providing progress reports to the Members' Assembly and recommendations for action.
- 4.5.3 Approve revisions to the agreed budget and work plan within the limits of delegated authority described at 4.6 below. The Chair should seek authority from the Members' Assembly for larger variations.
- 4.5.4 Review work plans, budgets, substantive and financial reports submitted by the Secretariat and take required action to ensure the effective implementation of the approved IATI work plan and budget;
- 4.5.5 Advise the Members' Assembly on the overall financial situation of IATI and recommend action when required;
- 4.5.6 Actively support fundraising activities of IATI.

#### **4.6 Delegated authority of the Governing Board**

The Governing Board will have delegated authority from the Members' Assembly to approve mid-course revisions of up to 20% from the work plan that has been approved by the Members' Assembly provided that these changes will not modify the outputs of the work plan.



In cases where the adjustment is expected to exceed +/- 20%, or any of the envisaged outputs under the work plan will change significantly, the Governing Board will need to request the approval of the Members' Assembly.

#### **4.7 Decision-making by the Board**

- 4.7.1 Quorum for the board is at least one member from each constituency or their alternates plus the Chair or Vice Chair, totalling four seats.
- 4.7.2 The Chair will guide the Board to make decisions by consensus. Where consensus cannot be achieved, decisions will be taken by a simple majority.
- 4.7.3 When an issue is considered important or urgent and cannot be resolved by the Board, the Chair may decide to refer the issue to the Members' Assembly.
- 4.7.4 Decisions on recommendations to the Members' Assembly should be taken during Board meetings.
- 4.7.5 If decisions need to be taken outside of Board meetings, the Chair will lead a process for decision-making by email, facilitated by the Secretariat.

#### **4.8 Secretariat Support to the Board**

In addition to its general role in support of IATI listed at 5.4-5.6 of the SOP, the Secretariat will support the Board in the following ways:

- 4.8.1 Establish meeting schedules and circulate agendas under the guidance of the Chair of the Board.
- 4.8.2 Provide regular updates to the Board on implementation of the work plan.
- 4.8.3 Develop materials for consideration and guidance by the Board, as and when required.
- 4.8.4 Handle logistical arrangements for all scheduled meetings of the Board and the Members' Assembly.
- 4.8.5 Facilitate contact with Board members at the request of IATI members or external bodies or individuals.
- 4.8.6 Prepare and publish minutes of Board meetings.
- 4.8.7 The IATI Coordinator plus representatives of UNOPS and Development Initiatives will attend Board meetings on behalf of the Secretariat but will not have voting rights.

#### **4.9 Administration and Transparency of the Board**

- 4.9.1 The Board will ensure efficient and transparent administration of the initiative.
- 4.9.2 Board members should carry out their work in a consultative manner and the Secretariat will facilitate contact for any members seeking to contact Board members.
- 4.9.3 The Board may invite members to attend meetings should their expertise be relevant to a particular topic on the agenda. In all other cases meetings will be limited to Board Members.
- 4.9.4 Within the approved budget the Board may commission additional external expertise as well as delegate tasks to sub-groups of members as required.



- 4.9.5 Minutes will be taken by the IATI Secretariat during Board meetings and be made publicly available online ~~within one week of the meeting date~~<sup>[AP6]</sup>. The minutes for each meeting will include a list of attendees and any proposals made.
- 4.9.6 Board meetings will take place virtually to reduce travel logistics and costs. They will be held at least once every two months although frequency is likely to increase during periods leading up to Members' Assembly meetings. In addition, the Board will meet in person immediately before IATI Members' Assembly meetings.
- 4.9.7 The annual schedule of meetings will be prepared by the Secretariat in consultation with Board members and published in advance.
- 4.9.8 The Chair will be responsible for making preparations for Board meetings together with the Secretariat, and for notifying other Board members. Notifications should include the provisional meeting agenda, proposals to be discussed, decisions to be made, and any working documents. This information should be made available to Board members no less than 7 business days before the meeting date.
- 4.9.9 If a Board member is not able to attend a meeting, they must provide notice to the Chair as soon as possible. Board members are expected to make best efforts to attend every meeting, and if unable to do so should propose an alternate who may attend at the discretion of the Chair.
- 4.9.10 The Chair and Vice-Chair will, in common with other IATI members, be expected to self-fund their attendance at the IATI Members' Assembly meetings and will not be reimbursed for their time, although the IATI Secretariat is seeking to establish a small fund for those who are genuinely unable to self-fund so as to prevent barriers to participation.
- 4.9.11 Reasonable expenses calculated on the basis of United Nations Rules and Regulations on Travel can also be claimed by the Chair and Vice-Chair if they are invited to represent IATI at high-level external meetings, subject to availability of funds.

### **3. 5. Technical Advisory Group**

#### **3.1.5.1 Role of the Technical Advisory Group**

3.1.1.5.1.1 The Technical Advisory Group (TAG) seeks to bring together members of the development cooperation and open data communities, by playing a role in the design and continuing development of the IATI Standard. The TAG is led by the TAG Chair and provides advice on improvement, development and adaptation of the IATI Standard to meet the needs of IATI stakeholders.

3.1.2.5.1.2 The TAG Secretariat functions are part of the IATI Secretariat structure.



### 3.2.5.2 *Membership of the Technical Advisory Group*

The TAG consists of organisations or individuals with a clear interest in IATI, and all IATI members are de facto TAG members. Others can become TAG members by registering with the IATI Secretariat.

### 3.3.5.3 *Chairing of the Technical Advisory Group*

3.3.1-5.3.1 The TAG Chair shall be elected by TAG at the Annual TAGag workshop with the details and timetable of voting arrangements to be circulated by the IATI Secretariat. The role of the Chair shall consist of facilitating, engaging and consulting the wider TAG membership as well as seeking feedback and advice from the TAG membership on IATI technical issues. These inputs shall then be provided to the TAG, the IATI Secretariat, and its members.

3.3.2-5.3.2 The Chair will run the annual TAG workshop and will be a full member of the IATI Members' Assembly. In turn, the IATI Secretariat will support the TAG Chair by providing substantive inputs, administering and facilitating TAG-related activities.

3.3.3-5.3.3 In addition, the views of TAG members shall be communicated through the circulation of the minutes of TAG meetings.

### 3.4.6 **Secretariat**

The Secretariat will implement the workplan and budget approved by the Steering Committee Members' Assembly and report on its progress in terms of programme performance and the conditions of service delivery. It will also maintain close collaboration with Members' Assembly and cohesion with its priorities. The Secretariat will be guided by the Members' Assembly and is expected to:

3.4.1-6.1.1 Develop programme level budgets and annual workplans and submit them to the Standing Sub-Group Board for review and approval as delegated by the Members' Assembly;

3.4.2-6.1.2 Deliver the annual workplan under the guidance of the Members Assembly Board;

3.4.3-6.1.3 Develop a resource mobilization strategy for the joint programme in consultation with the sub-group on Budget and Finance Board and set policy for allocation of donor funds, taking into account the needs and priorities as set in the workplan;

3.4.4-6.1.4 Exchange relevant information, share examples of best practices and consider any matters related to the enhancement and implementation of the programme and its various components;

3.4.5-6.1.5 Review performance against the intended results;

3.4.6-6.1.6 Initiate periodic reviews of the programme upon request of the Members Assembly Board.



### 3.5.6.2 *Role of the Secretariat*

The role of the Secretariat includes the following objectives:

3.5.1-6.2.1 Assist members to publish to IATI for the first time, and then to improve the quality of information they publish to IATI

The Secretariat shall seek to assist members with improving the range and quality of the information they publish to IATI, towards the goal of having traceable, transaction level, geocoded data available in as close to real time as possible.

3.5.2-6.2.2 Expand membership and impact of IATI by ensuring that the Standard reflects the needs of stakeholders within the changing aid architecture and throughout the entire aid delivery chain.

Continue to engage with current and prospective IATI members to ensure that updates to the standard address the frequency of data publication, additional categories of information and membership that are necessary to incorporate humanitarian aid, south-south cooperation, and relevant private flows.

3.5.3-6.2.3 Foster peer learning amongst partner countries

Partner countries will be encouraged to work together to learn more about publishing aid information, developing aid information management systems, and implementing institutional strengthening initiatives.

3.5.4-6.2.4 Reach out to non-traditional providers of development cooperation

Non-traditional providers may include CSOs, foundations, private sector actors and providers of South-South Cooperation. This will allow the Secretariat to test the feasibility of their publishing data to IATI on a voluntary basis.

3.5.5-6.2.5 Support the accessibility and use of IATI data

The Secretariat shall support the increase in accessibility and use of IATI data by all users, especially those in partner countries, including through efforts to link IATI data to government budget data.

3.5.6-6.2.6 Encourage and support the rollout of an automated data exchange between IATI publishers and national aid management platforms.

3.5.7-6.2.7 Encourage multi-stakeholder discussions on transparency of development cooperation and feedback on the implementation of IATI mainly through the Global Partnership and the UN Development Cooperation Forum.

3.5.8-6.2.8 Work towards delivering the Busan common standard



Through proactively pursuing the spirit and letter of paragraph 23(c) of the Busan commitments to deliver on a common standard, in close collaboration with both Southern Partners and the OECD-DAC, the Secretariat will be able to contribute to the delivery of a common standard by integrating information from all parties. (e.g. ensure that all overlapping fields between the CRS, FSS and IATI are correctly defined and aligned, understanding the specificities of South-South Cooperation (SSC) reporting and whenever possible explore ways to integrate those into the Common Standard).

#### 3.5.9-6.2.9 Streamline and update IATI policies and procedures

The Secretariat will seek to revise and update a number of IATI policies and procedures, including streamlining project management of the IATI workplan and budget, and improving the IATI website and communications initiatives including IATI branding to existing signatories, partner countries and prospective new members.

### 3.6.6.3 *Responsibilities within the Secretariat:*

3.6.1-6.3.1 UNDP will lead the Secretariat and have overall responsibility for coordination outreach and liaison with the Members' Assembly;

3.6.2-6.3.2 UNOPS will provide financial management and administrative services including HR, procurement, collecting membership fees and additional voluntary contributions, disbursing resources to partners and contract management, and ensure the smooth running of all logistical aspects of IATI Secretariat, Technical Advisory Group and Members' Assembly meetings;

3.6.3-6.3.3 The Secretariat will develop an overall strategy for outreach and engagement, in consultation with the proposed sub-group on outreach. This strategy will be approved by Members' Assembly members.

3.6.4-6.3.4 Within this overall strategy Sweden will lead IATI's political engagement and outreach to other donors, and ensure liaison between IATI and other processes such as the Open Government Partnership, the Open Aid Partnership, the OECD-DAC (WP-STAT), the Global Partnership and the Common Standard.

3.6.5-6.3.5 Ghana will chair IATI's partner country caucus, lead IATI's outreach with partner countries (working closely with UNDP) and ensure that the interests of partner countries are fully represented in the management of the initiative;

3.6.6-6.3.6 Development Initiatives will provide technical leadership and support for implementation and for maintaining and developing the IATI standard, as well as supporting outreach with a specific remit to engage with non-traditional donors (NGOs, foundations and the private sector). This role will include regular consultation with representatives of OECD DAC and WP-STAT.

## 4.7 Secretariat Management and Coordination Arrangements



#### ***4.1.—Programme Manager (UNDP)***

##### ***7.1***

The overall coordination of IATI Secretariat and its interaction with IATI Members' Assembly and the Technical Advisory Group will be led by UNDP, with UNOPS providing financial management, administrative and logistical services. UNDP's programme management functions include:

- 4.1.1-7.1.1 Day to day management of the programme;
- 4.1.2-7.1.2 Provision of substantive guidance, coordination and reporting;
- 4.1.3-7.1.3 Engaging in resource mobilization for the programme;
- 7.1.4 Leading the development of the annual workplan with relevant input from each of the implementing partners, for submission to the Members' Assembly for approval through the Standing sub-group.
- 4.1.4-7.1.5 Liaison with the Members' Assembly and the Technical Advisory Group on behalf of the Secretariat during both formal and informal consultations.
- ~~Liaison with the Members' Assembly and the Technical Advisory Group on behalf of the Secretariat during both formal and informal consultations.~~

#### ***4.2-7.2 Trustee (UNOPS)***

- 4.2.1-7.2.1 UNOPS will have full fiduciary responsibility and accountability for the receipt, custody and disbursement of all contributions provided by donors under any contribution agreements entered into between UNOPS and any donor. Donor contributions will be allocated to a pool of resources that can be used for any activity falling within the work program approved by the Members' Assembly.
- 4.2.2-7.2.2 All contributions received by UNOPS shall be recorded in a separate ledger account established by UNOPS for IATI and pooled along with other contributions received by UNOPS from donors for the same purpose. Donor contributions will be established and administered by UNOPS in accordance with the applicable regulations, rules, directives and procedures pertaining to the receipt and administration of funds. UNOPS will not absorb gains or losses on currency exchanges which will increase or decrease the funds available for IATI activities.
- 4.2.3-7.2.3 Subject to the availability of funds, disbursing funds to implementing partners and recipients for the implementation of programme activities in a timely manner and in line with the terms of the respective agreement;
- 4.2.4-7.2.4 Receive and review project reports, including financial reports and narrative reports from implementing entities and funding recipients;
- 4.2.5-7.2.5 Close project accounts upon completion and ensure reconciliation of bank transactions.





4.2.6-7.2.6 UNOPS will submit to the donors the following reports in accordance with the contribution agreements:

- a) Annual certified financial statements as of 31 December by 30 June of the following calendar year;
- b) Certified final financial statements no later than 31 July of the calendar year following the year during which activities funded by the donor contributions are operationally completed – in addition to the provision of administrative, logistical and financial support to the programme.

### 5.8 Programme activities

Programme activities are outlined in the Results and Resources Framework attached as Annex I, in a format which identifies the lead and supporting parties responsible for implementation as well as the cost attached to each activity. The RRF will form the basis for monitoring and evaluation of the programme.

### 6.9 Privileges and immunities

Nothing in or relating to the SOPs shall be deemed as a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNOPS. The full text of the Convention on the Privileges and Immunities of the United Nations can be seen here: <http://www.un.org/en/ethics/pdf/convention.pdf>.

### 7.10 Annexes



## ***Annex I: Framework for Implementation***<sup>[AP7]</sup>

### **Preamble**

1. We join together in this common framework for implementation (“framework”) to respond to the strong commitments to aid transparency expressed in the September 2008 [Accra Agenda for Action](#) (see Box 1) the IATI “[Accra Statement](#)”, and the [Busan Partnership for Effective Development Cooperation](#) (BPd – see Box 2) . This framework spells out the key elements, processes and timetable for how we shall do so.
2. The International Aid Transparency Initiative (IATI) is embedded in and contributes to the principles of ownership, alignment, harmonisation, management for results and mutual accountability of the Paris Declaration on Aid Effectiveness and the Accra Agenda for Action (AAA). The increased transparency implemented through IATI allows all development actors -- governments, parliaments, the private sector, civil society and publics and individuals -- in developing and donor countries to know how external resources are allocated and spent. In so doing, it helps developing countries build their capacity to manage aid more effectively, so that external resources and related domestic financing go as far as possible in fighting poverty.
3. In keeping with the AAA and BPd, we recognise that transparency in the use of complementary domestic resources by developing countries is also vital in achieving development objectives. We call on developing countries to pursue corresponding transparency in use of domestic as well as external resources. And given the important role of civil society organisations in the development process, we encourage CSOs, through their own joint processes of accountability and transparency, to do the same.

#### **Box 1: Specific commitments to transparency agreed in the Accra Agenda for Action**

*We [donors and developing countries] will make aid more transparent (§24a)*

*Donors will publicly disclose regular, detailed and timely information on volume, allocation and, when available, results of development expenditure (§24a)*

*.... [mutual] reviews will be based on country results reporting and information systems complemented with available donor data (§24b)*

*Donors and developing countries will regularly make public all conditions linked to disbursements (§25b)*

*Donors will provide full and timely information on annual commitments and actual disbursements so that developing countries are in a position to accurately record all aid flows in their budget estimates and their accounting systems.(§26b)*

*Donors will provide developing countries with regular and timely information on their rolling three to five year forward expenditure and/or implementation plans.(§26c)*



### **Box 2: Specific commitments to transparency agreed in the Busan Partnership for Effective Development Cooperation**

*Transparent and responsible cooperation*

23. We will work to improve the availability and public accessibility of information on development cooperation and other development resources, building on our respective commitments on this area. To this end, we will:

- a) Make the full range of information on publicly funded development activities, their financing, terms and conditions, and contributions to development results, publicly available subject to legitimate concerns about commercially sensitive information.
- b) Focus at the country level on establishing transparent public financial management and aid information management systems and strengthen the capacities of all relevant stakeholders to make better use of this information in decision-making and to promote accountability.
- c) Implement a common, open standard for electronic publication of timely, comprehensive and forward-looking information on resources provided through development cooperation taking into account the statistical reporting of the OECD-DAC and the complementary efforts of the International Aid Transparency Initiative and others. This standard must meet the needs of developing countries and non-state actors, consistent with national requirements. We will agree on this standard and publish our respective schedules to implement it by December 2012 with the aim of implementing it fully by December 2015.

### **The IATI Standard**

4. This framework sets out a number of key steps that we are taking in response to our undertakings in the IATI Accra Statement and for those that endorsed them the AAA and the BPD, with processes and a timetable for doing so, including through our submission and implementation of individual action plans ('implementation schedules'). The framework constitutes part of the "IATI Standard" (see Box 3) together with the common definitions and common electronic data format. The Standard provides a common basis for the publication of aid information that can be tailored to the circumstances of individual donor and developing countries, and mapped to national systems in developing countries. It builds on and adds value to existing processes of aid information and transparency, most notably the OECD/DAC Creditor Reporting System (CRS). It seeks neither to create a new database nor to impose a one-size-fits-all solution.
5. The Standard is applicable to all providers of assistance for development – official donors, multilateral organisations and financial institutions, global funds, civil society organisations, foundations, and private sector firms – who endorse it or are willing to

### **Box 3: The IATI Standard**

*The IATI standard comprises the common definitions and electronic data format for publishing data and information on development assistance, as well as this framework for implementation and licensing arrangements.*

*The materials are published at <http://iatistandard.org/> and include all reference materials for both publishers and users of the Standard, such as the definitions, codes lists, the XML Schema, validation and compliance tools, and publisher and user guides.*



implement it. In this context we welcome the broadest possible adherence to make the standard universal with comparable information for all providers.

## **Operation of the IATI Standard**

### **Phasing**

6. We will implement the IATI Standard as rapidly and thoroughly as possible with details of our plans spelled out in our individual implementation schedules). We aim to implement the full IATI standard within one year of implementing the first phase<sup>3</sup> and certainly no later than December 2015. We call on other providers willing to adhere to the IATI standard to begin implementation within a year of their adhesion.
7. We will prepare, and consult with the IATI Secretariat<sup>4</sup> on, individual implementation schedules that specify the phasing and details of our implementation. These implementation schedules will cover phasing and indicate the staff and system resources to be applied to meet the Standard and specify thresholds and exceptions, if any, to the Standard. We will hold exceptions to the minimum required and will seek to address constraints to full implementation. These implementation schedules will be published. The Secretariat will provide an updated synopsis of implementation schedules, including its commentary on issues raised, for each Steering Committee meeting.

### **Applicability to implementing agents**

8. We will ensure that these transparency standards apply to our own direct financing and will strongly encourage similar standards of transparent reporting by implementing agents down to those delivering services at the community level<sup>5</sup>.

### **Aid information in the public domain**

9. We will publish aid data and information in the public domain according to the agreed definitions and formats set out in the Standard. We will encourage their use for purposes of planning, monitoring and accountability in both donor and developing countries. This use is subject to the IATI licensing arrangements.

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<sup>3</sup> Generally, the first phase of implementation deals with speeding up release of data and information already in the public domain. The subsequent phase deals with putting additional data and information available to donors promptly into the public domain as well as with gathering additional data for that purpose.

<sup>4</sup> References here and elsewhere in the IATI Standard to roles to be carried out by existing IATI structures – the Secretariat, the Steering Committee, and the Technical Advisory Group – would apply also to their successors in whatever revised institutional structure is adopted.

<sup>5</sup> Monitoring implementing agents' use of similar standards is outside the scope of this framework.



10. We acknowledge that while some preliminary data may change, early publication will help call attention to missing or inaccurate data and so help us to improve overall accuracy as well as speed of publication. However, coverage of preliminary data is still likely to be incomplete, leading to underestimation of external flows, whether by donor (or other provider), developing country, or category of assistance. We will submit revisions on a timely basis.

### **Communication**

11. We will actively inform relevant stakeholders in our own and developing countries, including through our own websites, about the availability of information on aid and where it can be found. These stakeholders include parliamentarians, media, civil society representatives, and communities directly affected by aid. The IATI website will provide timely notifications of updates to information available online.

### **Monitoring and evaluation**

12. We recognise the importance of having a credible review mechanism for monitoring and evaluating our implementation of the IATI Standard<sup>6</sup>. We welcome that scrutiny in order to achieve the increased effectiveness that transparency can bring for all stakeholders in development results. We urge that monitoring of transparency become a regular part of mechanisms for monitoring aid effectiveness. These include monitoring mechanisms of: the Global Partnership for Effective Development Co-operation; the UN Development Co-operation Forum; DAC Peer Reviews; and mutual accountability mechanisms at country level.
13. We will also assure specific monitoring of adherence to the IATI Standard. The process will consist of the following elements.
  - **Donor self reporting:** We will each report annually, in a format to be agreed, on our progress and problems in implementing the IATI Standard. The first report will cover 2012 and be issued by April 2013. We will interact with the Secretariat and a monitoring subgroup of the IATI Technical Advisory Group to clarify and improve our annual reporting.
  - **Developing country monitoring:** To complement donor self-reporting, we would welcome complementary reporting by developing countries on the implementation of IATI in their countries. This could be either in separate brief reports or as part of coverage of transparency in broader reviews of mutual accountability and aid

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<sup>6</sup> We will review and adapt monitoring and evaluation arrangements when the future institutional structure for IATI has been adopted.



effectiveness.

- **Independent monitoring:** We would also welcome independent monitoring of our adherence to the IATI Standard, as a part of their broader monitoring of the implementation of aid effectiveness.

#### **Annual progress report**

14. The Secretariat will issue an annual summary report on progress and problems and on updates needed to the IATI Standard. That report will draw on the monitoring mechanisms above, as well as on donor implementation schedules, and propose an action plan to address issues they raise.

#### **Evaluation of implementation**

15. We call on the Steering Committee to plan for an evaluation by the end of 2013 of the implementation of the IATI standard.



## Annex A to Framework for Implementation

### List of organisations endorsing the IATI Framework for Implementation

| IATI Signatories                                          | Partner country endorsers      |
|-----------------------------------------------------------|--------------------------------|
| • Adaptation Fund                                         | • Bangladesh                   |
| • African Development Bank                                | • Burkina Faso                 |
| • Asian Development Bank                                  | • Colombia                     |
| • Australia                                               | • Democratic Republic of Congo |
| • Belgium                                                 | • Dominican Republic           |
| • Canada                                                  | • Ghana                        |
| • CDC                                                     | • Honduras                     |
| • Denmark                                                 | • Indonesia                    |
| • EC                                                      | • Lebanon                      |
| • Finland                                                 | • Liberia                      |
| • GAVI                                                    | • Madagascar                   |
| • Germany                                                 | • Malawi                       |
| • Global Fund to Fight AIDS, Tuberculosis and Malaria     | • Moldova                      |
| • Global Environment Facility                             | • Montenegro                   |
| • Hewlett                                                 | • Nepal                        |
| • Inter-American Development Bank (IDB)                   | • Papua New Guinea             |
| • International Fund for Agricultural Development (IFAD)  | • Republic of Congo            |
| • Ireland                                                 | • Rwanda                       |
| • Netherlands                                             | • Sierra Leone                 |
| • New Zealand                                             | • Syria                        |
| • Norway                                                  | • Tanzania                     |
| • Spain                                                   | • Viet Nam                     |
| • Sweden                                                  |                                |
| • Switzerland                                             |                                |
| • UK                                                      |                                |
| • United Nations Capital Development Fund (UNCDF)         |                                |
| • United Nations Children's Fund (UNICEF)                 |                                |
| • UNDP                                                    |                                |
| • United Nations Human Settlements Programme (UN-HABITAT) |                                |



|                                                                             |  |
|-----------------------------------------------------------------------------|--|
| • United Nations International Labour Organisation (ILO)                    |  |
| • United Nations Office for Project Services (UNOPS)                        |  |
| • United Nations Office for the Coordination of Humanitarian Affairs (OCHA) |  |
| • United Nations Population Fund (UNFPA)                                    |  |
| • United Nations Women (UN Women)                                           |  |
| • USA                                                                       |  |
| • World Bank                                                                |  |
| • World Food Programme (WFP)                                                |  |





## ***Annex II: Terms of Reference for Chair and Vice Chair of the IATI Members Assembly***

### ***Background***

***IATI is a voluntary, multi-stakeholder initiative originally established to help implement the transparency commitments made in the Accra Agenda for Action (2008) and subsequently in the Busan Outcome Document (2011). IATI is working closely with OECD DAC to implement the Busan common standard, and aims to expand its own membership to cover not only all providers of official development finance, but as many actors as possible within the changing aid architecture and throughout the entire aid delivery chain.***

***IATI has developed and agreed an open, international aid transparency standard – the IATI Standard, which sets guidelines for publishing information about aid spending. IATI aims to make this information simpler and easier to understand, to compare and to use.***

***The IATI Members Assembly is a multi-stakeholder governing body that guides IATI's work and provides overall direction to the IATI Secretariat. The Members Assembly will meet twice a year, and participation in its meetings is open to all member organisations, with provision for interested non-members to join as observers. In between Members Assembly meetings, the work of the IATI Secretariat will be overseen by sub-groups directly appointed by the IATI Members Assembly, including a Standing Sub-group on Budget and Finance which will oversee the Secretariat's implementation of the work plan and budget as previously approved by the Members Assembly.***

### ***1. Roles of Chair and Vice Chair***

***1.1 The main roles of the IATI Members Assembly Chair and Vice Chair are to chair IATI Members Assembly meetings and ensure these meetings give adequate direction to the IATI Secretariat, and to represent IATI at external meetings as necessary.***



~~1.2 — The IATI Chair and Vice-Chair will work closely with, and receive all necessary assistance from, the IATI Secretariat.~~

~~2. — Tasks~~

~~Working with the IATI secretariat, the Chair is expected to:~~

~~2.1 — Convene and chair two IATI Members Assembly meetings per year.~~

~~2.2 — Guide and approve the agenda for the IATI Members Assembly meetings.~~

~~2.3 — Encourage attendance plus the full and equal participation of all stakeholders in IATI Members Assembly meetings, ensuring in particular that the views of all three constituencies (providers of development cooperation, partner countries and CSOs) are fully represented in all discussions.~~

~~2.4 — Report the views of absent members at Members Assembly meetings, on the basis of prior consultation.~~

~~2.5 — Guide Members Assembly members in full committee or sub-groups to take decisions by consensus wherever possible.~~

~~2.6 — Respond to issues raised by IATI members as they occur, referring them to the IATI Secretariat as appropriate.~~



~~2.7 — Stay apprised of the overall progress of the workplan, and propose processes for resolution of any differences where consensus cannot be achieved at either Members Assembly or sub-group level.~~

~~2.8 — Represent IATI at high-level external meetings and in other discussion forums relevant to the broader transparency agenda as necessary, acting as an advocate and as an exemplar for the initiative.~~

~~2.9 — The Vice-Chair will deputise for the Chair as necessary, and may be called upon to chair discussion of specific agenda items as appropriate.~~

### ~~3. — Selection Process and Length of Service~~

~~3.1 — Any IATI member (providers of development cooperation, partner countries and CSOs) can propose a candidate for Chair, and candidates themselves must be representatives of IATI member organisations.~~

~~3.2 — The Chair will be elected by simple majority of the full IATI membership (one vote per membership), with the first place candidate becoming chair and the second place candidate becoming Vice-Chair.~~

~~3.3 — While the Chair and Vice-Chair may be representatives of the same IATI constituency, they cannot be representatives of the same member organisation.~~

~~3.4 — Both will serve for a period of two years, after which the positions will rotate, with the possibility of renewal.~~

~~3.5 — A current Chair will oversee the process of nominating and electing a successor in the last six months of his or her term of office.~~



~~4. — Timing and Accountability~~

~~4.1 — The Chair will undertake to chair two Members Assembly meetings per year, and to work with the IATI Secretariat to approve the agenda, papers and minutes of these meetings, ensuring that the necessary papers are available three weeks in advance of the meeting. The Vice Chair will support these functions as necessary. If both the Chair and Vice Chair are unable to attend a Members Assembly meeting, the meeting itself will select an alternative Chair. The Secretariat will be answerable to the Members Assembly for implementing its decisions.~~

~~4.2 — The IATI Chair is elected by, and answerable to, the IATI Members Assembly, and assures that key issues are relayed to and addressed by the IATI Secretariat as appropriate.~~

~~5. — Budget~~

~~The Chair and Vice Chair will, in common with other IATI members, be expected to self-fund their attendance at IATI Members Assembly meetings and will not be reimbursed their time, although the Secretariat is seeking to establish a small fund for those who are genuinely unable to self-fund so as to prevent barriers to participation. Reasonable expenses can be claimed by the Chair and Vice Chair if they are invited to represent IATI at high-level external meetings, subject to the availability of funds.~~



## ***Annex III: Terms of Reference for the Technical Advisory Group***

IATI is a voluntary, multi-stakeholder initiative whose purpose is to help implement the transparency commitments made in the [Accra Agenda for Action](#) (2008) and subsequently in the [Busan Outcome Document](#) (2011).

IATI has developed and agreed an open, international aid transparency standard – [the IATI standard](#). This sets guidelines for publishing information about aid spending. IATI aims to make this information simpler and easier to understand, to compare and to use.

The Technical Advisory Group (TAG) is a multi-stakeholder forum that provides technical advice and guidance to the initiative. Participants include, inter alia, key users and providers of aid data and statistics along with experts in using technology for aid effectiveness and the development of standards. Participation in the TAG is open to all interested parties. The TAG reports to the IATI [Members' Assembly](#) via its Chair. The [Members' Assembly](#) and the IATI Secretariat can – through the chair – consult the TAG as necessary to obtain views on the development of the IATI Standard.

The role of TAG is to help ensure that: the standard is fit for purpose and evolves to meet the needs of a wide range of users and purposes; IATI data are published in the best way to promote and support use of the data; and IATI remains connected to, informs, and is informed by other transparency and accountability initiatives.

### **Terms of Reference for the Technical Advisory Group**

- To provide technical oversight to the initiative to ensure that it meets its aims and objectives as set out the [aims and objectives](#) of IATI.
- To develop proposals to improve the IATI standard to the IATI [Members' Assembly](#), using the agreed change control procedure.
- To ensure that the IATI standard continues to meet the needs of key users of aid information, in particular partner countries and civil society.
- To ensure that the developments in the IATI standard build upon national and international systems and standards and other initiatives to improve transparency of aid and other development co-operation flows.
- To provide guidance on the use of technology in meeting the aims of IATI, in particular by identifying appropriate technologies and data formats, building on experiences in other sectors.
- To contribute to the development of global data standards in fields where IATI needs are shared by other initiatives. To ensure IATI contributes to the open data movement by sharing experiences, lessons and approaches.
- To ensure IATI learns from the open data movement and other initiatives.

### **Meeting arrangements and logistics**



- IATI Technical Advisory meetings will be held as required by the agreed timetable. It is envisaged this will be once a year, where possible ahead of an IATI Members' Assembly meeting, with the possibility of regional workshops and events as needed and funding permits.
- The group will make use of virtual collaboration tools, such as wikis, a knowledge base and other support tools.
- The TAG will be convened and supported by the IATI Secretariat.
- All meeting minutes and outputs from the TAG will be made publicly available.



## ***Annex IIIV: Terms of Reference for the Technical Advisory Group Chair***

### **Background**

IATI is a voluntary, multi-stakeholder initiative whose purpose is to help implement the transparency commitments made in the [Accra Agenda for Action](#) (2008) and subsequently in the [Busan Outcome Document](#) (2011).

IATI has developed and agreed an open, international aid transparency standard – [the IATI standard](#). This sets guidelines for publishing information about aid spending. IATI aims to make this information simpler and easier to understand, to compare and to use.

The Technical Advisory Group (TAG) is a multi-stakeholder forum that provides technical advice and guidance to the initiative. Participants include, inter alia, key users and providers of aid data and statistics along with experts in using technology for aid effectiveness and the development of standards. Participation in the TAG is open to all interested parties. The TAG reports to the IATI [Members' Assembly](#) via its Chair. The [Members' Assembly](#) and the IATI Secretariat can – through the chair – consult the TAG as necessary to obtain views on the development of the IATI Standard.

The role of TAG is to help ensure that: the standard is fit for purpose and evolves to meet the needs of a wide range of users and purposes; IATI data are published in the best way to promote and support use of the data; and IATI remains connected to, informs, and is informed by other transparency and accountability initiatives.

### **Goal**

IATI is seeking a chairperson of the TAG to guide the TAG in fulfilling its TORs (attached) and representing the TAG on the IATI [Members' Assembly](#).

### **Purpose**

1. To represent the views of TAG members to the IATI [Members' Assembly](#).
2. To ensure that the work of the TAG Secretariat is credible and of high quality, respected and valued by IATI members and external stakeholders.
3. To ensure that TAG's work reflects the priorities of partner country and CSO stakeholders.

The TAG chair will work closely with, and receive all necessary assistance, from the TAG Secretariat.

### **Tasks**

Working with the TAG secretariat:

1. Convene and chair periodic TAG meetings and help to co-ordinate regional events as required.



2. Provide regular updates on TAG work to the IATI Members' Assembly.
3. Stimulate the technical community by consulting on important issues that may arise.
4. Respond to issues raised by TAG members as they occur, referring them to the TAG Secretariat as appropriate.

#### **Timing and outputs**

The TAG Chair will make available an average of 2 days per month over their period in office. The distribution of the days each month will be agreed with the host.

The TAG Chair will report directly to the IATI Members' Assembly, and report key issues to the TAG and IATI Secretariats as necessary.

#### **Budget**

Expenses as applicable for up to ~~2~~<sup>3</sup> trips annually (~~12~~ Members' Assembly meetings; 1 TAG meeting). If the selected TAG Chair is a consultant, a day rate will be negotiated with the IATI host.





## *Annex IV: Election Process for Governing Board and IATI TAG Chair*

### 1. Composition and chairmanship

1.1 The Governing Board will be comprised of two members from each of the three constituencies recognized in the Standard Operating Procedures (providers of development co-operation, partner countries, and civil society organizations/other members) as well as the Chair of the Technical Advisory Group (TAG).

1.2 The Governing Board will be responsible for electing its own Chair and Vice-Chair and informing the Member Assembly through the Secretariat.

### 2. Eligibility

2.1 All IATI members in good standing (ie those having paid or committed to pay their membership fees in 2016 at the start of the nomination period) are eligible for Board membership.

### 3. Nomination process

3.1 The Secretariat will provide contact information within each constituency at the start of a two-week nomination period to facilitate internal discussions.

3.2 Within a two-week nomination period, all interested organisations must register their interest by email to the IATI Secretariat by submitting a Nomination Statement (below).

3.3 At the end of the nomination period, the IATI Secretariat will share the results to each constituency and confirm whether consensus has been reached on candidates for all available seats. If consensus has been reached no further election process is required in that constituency and all members will be informed of the outcome.

### 4 Process for online voting

4.1 In absence of consensus in a constituency, an online election will take place within that constituency.

4.2 Nomination statements will be made available to the constituency members who will then rank the candidates in order of preference.



4.3 The two organisations receiving the highest number of votes will be confirmed as members of the Board. The Secretariat will inform all members of the final outcome by email and through the IATI website.

## 5 Election for Chair of the TAG (Technical Advisory Group)

5.1 Nominations for the TAG Chair should be submitted to the IATI Secretariat by email, with a similar Nomination Statement clearly indicating that the nomination is for the role of TAG Chair as distinct from the Board.

## 6 Transparency of process

6.1 The Secretariat will be responsible for communicating to members in relation to the call for nominations and voting periods throughout the election cycle. The outcome of the process will be made publicly available on the IATI website.

6.2 Elected Board members will be expected to hold their first meeting virtually within two weeks from the conclusion of the process, with secretariat support provided by the IATI Secretariat.

### Nomination Statement:

The Nomination Statement should provide the following confirmation and should be 1-2 pages in length at maximum, using the template provided by the Secretariat:

- Interest to serve as a Board member for a full two-year term
- Brief outline of the organisation's active engagement with IATI and familiarity with the global transparency agenda
- Intent to designate a staff member to attend all Board meetings
- Confirmation that the designated staff member can allocate up to two days per month to carry out Board duties.
- Confirmation that if selected as Board Chair or Vice-Chair, the designated staff member will be permitted to travel to represent IATI in global meetings.
- Commitment to maintain good financial standing within IATI throughout the period of Board membership
- Commitment to fulfil responsibilities as detailed in the SOP
- Adherence to the Code of Conduct