

IATI Members' Assembly 2024

Wednesday April 24th (09:15-17:15 CET)
Bogotá, Colombia & online (Zoom Events Space)



MA Paper 6: Standard Operating Procedures (Revision 8) - Cover sheet

Context

Together with the IATI Strategic Plan 2020-25, IATI's Standard Operating Procedures (SOPs) are a key resource to guide the Secretariat, Board and members in the initiative's work. The SOPs are updated from time to time to reflect formal decisions of members.

During the 2023 Members' Assembly, members were presented with topics in which the SOPs contained ambiguous or unclear language, or where content was simply out of date. A decision was taken to establish a formal Working Group on SOPs (Terms of Reference linked below) to develop recommendations and consult with members, in relation to the two following areas:

- Criteria for Determining Good Financial Standing; and
- Criteria for Waivers of Membership Contributions.

The SOP WG held virtual discussions on a biweekly basis and worked through sub-groups to draft proposals on these two topics, with support provided by the Secretariat and a representative from the Governing Board to provide clarification and Board-level perspective. The resulting proposals were published on IATI Connect for consultation with members. The WG Chair directed sub-group leads to prepare text based on the proposals, to be reflected in an updated SOP version 8 (linked below).

Further light edits were made in the text to update or remove redundant content following the transition of IATI's hosting arrangements in 2023. These edits draw from the final Letter of Agreement signed between the Governing Board and Secretariat entities UNDP and UNOPS and their annexes, shared with members through IATI Connect.

The result of these consultations along with the edits on hosting arrangements are now reflected in updated SOP Version 8, presented through this paper for approval by members.

Membership Contributions and Criteria for Good 'Financial' Standing

Section 2.4.1-2.4.3 (new) reflects the outcomes of research and deliberation by the SOP Working Group in 2023, and open consultation via IATI Connect. Clear principles and considerations have been added to define members' financial rights and responsibilities for maintaining good financial standing, along with guidance on the scope and process for requesting waivers from annual membership contributions. Additional sanctions, such as staggered reduction in benefits, have been incorporated where applicable to ensure accountability and fairness.

Criteria for waivers of membership contributions

Section 2.4.4 (new) Criteria for waivers of membership contributions define clear eligibility criteria for extending access to waivers, reflecting the outcomes of research and consultation undertaken by the SOP Working Group in 2023. These criteria aim to streamline the process and provide clarity and fairness to members seeking waivers.

A complete change record for Revisions 1-8 can be seen at **Annex VIII** of the updated SOP.





Follow-up work for SOP WG

Further areas of the SOP have been flagged for review, and the Governing Board wishes to reconvene the SOP WG, inviting new volunteers to join or take the place of outgoing WG members. Key topics for further work include a review of contribution levels of members; and consideration of questions on the current categorisation of constituencies.

Actions requested of the MA

1. Review and approve the updated SOP v.8
2. Approve the extension of the SOP WG and volunteer to participate.

Background papers

1. Consultation proposals.
 - a.  MA 6_ SOP WG - Good-Standing Note for Consultation.pdf
 - b.  MA 6_ SOP WG - Waivers Note for Consultation.pdf
2. SOP Rev 8
 - a.  MA Paper 6b_ SOP (Revision 8).pdf
3. Terms of Reference of the SOP WG
 - a.  SHARED Draft ToRs_ IATI SOP Working Group.pdf
4. IATI Connect post (October 7th 2023) sharing Letter of Agreement on Hosting Arrangements
 - a. <https://www.iaticonnect.org/IATI-Members-Group/topic/signed-loa>