IATI International Aid Transparency Initiative

MEETING OF THE IATI GOVERNING BOARD (VIRTUAL)
DATE: 21 AUGUST 2019

Chair: Theo Van de Sande (Ministry of Foreign Affairs, the Netherlands)
Participants: Secretariat (Carolyn Culey, Argjira Belegu-Shuku, Margaret Thomas, Annelise Parr), Oxfam Novib (Leo Stolk), UNICEF (Tim Takona; Joseph Barnes), TAG Chair (Steven Flower)
Not attending: Bangladesh; Madagascar; Bond
Notetaker: Anna Whitson (UNDP)

Draft Minutes of Meeting

1. Conflict of Interest Policy
· There was general agreement among Board members that this policy should be drafted in such a way that it includes IATI Secretariat organizations and organizations of members, but includes different risk registers for each.
· The policy should also add language noting that Board members are to refrain from decision-making around issue areas in which they have a potential conflict of interest (once any issues up for decision are more concrete).
· The Board also noted that the policy should be re-evaluated after 12 months and guidance should be refined.
· **Decision point**: The paper will be revised by the Secretariat in view of comments received from the Board, and recirculated via yammer.

2. Update on Focal Point Changes
· The Board welcomed Joseph Barnes (UNICEF) – Chief of Program Monitoring, who is working closely with Tim's team. This prompted the Board Chair to undertake a review of focal point responsibilities across new Board members and suggested this could be taken up at the Board meeting in Brussels.
· The Board welcomed Anna Whitson (Outreach and Partnerships Specialist - UNDP), who is providing surge support to the Secretariat after the departure of Lea Zoric.

3. Technical Updates
· The Board welcomed the paper on the future of the TAG. The paper suggests that in line with the Strategic Plan, in place of the TAG, IATI should form Community of Practices (CoPs) and Technical Working Groups (TWGs) that will have very specific mandates in order to advise the Board on specific issues. General consensus from the Board was that the paper is moving in the right direction.
· **Decision point:** Technical Working Groups will provide expert advice (from technical and non-technical colleagues as necessary), and CoPs will focus on how people relate to the Standard and other aspects of IATI. They will be focused on sharing knowledge and learning.
· **Decision point:** Technical Working Groups will be proposed by the Board/members, but members are also welcome to self-organize. The terminology around this issue would

need to be revisited and streamlined in the paper. There also needs to be a reference to the Strategic Plan included in the paper.

· **Action item:** The Board also noted the need for a decision point around how the Board takes advice from the TWGs and CoPs on board, which should also be updated in the SOPs (when/if the proposal is approved).

· The Board also noted the need for updating the process of nominating the technically-focused person on the Board – if the TAG Chair role **Decision point:** One elected seat on the Board should retain a technical focus with that seat elected by the IATI community.

· **Action item:** Steven will take a lead on working with Wendy and others to revise the paper, and review the names of the working groups to encompass subjects that go beyond technical to cover more areas in which the Board or MA requires advice; possibly "Advisory Working Groups"?.

· The Board noted that the aim of the presentation at the MA is to present this paper as a proposal for members' discussion following the endorsement of the Strategic Plan and will need to be sequenced appropriately, since the rationale for this process flows from an approved Strategic Plan.

4. Updates to the Standard

· The Secretariat underscored that work on standardizing the Standard will look at clarifying and making standard the language we use and as such, some of these changes wouldn't require a formal update. They suggested the drafting of a list of proposed changes, which would be consulted with the community.

· The Board noted that was too soon and therefore unwise to bring this process to the MA without the relevant analysis and consultation behind it.

· **Decision point:** Standard upgrades will not be proposed to this MA (no paper will be put forward). Working Group(s) should be established at the MA to support the process of standardising the standard without upgrades. Proposals for fixes to the Standard that require an upgrade (major or minor) will be put forward for decision making to future MAs.

5. Datastore Progress

· Datastore API is in the testing phase for the next month, feedback thus far has been positive.

· Feedback from DUTF was that there might be a need for more user guidance, especially around the query builder once the user interface is available.

6. Validator FAQ

· **Action point:** The Board proposed that the Secretariat should investigate adding this FAQ sheet to Discuss to ensure it becomes a truly live document. Go-ahead was given by Board focal points for communications on the validator to be issued, based on the circulated comms plan, taking into account comments that were received from GB members.

7. Strategic Plan Updates

· The Strategic Plan (SP) will be presented for endorsement at the MA, with urgent and broadly shared minor text changes possible. Board members underlined that the

presentation to members should outline the robust process of consultation to avoid reopening the document for significant changes at this point.
- The second session on the SP will focus on reviewing the Theory of Change Monitoring Document and Results Framework, as well as operationalizing and prioritising the SP going forward. This will be used as input to the Annual Plan 2020.
- The Strategic Plan will be sent to members with MA documents (a designed version, with translations in French and Spanish).
- **Action item:** Board members will further review the Results Framework and the Theory of Change monitoring table.

8. Members' Assembly Planning
- All papers and the agenda will be circulated to attendees next Wednesday (28 August).
- Managing Conflicts of Interest Session to be moved to day 2 and will be a brief info point on Board ways of working, rather than a discussion.
- **Action item:** Board members are invited to come back to Annelise with further suggestions on updating the agenda. She will recirculate the revised agenda to the Board by Friday.
- **Action item**: If Board members have not already done so, they should follow-up on Annelise's reminder e-mail from 20/8 about filling out e-pass forms to ensure quick access to EC premises.
- Belgian MFA will be funding a reception at the MA and will be inviting local participants.

9. Members' Assembly Responsibilities
- Strategic Plan Part 1– Facts / figures / process (Annelise) and content (Theo)
- Strategic Plan Part 2 – small groups led/facilitated by three Board members (Joseph, Sarah, Zefy), with Secretariat support. Breakouts will be followed by a plenary, which Tim will facilitate.
- Future of the TAG – Stephen
- Operations and Governance Updates – Secretariat
- Technical Updates – Wendy, supported by Leo
- New Datastore and Validator – Joint presentation (Secretariat/suppliers)
- All Board members are invited to come to the introduction for new members on caucus day.

10. Financial Updates
- Project balance at the end of the year is estimated to be 2.2 million.
- Spending rate is projected to be 65% (compared with budget) with two quarters to go in 2019.
- A financial update will be circulated to the Board, discussed in the GB meeting prior to the MA, and presented at the MA, per usual practice.
- **Action item:** Board Chair proposed a meeting with Annelise and Argjira to prepare for the GB meeting at the MA and questions that might be coming from the members at the MA in regards to the financial update.
- **Action item:** Board meeting in Brussels should cover the financial updates in depth. It should also plan for the annual work planning process, which will culminate in December (after which the Annual plan 2020 will be shared with members).

11. AOB

- · There was a proposal by the Board to begin discussing Board elections at the MA. It was discussed that this could be included in the Chair's wrap session.