<u>Update on Secretariat Transition activities</u>
<u>Prepared for February 13th Governing Board meeting</u>

During the first quarter of Financial Year 6 (September - December) the Secretariat has put in place the building blocks for implementing the transition approved by the Board at its October meeting. As it works to build capacity within the Secretariat, some workstreams have advanced faster than others; on the technical side the team has focused on **consolidating infrastructure, capacity and leadership**, and on the wider Secretariat side on **updating the budget and workplan** to reflect new activities, and setting in place the **strategic planning roadmap** and initial consultations.

<u>Streamlining Secretariat management and accountability</u>

At senior level, consortium Principals have continued to hold quarterly meetings to review Secretariat functioning and progress and provide strategic advice to guide its work. During a two day face to face work planning session in January the team **clarified roles and responsibilities** through a RACI exercise. In terms of matrix management, the Coordinator has joined selection panels for appointments within other entities as well as contributing to performance reviews across the Secretariat.

UNDP leveraged capacity internally to provide interim support to the Strategic Planning process and the communications work, and to deliver the additional functions expected from the coordinating role. With the Y6 budget revision ready for sign-off by the Board, the recruitment of **additional dedicated IATI capacity at UNDP** can now proceed. Additional short term expertise is also being sought to work with UNDP to support the drafting of the various papers and annexes for the SP.

UNDP and UNOPS have worked jointly to develop the **proposed dashboard** to regularly present snapshots of management information on annual income, quarterly expenditure and progress in the workplan. Cost implications of the budget revision including short-medium term (Y6) transition activities broken down by output and organisation can now be seen and **monitored on a simple dashboard**, and once approved by the Board can be shared with members through the website and updated on a quarterly basis.

<u>Technical progress</u>

Building on the successful **technical audit** in August and the appointment of the **new TAG Chair** in November, the **datastore contract** was signed and the technical team meets regularly with the developers and the TAG Chair to address and resolve questions as they have arisen. In addition, the technical team holds **quarterly meetings with Board focal points** to review progress in the previous quarter and confirm priorities for the next, and now **posts updates** on their work to the website. Working with UNOPS, procurement is nearing completion for services to provide a **validator**. On the capacity side, the additional Business Analyst recommended by the technical audit joined the team in January and recruitment of the vacant third developer

post at senior level was completed at the beginning of February, with the successful candidate starting this week.

During a two-day Secretariat work-planning meeting hosted by DI at their Bristol premises in January, a joint interview was conducted by DI, UNDP and the Board's technical focal point for the recruitment of a **new Technical Lead.** Following a successful interview during which none of the four interviewers had any reservations, the candidate was offered - and accepted the job. She will join the team in mid-March after serving notice at her current position. These recruitments bring DI's team to full capacity.

Strategic Planning exercise

Following the roadmap presented to the Board, initial discussions took place with some members of the Board in the margins of the TAG. Launch of the public process was delayed from December and gathered pace in January. In order to reach the envisaged broad scope of contributors, the team opted to use a more **sophisticated online platform** offered through UNDP, with functionality not available through the Discuss forum. The **first phase of public moderated online consultations** got underway on February 4th with four moderators across the three discussion areas, and will run through to 28th February. A **survey on data use** and 2-4 **in-depth country case studies** will take place in parallel, and the inputs from these three processes will be used to develop a Strategic Directions paper.

Upcoming quarter

In Q3 (April-June) the Secretariat will refine the **strategy for consolidating communications** functions under UNDP, to be implemented in Q4/5. During the interim period until dedicated staff have been recruited, a shared communications expert and an experienced online facilitation team at UNDP have been supporting communications and strategic planning activities respectively.

While initial discussions on the matter of the **TAG future** have been ongoing since the technical audit, these came into clearer focus during the Nepal TAG. It has become clear that decisions of this nature need to be taken within the **framework of the overall strategic plan**, and options will be presented during the Q3 Board meeting (May) for recommendation to members.

Urgent activities for Y6/Q3 (April-June) will be to finish updating IATI's SOP and conclude paperwork for the Secretariat extension to December 2022. Planning for a face to face Board meeting (Q3, May) and a Members' Assembly are also underway.