**IATI Q3 2024 Governing Board Meeting,
17 December 2023; Virtual
Draft Minutes (Part One)**

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); Mohamed Gele (Somalia, Technical Chair); Faiza Effendi (UNDP, Head of Effectiveness Group, BPPS); Annelise Parr (UNDP / IATI Policy and Technology Manager); Cody Wallace (UNDP / IATI Policy and Governance Specialist); Dan Bodunescu (UNOPS / IATI Secretariat); Steven Flower (ODS / IATI Secretariat); Jack Lord (ODS / IATI Secretariat)

Implementation Update (Q3 2023) / Work Plan and Budget for Q1 2024 (For Approval)

1. Chaired by Henry Asor (Nigeria), Chair of the IATI Governing Board, the agenda for the quarterly meeting included an assessment of the financial health and trajectory for the initiative while taking stock of the progress during the first 6 months of the new hosting arrangement for IATI. A financial report was provided by UNOPS and was acknowledged, with thanks. UNDP shared implementation highlights, and the Board noted this reminder of the good work IATI is delivering, with appreciation. With a project board meeting following soon after the quarterly meeting, the Board agreed to defer review of the risk register for discussion as part of the project board meeting.

2. Secretariat gave a tour of a new streamlined work plan format and explained that it draws from existing approved documentation (SP> Hosting ToRs >Service catalogue > activities > budget), and the 2022 Strategic Plan monitoring. The Board was reminded that the budget covered only Q1, with the note that this is the most costly quarter as it includes the costs of the MA and agreed payment to PWYF (if not concluded in 2023, as seems unlikely). Income projections for 2024 remain stable with no reduction currently foreseeable, but rather an increase due to new high-value memberships.

Action points:
- *Include risk register review and discussion in project board meeting.*
- *The Board to review the live work plan and budget and provide feedback if any on the new format, and to approve the budget.*

Planning for the 2024 Members Assembly (progress update)

3. The Board was updated on the incoming request just received from APC Colombia to delay the MA due to conflict of timing and availability of key stakeholders to support the process and take part in the events. Secretariat advised that without a collaborative partnership, it's becoming too late for the Secretariat itself to launch procurement

processes for key activities such as to identify a venue, where these activities were agreed as out of scope for the UNDP/UNOPS teams.

Action points:
- *Seek a call for the Board with APC Colombia team urgently on options for new dates; Pause registration, and prepare a joint message on the reason for the decision to be posted on Connect; Contact those already registered to ensure they hold off with any flight/hotel bookings; In preparation for the call with APC, undertake a thorough scan of external events to avoid any conflict with new proposed dates.*

Routes to Publication (Discussion paper)

4. Small and mid-sized publishers face challenges using existing tools, processes, with knock-on effects on support provision and quality of data published. The Secretariat presented a paper setting out some of these challenges and making proposals for addressing them in the short and medium term. Further discussion was needed on the points raised through the paper, and whether / to what extent it can be taken up by the Publishing Working Group (PWG). There was brief discussion on the need for strategic decisions on IATI's core products and its stance towards products available in the market. There also was a brief discussion on the original issue which led to this agenda item, namely: which role should the tool 'Publisher' play in the broader landscape of publishing tools, created by our members? Do we want it to compete? Do we want it to be a fallback option? This is unclear, has not been decided on before going live, and is therefore a pressing issue.

Action points:
- *The Board considered tasking the PWG to look into this issue under its Board-mandated scope, but did not conclude to do so. It will, however, share the challenges presented in the meeting with the PWG.*

- *Secretariat to schedule meeting to discuss the paper and the Publisher tool further with relevant members of the Board and the Secretariat.*

- *Secretariat to produce the short outline paper on core and external tools and products.*

AOB:
The following items were not discussed due to the urgent discussion on the risks and consequences of delaying the MA, and were held over for a subsequent meeting in January.

- **View to 2030 (discussion)** – A discussion about the Secretariat's draft roadmap towards a new Strategic Plan 2026 – 2030 (incorporating a delayed mid-term review) did not take place. Nevertheless, the Board Institutional focal point gave the opinion that a MTR should at this point be undertaken as part of the process of development of the

next Strategic Plan. Without sufficient time to discuss this point the Board VC asked to add some time to the next scheduled Governing Board meeting (17 January).

- **2024 Governing Board election timing (discussion)**: Members should take advantage of the Members Assembly to meet in-person before the election; however, in the context of rescheduling the Members Assembly, the Secretariat will develop a new timeline/roadmap in the event the MA is rescheduled later than the date for establishment of a new Board (1 April).
- <u>2024 Events Calendar</u>: The Secretariat provided a 2024 Calendar for internal and external events (including Board schedule) – The Board requested additional time to review.

Action points:
- *Secretariat to prepare a new timeline/roadmap for the 2024 Governing Board Elections in view of the change of date for the MA; announce upcoming election and encourage members to consider running.*

![IATI logo - International Aid Transparency Initiative] **IATI Q4 2024 Governing Board Meeting, 17 January 2024; Virtual Draft Minutes (Part Two)**

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); Mohamed Gele (Somalia, Technical Chair); Annelise Parr (UNDP / IATI Policy and Technology Manager); Cody Wallace (UNDP / IATI Policy and Governance Specialist); Adriel Amaral (UNOPS / IATI Secretariat);

<u>**Work Plan and Budget for Q1 2024 (Updated)**</u>

1. Chaired by Henry Asor (Nigeria), this meeting continued with items deferred from the 17 December 2023 meeting, taking place the day after a project board meeting in which the Sec shared a financial overview, overview of the risk register, while updating on progress finalising a new UN-to-UN agreement between UNDP and UNOPS taking into account the new hosting arrangements. UNOPS provided an additional financial overview and presented a revised Q1 budget taking into consideration the shift of MA expenses into Q2 2024. A follow-up financial report was provided by UNOPS providing a snapshot overview on 2023 liquidity, cash balance (as of 18 Jan); additional information will be provided by UNOPS on contribution/cash-flow forecasting into 2024. The Secretariat also provided an update on 2024 work planning. While the recruitment and onboarding process for the IATI Executive Director was delayed, the Sec will proceed to finalise the work plan and budget (Q2-Q4) for the remaining 9 months in parallel to the Executive Director's recruitment and ahead of the Members Assembly.

Action points:
- *UNOPS to provide the Governing Board with updated contribution/cash-flow forecasting analysis*
- *Secretariat to proceed with development of the remaining 2024 work plan and budget in parallel to recruitment/onboarding of the IATI Executive Director.*

Planning for the 2024 Members Assembly (progress update)

2. The Secretariat provided an overview on the revised timeline and milestones given the new dates agreed for the 2024 MA (April 23-24) and Community Event (April 25-26); and reaffirmed the collaborative partnership with APC Colombia. The Secretariat is working with APC Colombia and actively carrying out key activities such as finalising venue selection on the basis of logistical/operation requirements shared by IATI. Board input was sought on what the main objectives should be during this year's MA. These should include themes of strategic importance, including official welcoming of the newly elected Governing Board; presentation of 2023 implementation during transition; 2024 work plan and budget; SOP revisions and recommendations of the SOP Working Group; and presentation of progress towards the current Strategic Plan (2020-2025) and draft roadmap over the next two years towards development of the next IATI Strategic Plan (2026-2030).

Action points:
- *Secretariat to finalise MA/CE venue selection with APC Colombia*
- *Secretariat to proceed drafting the technical MA plenary agenda based on the thematic themes noted above.*

2024 Governing Board Election

3. The Secretariat presented an updated election timetable, taking into consideration the new later dates of the MA & CE in April. The Board agreed with the planning timeline proposed and requested the Secretariat to distribute the election timetable announcement to members by 31 January 2024.

Action points:
- *Secretariat to communicate the 2024 Governing Board election timetable with members by 31 January 2024.*

IATI Strategic Plan: View to 2030

4. The Secretariat presented a draft roadmap outlining sequenced consultations and planning for the development of the next Strategic Plan 2026 – 2030. The roadmap incorporates a phased approach to be presented during the Members Assembly to solicit feedback from the membership community on the consultation process and timeline.

Action points:
- *The Secretariat to further detail the consultation & planning roadmap for developing the IATI Strategic Plan 2026-2030 for presentation during the 2024 Members Assembly.*

Events Calendar for 2024

5. The Secretariat provided a comprehensive 2024 calendar of internal and external events (including the Board meeting schedule). The Board appreciated the detailed work that had gone into developing the 2024 Events Calendar and requested that it should be made available with the broader community and published directly on IATI Connect. With a new Governing Board expected to be in place by April, it was recommended to ensure the calendar was published and promoted as a live document enabling the incoming Board members to make adjustments to the calendar. The Board asked how it could best support the Secretariat to prioritise IATI's engagement in the external events. The calendar should be published with a clear and unambiguous title to ensure its scope and purpose is clear.

Action points:
- *Secretariat to publish the provisional meeting calendar for IATI Board meetings and drop-ins, as well as for relevant external events.*
- *The Secretariat to develop analysis / advocacy guidance note on the external events IATI should prioritise in 2024.*

Publish What You Fund (PWYF)

6. The final agenda item centred around the Board's two-year initiative to support Publish What You Fund's Aid Transparency Index 2024, including a comprehensive review of the methodology and expansion of the PWYF dashboard to include smaller publishing organisations. The Board noted that part of the milestones agreed with PWYF was to include data quality feedback for smaller publishers; however, clarification is needed of the methodology/plan of action for implementing the automated aspects of the work; and the outcome of the work that's expected of smaller publishers.

Action points:
- *The Board to hold a discussion with Publish What You Fund for briefing on the progress on the Aid Transparency Index.*
- *The Board will finalise the Terms of Reference, and Secretariat is requested to organise a separate follow-up discussion with PWYF to clarify the automation and data quality dashboard milestones and expected outcomes.*