

# [Draft] Technical Advisory Group Workstreams, Activities & Time Plan

## Background

The International Aid Transparency Initiative aims to deliver a step shift in global public availability and accessibility of information on aid flows. Launched during the High Level Forum on Aid Effectiveness in Accra in September 2008, to date it has 16 signatories and strong interest from partner countries and CSOs. At the heart of IATI is the definition of an aid information standard, which would comprise four related components:

- a. **Agreement on the types of information to be covered by the standard**
- b. **Common definitions of aid information**, designed to meet diverse needs of users of aid information inc. developing country governments to the private sector, NGOs and academics
- c. **A common data format**, designed to facilitate easy and rapid electronic interchange of data;
- d. **A code of conduct** which describes what information donors will publish and how frequently, how users may expect to access that information, arrangements for verification and quality control, and how donors will be held accountable for compliance.

A multi-stakeholder Technical Advisory Group is being set up to provide technical advice and guidance to the initiative. Members will include key users and providers of aid data and statistics along with experts in using technology for aid effectiveness and the development of standards. The TAG will report directly to the IATI Steering Committee.

## Objectives

- To provide technical direction and oversight to the initiative to ensure that it meets its aims and objectives as set out in the Accra IATI Declaration;
- To develop proposals for IATI standards, formats and definitions for consideration by the Steering Committee and agreement by the full IATI membership;
- To ensure that the IATI standards meet the needs of key users of aid information, in particular partner countries and civil society.
- To ensure that the IATI standards build upon existing national and international systems and standards and other initiatives to improve transparency of aid.
- To provide leadership and guidance on the use of technology in meeting the aims of the IATI, in particular by identifying appropriate technologies and data formats, building on experiences in other sectors.
- To advise the Steering Committee and IATI membership on implementation of the standards, in particular by identifying technical requirements and capacity building needs.

## Approach

The technical advisory group work plan is split into 5 workstreams. Each workstream will have a leader to further develop the workstream plan and manage the delivery. These workstream leaders will form the central TAG team.

In addition, there is a wider membership group, including representatives from southern CSOs, partner country Governments, donors, NGOs, technology specialists, information retailers and software vendors. This group will provide analysis, advice and support to the workstreams.

The workstreams are:

1. **Scope, Definitions and Classifications.** To cover:

- a. what information donors will publish (pt 1 of the standard), and
  - b. an agreed definitions and classifications (pt 2 of the standard), and unit of analysis: how aid flows and projects relate to each other (how do 'donor projects' relate to projects as defined in AIMS and NGO projects etc.), and how aid can be tracked from donor to ultimate recipient.
2. **Data Formats, Technical Architecture & Systems:** to cover part 3 of the standard (data format and technical architecture) and support existing and new information providers in assessing impact and implementing the IATI standard
  3. **Code of Conduct & IATI standard:** to define the code of conduct (pt 4 of the standard), and the approach and process for setting the IATI standard
  4. **Donor Assessments & Support:** to assess impact, feasibility and costs of IATI proposals, provide recommendations to donors on steps towards IATI compliance, and provide technical assistance to comply
  5. **Accessibility & Capacity Building for Information users:** to consider ways of building capacity and making aid information more accessible, particularly for users in developing countries

## Roles and Responsibilities

The TAG will be chaired by **Brian Hammond**. Brian's role is to provide strategic oversight and direction to the TAG, ensure that the TAG's workplan is in line with its ToR and the aims and objectives of IATI and that the work of the TAG: is of high quality and valued by IATI members and external stakeholders; builds on lessons from other efforts to improve transparency about aid flows; and reflects the priorities of partner country and CSO stakeholders.

Brian will: convene monthly TAG conference calls and six monthly physical TAG meetings; provide regular updates on TAG work to the IATI secretariat, Steering Committee and full membership; engage with other relevant experts on aid information and statistics; identify strategic issues for consideration by the IATI Steering Committee, including on scope, timing, ambition, and coverage of the IATI standards; and provide guidance to the TAG and IATI Secretariat and Steering Committee on the feasibility and likely impact of the proposed IATI standards.

The TAG secretariat will be managed by **Hannah Glanville** from DIPR, and will provide support to TAG activities, and facilitate and coordinate the TAG network. This will include help arranging meetings and calls for TAG wide events (not individual work streams).

The workstream leaders will be as follows:

1. A. what information will be published: **(TBC)**
1. B. definitions and classifications, & unit of analysis: **(TBC)**
2. Data Formats, Technical Architecture & Systems: **Simon Parrish, DIPR**
3. Code of Conduct & IATI standard: **PWYF & Civicus**
4. Donor Assessments & Support: **Brian Hammond**
5. Accessibility & Capacity Building for Information users: **(TBC)**

TAG members will choose which workstreams they wish to join, but it will be the responsibility of the workstream leader to ensure that the necessary expertise is represented. TAG members can be found in appendix A.

## Milestones, Activities & Deliverables

The key milestones are (tbc):

- 1) Propose a transparent approach and process for setting the IATI standard – **end June 09**
- 2) IATI conference: Develop proposals for what information will be published & a code of conduct. – **October 09**
- 3) Agree proposals for a phase 1 standard – **April 10**
- 4) Agree proposals for a phase 2 standard – **Dec 10**

Indicative activities and deliverables for these milestones are as follows:

Activity	Workstream	Dates	Notes
<b>Propose a transparent approach for setting the standard – end June 09</b>			
<i>Produce proposal for approach and process for setting IATI standard</i>	3	<i>End June 09</i>	<i>(including Governance structures)</i>
- Complete review of other standards	3	Mid-May 09	To include 8 case studies
- Develop communications strategy for the IATI standard process	3	Mid June 09	
<b>IATI conference - October 09</b>			
<i>Develop business case, including cost/benefit analysis(Owen Barder)</i>	1	<i>Sept 09</i>	<i>Drawing on donor assessments</i>
- Assess efficiency gains	1	tbd	1. Savings for donors from reduced duplicate reporting 2. Savings for organizations that collate data eg EC, UN 3. Reduced administrative costs for recipient countries
- Assess effectiveness and other benefits	1	tbd	
- Identify costs	1	Tbd	Linked to workstream 4 – developing a cost model for cost of IATI to donors
<i>Produce paper with proposal for what info should be covered by the standard</i>	1	<i>Sept 09</i>	<i>How the implementation should be phased. Drawing on costs/benefits</i>
- To be defined	1		
<i>Produce paper outlining proposal for a code of conduct</i>	3	<i>Sept 09</i>	<i>Drawing on standards review</i>
- To be defined	3		
<i>Produce report and proposals on donor systems and impact of IATI</i>	4	<i>Sept 09</i>	<i>- what is feasible in the short, medium and long term - the estimated costs of</i>

			<i>meeting IATI proposals - the type of support</i>
- Develop a model to estimate the costs of IATI	4	June 09	based on pilot results
- Undertake pilot assessments to perform detailed analysis of impact and feasibility of IATI on selected donors	4	June – August 09	through visits to donor HQ (possibly: UK, NL, D, WB, US)
<i>Research for consultation at IATI conference</i>	<i>1,2</i>		
- Undertake pilot data exchange between 2 donors in 2 partner countries (Development Gateway)	2	Sept 09	To help with unit of analysis work. To present at IATI conference
- Produce an 'aid map' depicting the main building blocks and relationships of the aid environment	1	Sept 09	To help with unit of analysis: for discussion at tech conference
- Develop a draft proposal outlining the options for unit of analysis	1	Sept 09	for discussion at tech conference
- Undertake initial review of technical options for consultation	2	July 09	for discussion at tech conference (e.g. data formats, API, data registries, licensing)
- Develop exemplars to demonstrate what could be achieved	2	Sept 09	Ongoing, but prepare demo for conference
- Develop guidance for publishing information in the short term	1,2	Sept 09	To enable progress before the standard is set To present at IATI conference
- Identify existing infomediaries & partner country systems	2	Sept 09	& build relationship (e.g. DAC, AIDA, PLAID, FTS)
<b>Agree proposals for a phase 1 standard – April 10</b>			
<i>Produce formal paper detailing definitions for phase 1 of IATI standard</i>	<i>1</i>	<i>Mar 10</i>	
- Review of existing classification standards: CRS; COFOG; country budgets	1	Dec 09	
- Clarify needs and definitions for financial information (commitments, disbursement, transactions future spending plans)	1	Jan 10	inc. suggestions of how to link aid flow information to the national budget and to mutual accountability for shared results
- Definition of descriptive project/aid flow data (descriptions, dates etc.)	1	Jan 10	
- Agree definitions for all other info to be covered in phase 1	1	Mar 10	e.g. Paris Decl. Indicators, document classifications
- Establish common unit of analysis & system of aid flow/ project	1	Mar 10	This maybe pushed back to phase 2

identifiers			
<i>Produce paper detailing data formats and technical architecture for phase 1 of IATI standard</i>	2	Mar 10	
- Design data and information formats to meet the needs of phase 1 info areas	2	Mar 10	
- Define technical architecture for phase 1	2	Mar 10	
<i>Guidance and support materials</i>	1,2,4	Mar 10	<i>Both data definitions and tech guidance</i>
- Agree support package for donors	4	Mar 10	E.g. Technical support, tools to help capture 'IATI compliant' information
- Develop tools to help donors comply with IATI	2	Mar 10	e.g. translators and mapping tools; IATI compliant aid management system
- Identify impact and opportunity of IATI standards on existing aid information management systems	2	Mar 10	
<i>Provide formal recommendations for what each member needs to do to meet IATI objectives and timescales</i>	4	Mar 10	
- Develop a questionnaire for all IATI members to undertake an initial self-assessment	4	Dec 09	Based on pilot assessments
- Follow up questionnaire results with all members to clarify and further analyse	4	Jan – Mar 10	
- <i>Produce paper with suggestions for building capacity to access and understand aid information</i>	5	Mar 10	<i>drawing on the results of the regional consultations (and earlier UNDP-led work on AIMS)</i>
- To be defined	5		
<b>Agree proposals for a phase 2 standard – Dec 10</b>			
- Clarify needs and definitions for info to be covered in phase 2	1	Dec 10	e.g. sectors and thematic classifications, output / outcome indicators, aid agreements, conditions, detailed geographic coding, contract info
- Define how traceability can work	1	Dec 10	
- Design data and information formats to meet the needs of phase 2 information areas	2	Dec 10	

## **Dependencies between workstreams**

To be developed

## **External Dependencies**

To be developed

## **Working Practices**

To be developed

## **Reference Documents** (to be expanded as work progresses)

- IATI scoping paper
- Standards review
- IATI TAG TOR

## Appendix A – TAG Members and indicative involvement

Lead		TBC	Simon Parrish	PWYF and CIVICUS	Brian Hammond	TBC
Organisation	Member	Workstream 1	Workstream 2	Workstream 3	Workstream 4	Workstream 5
	Brian Hammond				✓	
2 Paths	Aaron Gladders		✓?			
African Monitor	Jill Kronenberg	✓?				
CABRI	Aarti Shah	✓?				
Cambodian Government	Philip Courtnadge	✓?		✓?		
Cameroonian CSO Group on Aid Effectiveness	Christine Andela			✓?		
Centre technique de cooperation agricole	Anja Barth					
CIVICUS	Henri Valot			✓		
DFID	John Adams					
Development Gateway Foundation	Stephen Davenport	✓	✓			✓
Development Initiatives Poverty Research	Simon Parrish	✓	✓	✓	✓	✓
Development Initiatives Poverty Research	Rob Tew	✓		✓		✓
Development Research Institute	Matthew Martin	✓?				✓
EC-Joint Research Council	Anjula Garg					
EC	Alex Gerbrandij	✓				
Euforic	Chris Addison					
Keystone Accountability	Alex Jacobs					
Hewlett Foundation	Patrick Collins					
International Budget Partnership	Vivek Ramkumar	✓?				
Overseas Development Institute	Tim Williamson	✓?				
Overseas Development Institute	Geoff Handley					
Oxford University/Overseas Development Institute	Paolo de Renzio	✓?				
Publish What You Fund	Karin Christiansen	✓	✓	✓		
Synergy	Richard Bradley		✓?			
Tanmia (Morocco Country Gateway)	Mr. Mourad Gourouhi					
Transparency International	Craig Fagan			✓?		✓?
TIRI	Martin Tisne			✓?		✓?
UNCTAD	Gerry Teeling					
Worldview-The Gambia	Amadou Taal					
World Bank	Eric Swanson		✓?			
Xola (Nicaragua)	Jose A. Sanchez			✓?		
<b>Member to be confirmed</b>						
UNDP	tbc					✓?
International Monetary Fund	tbc	✓?				
Development Research and Training	tbc					
PLAID tbc	tbc	✓?	✓?			
Open Knowledge Foundation	tbc					
WP-STAT	tbc	✓?				
DCD	tbc					
<b>Organisation to be confirmed</b>						
Donor	tbc	✓?			✓?	
Partner Country	tbc	✓?		✓?		✓?