

**Attending (Virtually):** Henry Asor (Nigeria, GB Chair); Thea Schepers (Netherlands, GB Vice-Chair); Joseph Barnes (UNICEF); Winnie Kamau (Association of Freelance Journalists); Innocent Mugabe (Government of Rwanda); Charlie Ngounou (AfroLeadership); Annelise Parr (UNDP / IATI Secretariat Coordinator); Wendy Thomas (Development Initiatives / IATI Technical Lead); Simona Durcova (UNOPS / IATI Secretariat); Cody Wallace (UNDP / IATI Secretariat, note-taker, logistical support); Philip Drake (IATI Transition Manager)

**Absent:** Pelle Aardema (inputs provided ahead by email)

### **Opening / 2023 workplan implementation update (Q1 2023)**

1. Chaired by Henry Asor (Nigeria), Chair of the IATI Governing Board, this was a regular quarterly meeting which included an assessment of the financial health and trajectory for the initiative while taking stock of the progress towards transitioning to the new hosting arrangement for IATI which officially begins on 1 July 2023.
2. The Secretariat provided a paper briefing on the status of implementation and budget in Q1 2023 across different workstreams, and presented each activity area, highlighting the status of delivery of activities. Flagship activities delivered during the reporting period include the Secretariat's successful organisation and delivery of the hybrid (in-person/virtual) IATI Members' Assembly and Community Exchange in (13-16 March 2023). Based on feedback received from the community post-event survey, 83% of respondents rated the event 'positive' to 'very positive'. Compared to previous MA's (2017 Rome, 2018 Copenhagen and 2019 Brussels) the 2023 MA has the highest approval ratings recorded of all IATI events, and the highest number of participants (179 attendees in total, of which 133 in Copenhagen and 46 online). The Initiative also [welcomed](#) CanWach, Emergently, the Government of Niger and the Media Foundation for West Africa as its first new members to join in 2023.
3. Other areas highlighted in the paper and the presentation were continuing support to data users, several of whom shared their use cases at a Data Use Lightning Session at the March Community Event. Publishers and data users also came together to discuss data quality issues during a workshop hosted by the Board. Regular support to data publishers continued, and since the launch of IATI Publisher in January, the Secretariat has supported a number of organisations in using the new tool. At the end of Q1, over 40 organisations had begun publishing their data via IATI Publisher. The Secretariat also updated on the progress towards establishing four working groups in 2023, sharing that expression of interest form(s) were circulated to members (SOP Working Group), and the

wider community (Data Use Working Group, Data Publishing Working Group, and Technical Working Group). The composition and establishment of each of the working groups will be finalised in Quarter 2.

4. The Board commended the impressive delivery rate by the Secretariat against the difficult backdrop of transition, remarking specifically on the professional delivery of the Members' Assembly and Community Event.

### **Contract Management: Aid Transparency Index**

5. In the next item, the Board held a dedicated discussion on the transfer of contractual arrangements that exist between IATI and PWYF for the support to the 2024 Aid Transparency Index (ATI), in the context of transitioning to new hosts. In 2022, Board members agreed formally to approve funding to PWYF for a two year period on an exceptional one-time basis. Flagged as a transition-related risk during the Q1 GB meeting in [February](#) 2023, Development Initiatives is no longer able to administer the funding to PWYF since the funding framework in place through its role in the consortium Secretariat will no longer be available. The Board, having understood that no solution was found within the Secretariat to fix this issue, considered the alternative options proposed by UNOPS, and agreed to initiate a formal/competitive procurement process (Request for Proposals - RFP) through UNOPS. As the legal and operational provider in the new Secretariat arrangement, UNOPS would be able to administer the procurement process provided that they can be supported in the development of Terms of Reference by others with technical knowledge of the requirements, during the procurement process.

#### ***Action points:***

- *The Governing Board requested UNOPS to initiate a formal Request for Proposals (RFP) to launch an open procurement process to fund the ATI.*
- *UNOPS to provide the list of RFP requirements and template, to inform the Board's immediate next steps to develop a detailed Terms of Reference for launching the RFP.*

### **Transition update to new IATI hosting arrangements (Transition Manager)**

6. The Transition Manager briefed on the status of transition work to ensure seamless migration from the current and future hosts to the new hosting arrangements,(moving formally into the hosting setup on 1 July 2023). The Transition Manager highlighted the following key developments and risks.
7. ***Service Catalogue and Letter of Agreement (LoA)***: The Service Catalogue, developed by the new hosts to outline agreed services under the new hosting arrangement, is currently under review by the Transition Manager before onward submission to the Governing Board for review. This will underpin the agreement between Board and new hosts (draft text currently under review by the Transition Manager). Given the Initiative is not considered a 'legal' entity under the rules and regulations of the UN, the reference to 'Letter of Agreement' will need to adopt new terminology (i.e. Memorandum of Understanding). On the topic of direct and indirect costs associated with the hosting

entities, UNDP reconfirmed the standard cost recovery GMS rates applied as provided in the hosting bid, and would not be the subject of further negotiation.

8. **Transition of Technical Estate and Data Transfer Agreement:** As part of the next hosting arrangement, UNDP will head the Policy and Technology Secretariat (PTS) and undertake the direct operational, human resources management, administrative and procurement requirements for the operation of the PTS, **including the appointment of Open Data Services Cooperative (ODS) as a Responsible Party for the provision of technology services.** The Transition Manager confirmed transition of the IATI technical estate remains overall on track. Outgoing technology providers DI have prepared technical roadmaps for each of the main IATI tools and developers from both DI and ODS are working well together to transfer the required technical knowledge to the new hosts; DI and ODS have signed a letter of agreement to allow staff from the new hosts to shadow DI Helpdesk operations and this will continue until 30 June when ODS will fully take over the provision of Helpdesk services. Some final questions remain with UNDP Legal Office for formal advice on transfer of data and sanctioning ODS as data processors in place of DI, with a transition risk flagged that the target of July 1st was very close.
9. **Recruitment and Resourcing:** As part of the item on transition, UNDP updated on the status of recruitment and resourcing staff positions under PTS, including the recruitment of the IATI Executive Director. All positions are undergoing classification, (mechanism for determining the appropriate grade level for each position); all International Personnel Services Agreement (IPSA) positions have been advertised and the timeline for recruiting and onboarding the IATI Executive Director is 1 October. All current staff positions have been extended until the end of September to ensure a smooth transition. Members of the Board also underscored that any further delay in resourcing and recruiting for the next hosting arrangement would be significantly detrimental to the Initiative.
10. The Board approved the extension of the Transition Manager's contract from 12 August through to the end of October 2023 – to ensure overlap with the subsequent onboarding of the Executive Director. From a process standpoint, the Board and Transition Manager also agreed that bedding down transition-related activities in 2023 should remain the priority; in this context, the Board agreed the next Members Assembly be held in Q1 2024 to allow for the hosts to be firmly in place and allow adequate forward planning and logistical preparation for the next in-person MA.
11. In closing this item, the Board specifically requested to capture in the minutes its appreciation for the current Secretariat's outstanding work and relentless commitment to the Initiative in the context of transition and uncertainty.

**Action points:**

- *Transition Manager to finalise review of the 'Service Catalogue' and share with the Governing Board for final review/approval.*

- *Transition Manager to share ‘Letter of Agreement’ with the Governing Board for final review/approval, first confirming with UNDP and UNOPS legal advisors on suitable nomenclature for the document.*
- *UNDP to expedite its review of data transfer requirements as an urgent action needed for transition of the technical estate.*
- *UNDP initiates extension of Transition Manager’s contract through the end of October 2023 to ensure overlap with the onboarding of the IATI Executive Director*

#### **Financial Overview: Transition Work Plan Budget Revision 4**

12. The Secretariat submitted the transition budget [revision](#) (IATI Year 10: January - December 2023) for approval by the Governing Board. The revision increases the budget from USD \$2,912,841 to \$4,259,640 and is inclusive of the transition-related costs including recruitment and retention of personnel; the transition-related costs for technical implementing partner ODS; as well as continuing with “keeping the lights on” activities until new arrangements are properly in place). As part of the budget revision submitted for approval, the Board was requested to approve a commitment of \$1,650,376, amounting to a 12-month personnel budget for UNDP personnel, which is a firm requirement by UNDP before signature of any contracts of employment.
13. **Budget revision endorsement, caveat ‘Cash-flow-is-king’:** The Secretariat provided a comprehensive overview of cash-flow scenarios including a comparative analysis of disbursement options, expected income from membership contributions, and subsequent estimated cash balances in the IATI Trust Fund for the remainder of the year. While the Board approved the transition budget revision in principle, Board members were keen to avoid having to call upon the contingency reserve (\$1,000,000), and requested the Secretariat to carefully monitor the cash-flow situation and convene a dedicated meeting of the Board if there is any risk in running into the contingency reserve. The Board enquired about costs of the technical provider ODS, and heard that rates were set based on a competitive procurement process and incorporated into a Long Term Agreement (LTA) established by UNDP with ODS. These same rates formed the basis of the hosting bid submitted by UNDP, and could be shared with the Board.

#### **Action points:**

- *The Board approved the [Transitional work plan and budget 2023 \(Revision 4\)](#) in principle; however, if there is a risk of needing to call upon the contingency reserve, a separate meeting must be convened to authorise any further action. SOP rules on the contingency reserve apply.*
- *UNDP to provide detailed costing of technical provider ODS under the new hosting arrangement, based on the competitive procurement process and agreed LTA rates.*
- *In the context of safeguarding contingency reserves and cashflow within IATI’s Trust Fund held by UNOPS, UNOPS will follow-up with UNDP to establish the amount to disburse to UNDP. Action point 1 is to come into effect in the event that the remaining cash balance in the IATI trust fund is likely to fall below the contingency reserve amount.*

## **Communications on IATI Tools / Strategic Planning for IATI Events**

14. A discussion took place on IATI's technical tools and services in the context of communications on those tools. As there were divergent opinions around how communication / promotion of IATI data access is currently conducted, it was decided that this discussion merited a further in-depth discussion.
15. The last item on events was postponed to a separate discussion, other than the decision for the next MA to be held in February 2024, and the next Governing Board meeting to be held in October, in person, once the Executive Director is in place. The Board also will discuss its attendance at the Open Government Partnership (OGP) Summit in Tallinn (6-7 September) and who to delegate.

### ***Action points:***

- *The Board will convene a dedicated meeting that looks at technical, data use and communications on IATI's technical tools and services.*
- *The Board to hold a dedicated discussion on IATI outreach objectives and proposed events.*
- *The Board approved the Secretariat to continue preliminary venue scoping for the Members' Assembly (MA) and begin planning for the next MA to be held in Q1 2024.*

### **AOB:**

- A discussion about multi-year funding currently on IATI Connect, should also be discussed by the Board and by the Publishing Working Group before any final conclusions on guidance.
- The Working Groups and their progress will be discussed in a separate meeting by the Board community focal points and the people within the Secretariat responsible for supporting these.
- The Board would like to have a signing ceremony for the new hosting arrangement, but will decide how and when later.