

Standard Operating Procedures

Change record – Revision 5, 25 March 2019

The following document is the full version of the Standard Operating Procedures for IATI. Version 5 remains in force until further revisions by members.

Revision 5, 25 March 2019

Revision 5 incorporates decisions taken at the July 2018 Members' Assembly meeting and implements [recommendations](#) by the Institutional Review Working Group approved by members at that meeting. Recommendations on significant adjustments to responsibilities between Members' Assembly and Governing Board came into force from the 2018 Members' Assembly. The recommendations can be seen in full here <https://iatistandard.org/documents/223/F2.-Recommendations-on-IATIs-Institutional-Arrangements.pdf>

2.1.5 is added to introduce a new private sector category of membership, previously included in 2.1.4.

2.1.6 is added for other organisations not falling into those explicitly listed.

2.1.1 is updated to reflect the definition of members as those that regularly pay the approved membership contribution.

2.3.1 sets out the process of setting the level of annual membership contributions.

2.3.3 adds private sector organisations into the membership contribution schedule.

3.2.2 on approval of budget revisions is removed to implement recommendation 3 of the working group on institutional review and clarify division of labour between Governing Board and Members' Assembly. Distinction added at 3.3.8.

4 updates accountabilities and division of labour between Board, Members' Assembly and Secretariat, implementing recommendations of the Institutional Review Working Group.

5 The section is replaced in full by the updated text on the TAG developed ahead of the TAG Chair election in 2018.

6 incorporates recommendations of the working group on institutional review around roles, responsibilities and accountability of the Secretariat.

Revision 4, 31 January 2018

Revision 4 incorporates decisions taken at the October 2017 Members' Assembly meeting. Sections affected are as follows:

2.3.1 is revised to outline a process for requests by members for deviations of membership contributions. 2.3.3 provisionally adds Tier 1b for Private Sector organisations although membership contribution and effective date are yet to be determined.

2.3.6 is revised following an MA decision to include an option for the Governing Board to consider and approve 1) exceptions for payment of a partner country's participation/travel cost in lieu of its annual membership contribution, and 2) Waiving of a partner country's membership contribution on the basis of a justifiable request (2017 Institutional Review Recommendations 5 and 6)

2.4.2 adds reference and link to IATI's value proposition statement (2017 Institutional Review Recommendation 2)

4. includes reference to the working language of the Board (English) and (with 4.5) removes historical references to the Standing Sub-Group on Budget and Finance.

4.3.1 adds responsibility of the Chair to establish processes to promote a smooth transition process for new Board members.

6.3.4 replaces 6.3.4 and 6.3.5 and clarifies responsibilities within the Secretariat as guided by the Board.

Annex III - 1.1.2 adds specific reference to gender diversity in the Board

Annex III - 1.4 and 3.3 add a measure of continuity for incumbent Board members to stand in an election process for a further term or partial term

Annex III - Nomination Statement description adds minor clarifications for prospective nominees including incumbent Board members

Annex IV adds the Code of Conduct for members of the Board with strengthened clauses to avoid conflicts of interest.

Annex V adds the full Nomination Statement for prospective Board members.

Revision 3, 7 October 2016

Substantive changes in this version are the inclusion of new sections 3 and 4 and Annex IV dealing with changes in the governance structure implemented following recommendations from the 2015 Independent Evaluation of IATI. Membership contributions from September 2016 have been revised for all constituencies and details are included at 2.3. Annex I has been updated to reflect decisions made on the Vision and Mission for IATI.

Sections affected by the current revision are as follows:

2.3 Membership contributions from September 2016, including an adjusted scale for UN entities

3. Members' Assembly

4. Governing Board

Annex I Commitments of Members (formerly Framework for Implementation)

Annex III Election Process for Governing Board

International Aid and Transparency Initiative

Standard Operating Procedures Rev. 5 Revised 25 March 2019

Revised 25 March 2019
Replaces Version 4, 31 January 2018

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## **1. Purpose of the document**

The purpose of this Standard Operating Procedures (SOP) document is to draw together and codify all decisions taken by IATI in relation to governance of the initiative. It is intended as a living document which may be updated periodically at the request of the Members' Assembly to reflect new priorities or operating realities. The SOP and all subsequent updates will be available publicly at <https://iatistandard.org/en/>.

## **2. Membership of IATI**

### **2.1. Eligibility**

#### **2.1.1. Existing members**

All organisations that pay the approved annual membership contribution are confirmed as IATI members. A complete list of IATI members is updated regularly and available here: <https://iatistandard.org/en/about/join-iati/members-assembly/>

#### **2.1.2. Providers of development cooperation**

Membership of IATI is open to all providers of development cooperation, including traditional donors, multilateral institutions, philanthropic foundations and providers of South-South Cooperation who:

- a) Share and promote the vision and mission of IATI;
- b) Implement the Standard or commit to begin implementation within one year;

- c) Pay the annual membership contribution, the level of which will be set by the Members' Assembly based on a recommendation from the Governing Board and periodically reviewed; and
- d) Contribute their expertise to relevant sub-groups and working groups.

#### 2.1.3. Partner countries

Membership of IATI is open to all partner countries that:

- a) Share and promote the vision and mission of IATI;
- b) Commit to using IATI data to the greatest extent possible.
- c) Contribute their expertise to relevant sub-groups;
- d) Pay an annual membership contribution, the level of which will be set by the Members' Assembly based on a recommendation from the Governing Board and periodically reviewed, subject to the exception at 2.3.6 below.

#### 2.1.4. Civil society organisations (CSOs)

Membership of IATI is open to CSOs that share and promote the vision and mission of IATI and fulfil the following criteria:

- a) Advocate for the use of the IATI standard, leading by example and publishing themselves wherever possible;
- b) Provide expertise for implementing the IATI standard.
- c) When more than three organisations are publishing in one country and are part of a broader platform, the platform (whether national, regional or global) will be invited as the proxy representative for members;
- d) Pay an annual membership contribution, the level of which will be set by the Members' Assembly based on a recommendation from the Governing Board and periodically reviewed, subject to the exception at 2.3.6.

#### 2.1.5. Private sector organisations

Membership of IATI is open to private sector organisations that share and promote the vision and mission of IATI and fulfil the following criteria;

- a) Advocate for the use of the IATI Standard, leading by example and publishing themselves where they are also providers of development cooperation or providers of commercial services; and
- b) Pay an annual membership contribution, the level of which shall be set by the Members' Assembly based on a recommendation from the Governing Board and periodically reviewed.

#### 2.1.6. Other organisations

Organisations not in any of the above categories wishing to join IATI formally as members are encouraged to contact the IATI Secretariat to discuss their specific requirements.

2.1.7. Publishers who choose not to join IATI will not have an individual stake in the governance of IATI.

## 2.2. Registration Process

An exchange of letters with the IATI Secretariat will formalise all new memberships, and the IATI Secretariat will follow up with those members for whom a membership contribution applies, in accordance with 2.3 below. Membership requests should be sent to [info@iatistandard.org](mailto:info@iatistandard.org).

## 2.3. Membership Contributions<sup>1</sup>

- 2.3.1. Members will be required to pay an annual membership contribution to provide predictable funding to IATI. This amount will be reviewed by the Governing Board on an annual basis and will be calculated based on the number of paying members as at 1 August for each succeeding calendar year and in accordance with the annual work plan and budget. The annual contribution amount will be approved by the Members' Assembly based on the recommendation of the Governing Board. Membership contributions are expected to cover 100 % of the approved budget and will be collected annually. Contributions are due during the final quarter of the year preceding the start of the financial year<sup>2</sup>. The Governing Board may approve a deviation from the annual membership contribution for individual cases and will inform the Members' Assembly of such decisions. Individual Members will need to address an official request for approval with detailed justification for the deviation of the membership contribution. The Governing Board will consider the request in a subsequent session and respond as soon as a decision is taken.
- 2.3.2. The membership contribution will be revised periodically by members upon recommendation by the Governing Board in light of agreed requirements, however efforts will be made to keep the contribution as stable as possible.
- 2.3.3. The contribution schedule for 2019 is shown below:

| Membership Category | Description                                                                  | Membership Contribution (annual) |
|---------------------|------------------------------------------------------------------------------|----------------------------------|
| Tier PDC1           | Provider of development cooperation                                          | \$ 85,000                        |
| Tier PS1            | Private sector organisations with annual expenditure exceeding \$10m         | \$TBC <sup>3</sup>               |
| Tier PS2            | Private sector organisations with annual expenditure between \$1m and \$10m  | \$2,200                          |
| Tier PS3            | <sup>4</sup> Private sector organisations with annual expenditure below \$1m | \$1,100                          |

<sup>1</sup> To be updated September 2019 based on membership figure and proposed budget for 2020

<sup>2</sup> Payment due Sept-Dec 2019 for IATI Financial Year 7 1 January – 31 December 2020.

<sup>3</sup> Contribution amount to be assessed as set out in 2.3.1 for financial year 2020.

<sup>4</sup> Rec 4 of 2017 Institutional Review as decided in October 2017 MA, this new category of member is added provisionally pending further work on definition by the Board. Effective date and contribution to be determined.

|          |                                                                     |         |
|----------|---------------------------------------------------------------------|---------|
| Tier PC1 | Partner countries                                                   | \$2,200 |
| Tier CS1 | CSO and other organisations with annual expenditure exceeding \$10m | \$2,200 |
| Tier CS2 | CSO and other organisations with annual expenditure below \$10m     | \$1,100 |

2.3.4. An adjusted scale has been agreed for UN entities to promote an increase in membership within that constituency. Annual membership contributions for UN entities<sup>5</sup> is shown below:

**IATI Financial Year 2019**

|      |                                                      |          |
|------|------------------------------------------------------|----------|
| UN 1 | UN entities with annual expenditure over \$1b        | \$85,000 |
| UN 2 | UN entities with annual expenditure of \$500m-\$1b   | \$46,500 |
| UN 3 | UN entities with annual expenditure of \$100m-\$500m | \$33,000 |
| UN 4 | UN entities with annual budgets below \$100m         | \$10,000 |

2.3.5. To avoid potential conflicts of interest, Secretariat organisations are ex-officio members and their contribution takes the form of in-kind participation in and support to the IATI Secretariat.

2.3.6. Members are expected to fund their own participation at IATI meetings. The IATI Members' Assembly has delegated to the IATI Governing Board the authority to consider and approve the following exceptions to paragraph 2.1.3 d) above:

- 1) Payment of the partner country's participation/travel cost in lieu of its annual membership contribution:
  - (i) On receipt of the annual membership contribution request, the partner country may respond formally seeking approval to fully finance its own participation at one IATI meeting in a year (TAG or MA meeting) in lieu of its annual membership contribution.
- 2) Waiving of a partner country's membership contribution:
  - (i) in situations where a partner country is experiencing political, social, economic or other justifiable challenges that impact upon its ability to pay its annual membership contribution, the partner country may submit a request to the Governing Board to have its annual membership contribution waived. The request must be accompanied by a clear explanation of the exceptional circumstances.

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<sup>5</sup> Agency expenditure figures are taken from 2014 reporting by UN agencies to the UN Chief Executives Board for Coordination: <http://www.unsceb.org/content/FS-F00-03>.



- (ii) The Governing Board will consider each request received in accordance with the above procedure and inform the partner country of its decision as early as possible.

## **2.4. Benefits to members**

2.4.1. Members may attend and vote in IATI Members' Assembly meetings. In addition they may access the IATI registry, data store and other IATI websites, receive technical support for IATI implementation, receive IATI news and regular updates, country experiences in using IATI, and other innovations from the field, and participate in peer learning events.

2.4.2.

IATI members have developed a Value Proposition Statement which can be found in full here: <https://iatistandard.org/documents/485/IATI-Value-Proposition-Statement.pdf>

## **3. Members' Assembly**

### **3.1 Terms of Reference for the Members' Assembly**

Members shall work towards establishing IATI as a streamlined component of the aid effectiveness agenda and development cooperation architecture; expand its membership to cover not only all providers of official development finance but as many actors as possible within the changing aid architecture and throughout the entire aid delivery chain; and continuously work to improve the credibility and usability of IATI data.

To achieve these aims the Members' Assembly shall come together as a governing body in formal meetings to fulfill the following roles:

- 3.1.1 To discuss and approve recommendations by the Governing Board on strategic direction and oversight of the strategic plan thereby ensuring that IATI continues to support its members in meeting their global transparency commitments;
- 3.1.2 To support a wide range of stakeholders within the development cooperation architecture and ensure that the IATI Standard continues to evolve to meet the requirements of all stakeholders;
- 3.1.3 To ensure that IATI meets the needs of key users of information, in particular partner countries and civil society;
- 3.1.4 To ensure that IATI builds on and adds value to existing national and global systems and standards that seek to improve the transparency of resources available for development.

### **3.2 Responsibilities of Members' Assembly**

In addition to these roles originally established for IATI, upon the creation of a Governing Board the Members' Assembly shall have the following responsibilities:

- 3.2.1 To receive and decide upon recommendations from the Board in a timely manner when called upon to do so, either in physical meetings or through virtual means.

- 3.2.2 To provide expertise in support of the work of the Board as needed, including through participation in working groups set up by the Chair.

### **3.3 Meeting Arrangements and Logistics**

- 3.3.1 IATI Members' Assembly meetings will be held annually and shall be open to all members' organisations, with provision for interested non-members to attend as observers.
- 3.3.2 Representatives of the Global Partnership for Effective Development Cooperation Joint Support Team as well as representatives of the IATI Secretariat will be ex-officio members, and will be able to attend and speak, but may not vote.
- 3.3.3 The Chair of the Working Party on Statistics, representatives from the DCF, and other non-members with an interest in IATI may join Members' Assembly meetings as experts and/or observers, but may not vote.
- 3.3.4 Where appropriate, Members' Assembly meetings will take place alongside other meetings, to reduce travel time and costs for participants.
- 3.3.5 Members are expected to cover their own costs of participation, subject to any exceptions in SOP Section 2.3.
- 3.3.6 All agendas, papers, minutes and outputs from Members' Assembly meetings will be made publicly available, unless otherwise agreed by the Members' Assembly.
- 3.3.7 Agendas and papers for meetings will be published on the IATI website and shared with IATI members by email at least two weeks in advance of meetings, with efforts to make these papers also available in French.
- 3.3.8 In case urgent matters arise which require a decision from the Members' Assembly, the Governing Board has the authority to call for an ad-hoc virtual meeting of all members. In such cases documentation will be distributed virtually to all members and a deadline for response will be set to approve decisions virtually.
- 3.3.9 Minutes will be taken by the IATI Secretariat and made publicly available once final.

### **3.4 Decision-making by the Members' Assembly**

Decisions will be made by consensus. Provision will be made for those who are unable to attend in person to register their views ahead of a meeting. In exceptional circumstances where consensus cannot be achieved, decisions will be taken using a triple-lock system, requiring a simple majority in each of the stakeholder constituencies (providers of development cooperation (including foundations), partner countries and CSOs), with the vote taken after the meeting, online, and on the basis of one vote per member organisation. If the proposal fails to achieve a simple majority in one of the three constituencies, it would not be passed.

## **4 IATI Governing Board**

The role of the Board is to present options and make recommendations on overall strategic direction to the Members' Assembly, oversee the institutional performance of the initiative and ensure that IATI operates effectively according to its mission, vision, and values, as determined by its members and is accountable to the Members' Assembly for progress on the strategic plan. The Board is responsible and accountable for oversight and approval of the annual work plans and budget and has no operational role in the day to day management of the Secretariat. The working language of the Board is English.

### **4.1 IATI Governing Board – Composition and Chairmanship**

- 4.1.1 The Board will be comprised of two members from each of the three constituencies recognized in Section 2.1 (providers of development co-operation, partner countries, and civil society organisations / private sector organisations / other members) as well as the Chair of the Technical Advisory Group (TAG), totalling seven seats. There is no provision for separate representation on the Board from the private sector constituency at this time<sup>6</sup>, and private sector representatives may be elected within the civil society organisations/other members constituency.
- 4.1.2 The Governing Board will be responsible for electing its own Chair and Vice-Chair/s during its first meeting and informing the Members' Assembly through the Secretariat.
- 4.1.3 The term for all Board members including the Chair and Vice-Chair will be two years. At the end of the first year the Board will reconfirm the Chairpersonship and Vice-Chairpersonship.
- 4.1.4 Board members may continue to serve for as many two-year terms as they are elected for, with no cap.
- 4.1.5 In the event that a Board member is unable to complete his/her full term, the Chair may call for a by-election to replace that Board member if more than six months of his/her term remains until subsequent Board elections.

### **4.2 Governing Board Election Process**

Board elections will take place in time for the formation of a full Board by 1 April every two years, starting in 2016. Any member is eligible to self-nominate, or be nominated by another organisation within their own constituency. The full election process and criteria are outlined in detail in the Governing Board Election Process Document, Annex III.

### **4.3 Responsibilities of the Chair of the Board**

Working with the IATI Secretariat, the Chair of the Board is expected to:

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<sup>6</sup> [https://iatistandard.org/documents/230/IATI\\_Members\\_Assembly\\_2017\\_minutes\\_.pdf](https://iatistandard.org/documents/230/IATI_Members_Assembly_2017_minutes_.pdf) Page 12 listing recommendations on institutional review that were **not** accepted

- 4.3.1 Chair meetings of the Governing Board and establish processes to enable a smooth transition following the election of new Board members;
- 4.3.2 Chair the annual Members' Assembly meeting and ensure it gives adequate strategic guidance to the Board;
- 4.3.3 Provide political leadership for IATI inter alia through representation at high-level meetings and in other discussion forums relevant to the broader transparency agenda as necessary, acting as an advocate and as an exemplar for the Initiative;
- 4.3.4 Encourage attendance plus the full and equal participation of all stakeholders in Members' Assembly meetings, ensuring in particular that the views of all constituencies (providers of development cooperation, partner countries, CSOs and private sector organisations) are fully represented in all discussions;
- 4.3.5 Report the views of absent members at the Members' Assembly meetings, on the basis of prior consultation;
- 4.3.6 Guide Members' Assembly and Board members to take decisions by consensus wherever possible;
- 4.3.7 Respond to issues raised by IATI members as they occur, referring them to the IATI Secretariat as appropriate.
- 4.3.8 Provide timely guidance to the Secretariat on matters of strategic importance;
- 4.3.9 Determine and agree upon the division of labour among Board members.
- 4.3.10 Establish working groups as required from among the IATI membership.
- 4.3.11 The Vice-Chair/s will deputise for the Chair as necessary, and may be called upon to chair discussions of specific agenda items as appropriate.

#### **4.4 Functions of the Board**

With the support of the Secretariat, the Board is expected to undertake the following functions:

- 4.4.1 Guide the development of a clear vision, mission, and strategic direction for IATI, to be approved by the Members' Assembly, and to oversee implementation, periodic review thereafter.
- 4.4.2 Provide guidance on the development of Members' Assembly agendas and papers by the Secretariat.
- 4.4.3 Sign-off on IATI's Annual Report.
- 4.4.4 Commission independent evaluations of IATI every three to five years.
- 4.4.5 Update the Global Partnership for Effective Development Cooperation (GPEDC), the UN Development Cooperation Forum (DCF) and other relevant bodies on IATI's progress.
- 4.4.6 Ensure that IATI is consistent with and informs the work of the GPEDC, the DAC Working Party on Development Finance Statistics (WP-STAT), the UN DCF and other key fora for reviewing aid effectiveness.
- 4.4.7 For a decision that requires the Assembly's approval, wherever possible and appropriate the Board will present options to the Assembly for consideration, in addition to providing its recommended course of action.

#### **4.5 Responsibilities of the Board related to Budget and Finance**

The Board will assume the following functions related to the work plan and budget:

- 4.5.1 Develop and present multi-year work plans and budgets that support strategic priorities approved by the Members' Assembly.
- 4.5.2 Oversee implementation of the work plan and budget thereafter, providing progress reports to the Members' Assembly and recommendations for action.
- 4.5.3 Approve revisions to the agreed budget and work plan within the limits of delegated authority described at 4.6 below. The Chair should seek authority from the Members' Assembly for larger variations.
- 4.5.4 Review work plans, budgets, substantive and financial reports submitted by the Secretariat and take required action to ensure the effective implementation of the approved IATI work plan and budget;
- 4.5.5 Advise the Members' Assembly on the overall financial situation of IATI and recommend action when required;
- 4.5.6 Actively support fundraising activities of IATI.

#### **4.6 Authority of the Governing Board**

The Governing Board is responsible and accountable for oversight and approval of the annual work plan and budget and is accountable to the Members' Assembly for progress on the strategic plan.

#### **4.7 Decision-making by the Board**

- 4.7.1 Quorum for the board is at least one member from each constituency represented or their alternates, plus the Chair or Vice Chair, totalling four seats.
- 4.7.2 The Chair will guide the Board to make decisions by consensus. Where consensus cannot be achieved, decisions will be taken by a simple majority.
- 4.7.3 When an issue is considered important or urgent and cannot be resolved by the Board, the Chair may decide to refer the issue to the Members' Assembly.
- 4.7.4 Decisions on recommendations to the Members' Assembly should be taken during Board meetings.
- 4.7.5 If decisions need to be taken outside of Board meetings, the Chair will lead a process for decision-making using virtual platforms, facilitated by the Secretariat.

#### **4.8 Secretariat Support to the Board**

In addition to its general role in support of IATI listed at 5.4-5.6 of the SOP, the Secretariat will support the Board in the following ways:

- 4.8.1 Establish meeting schedules and circulate agendas under the guidance of the Chair of the Board.
- 4.8.2 Provide regular updates to the Board on implementation of the work plan.

- 4.8.3 Develop materials for consideration and guidance by the Board, as and when required.
- 4.8.4 Handle logistical arrangements for all scheduled meetings of the Board and the Members' Assembly.
- 4.8.5 Facilitate contact with Board members at the request of IATI members or external bodies or individuals.
- 4.8.6 Prepare and publish minutes of Board meetings.
- 4.8.7 The IATI Coordinator plus representatives of UNOPS and Development Initiatives will attend Board meetings on behalf of the Secretariat but will not have voting rights.

#### **4.9 Administration and Transparency of the Board**

- 4.9.1 The Board will ensure efficient and transparent administration of the initiative.
- 4.9.2 Board members should carry out their work in a consultative manner and the Secretariat will facilitate contact for any members seeking to contact Board members.
- 4.9.3 The Board may invite members to attend meetings should their expertise be relevant to a particular topic on the agenda. In all other cases meetings will be limited to Board members.
- 4.9.4 Within the approved budget the Board may commission additional external expertise as well as delegate tasks to sub-groups of members as required.
- 4.9.5 Minutes will be taken by the IATI Secretariat during Board meetings and be made publicly available online. The minutes for each meeting will include a list of attendees, decisions taken and any proposals made.
- 4.9.6 Board meetings will take place virtually to reduce travel logistics and costs. They will be held at least once every two months although frequency is likely to increase during periods leading up to Members' Assembly meetings. In addition, the Board will meet in person immediately before IATI Members' Assembly meetings.
- 4.9.7 The annual schedule of meetings will be prepared by the Secretariat in consultation with Board members and published in advance.
- 4.9.8 The Chair will be responsible for making preparations for Board meetings together with the Secretariat, and for notifying other Board members. Notifications should include the provisional meeting agenda, proposals to be discussed, decisions to be made, and any working documents. This information should be made available to Board members no less than 7 business days before the meeting date.
- 4.9.9 If a Board member is not able to attend a meeting, they must provide notice to the Chair as soon as possible. Board members are expected to make best efforts to attend every meeting, and if unable to do so should propose an alternate who may attend at the discretion of the Chair.
- 4.9.10 The Chair and Vice-Chair/s will, in common with other IATI members, be expected to self-fund their attendance at the IATI Members' Assembly meetings and will not be reimbursed for their time, although the IATI

Secretariat is seeking to establish a small fund for those who are genuinely unable to self-fund so as to prevent barriers to participation.

- 4.9.11 Reasonable expenses calculated on the basis of United Nations Rules and Regulations on Travel can also be claimed by the Chair and Vice-Chair if they are invited to represent IATI at high-level external meetings, subject to availability of funds.

## **5 Technical Advisory Group**

### ***5.1 Role of the Technical Advisory Group***

5.1.1 The Technical Advisory Group (TAG) seeks to bring together members of the development cooperation and open data communities, by playing a role in the design and continuing development of the IATI Standard, in encouraging and supporting IATI publishers to publish relevant and useful data and encourage and enable data users to use the data for their purposes, and in ensuring consistent approaches to common challenges.

5.1.2 The TAG is led by the TAG Chair who also holds an ex-officio seat on the IATI Governing Board and acts as liaison between the Governing Board and the TAG community.

5.1.3 Secretariat functions include support for the regular TAG newsletters and the annual meetings of the TAG.

### ***5.2 Membership of the Technical Advisory Group***

5.2.1 The TAG consists of organisations or individuals with a clear interest in IATI, and all IATI members are de facto TAG members.

5.2.2 TAG meetings (including miniTAGs) are open to all to attend, regardless of IATI membership status.

### ***5.3 Chairing of the Technical Advisory Group***

5.3.1 The TAG Chair shall be elected by TAG members at the Annual TAG meeting with the details and timetable of voting arrangements to be circulated by the IATI Secretariat.

5.3.2 The role of the Chair shall consist of facilitating, engaging and consulting the wider TAG membership/community as well as seeking feedback and advice from the TAG membership/community on IATI technical issues, including data quality and use. These inputs shall then be provided to the TAG, the IATI Secretariat, and the Governing Board.

5.3.3 The TAG Chair will be elected for a period of 2 years (or 2 TAG meetings) and is permitted to stand for re-election through a nomination process managed by the IATI Secretariat<sup>7</sup>.

5.3.4 The TAG Chair role is open to all TAG members, and there is no restriction on which constituency the TAG Chair is from. In line with other Board members, potential conflicts of interest should be declared during nomination, or if they arise during the TAG Chair's period of office.

5.3.5 The Chair will run the annual TAG meeting and will be a full member of the IATI Governing Board and Members' Assembly. In turn, the IATI Secretariat will support the TAG Chair by providing substantive inputs, administering and facilitating TAG related activities.

5.3.6 In addition, the views of TAG members shall be communicated through the circulation of regular newsletters (every 2 weeks), the outputs from TAG meetings and online using Discuss.

5.3.7 As a member of the IATI Governing Board it is anticipated that the TAG chair will be nominated as a Board focal point for at least one of IATI's technical workstreams (data use, data quality, maintaining the Standard) and is expected to contribute to virtual Board discussions on relevant issues.

5.3.8 The time estimate for performing the role of the TAG Chair is 3-4 days per month, with peak periods around the TAG meeting and IATI Members' Assembly.

## **6 Secretariat**

The Head of the Secretariat is accountable to the Governing Board for operational and technical performance. Under UNDP's lead, the Secretariat implements the annual work plan and budget approved by the Governing Board and reports on progress in terms of programme performance and the conditions of service delivery. Specifically, the Secretariat will:

- 6.1.1 Develop programme level budgets and annual work plans and submit them to the Board for review and approval;
- 6.1.2 Deliver the annual work plan under the guidance of the Board and provide regular reviews of progress against delivery;
- 6.1.3 Set policy for allocation of donor funds, taking into account the needs and priorities as set in the workplan;
- 6.1.4 Exchange relevant information, share examples of best practices and consider any matters related to the enhancement and implementation of the programme and its various components;
- 6.1.5 Review performance against the intended results;
- 6.1.6 Initiate periodic reviews of the programme upon request of the Board.

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<sup>7</sup> In the context of strategic planning and review of institutional arrangements, the role of the TAG may be subject to change at the 2019 Members' Assembly. The current election is therefore for a period up to the 2019 Members' Assembly and subject to re-confirmation at that time.



## **6.2 Responsibilities within the Secretariat:**

- 6.2.1 UNDP leads the Secretariat and is accountable to the Governing Board for overall delivery of the IATI work plan. UNDP is responsible for coordination, communications, outreach, strategic resource mobilisation providing policy advisory support and regular updates on work plan implementation to the Governing Board and general secretariat support to its working groups. UNDP leads IATI's political engagement work and ensures liaison between IATI and relevant global bodies and processes.
- 6.2.2 UNOPS provides financial management and administrative services including procurement, collecting membership contributions and additional voluntary contributions, disbursing resources to partners and contract management, and ensuring the smooth running of all logistical aspects of formal IATI meetings;
- 6.2.3 Development Initiatives provides technical leadership and support to publishers directly and through its Helpdesk; maintains and develops the IATI Standard in consultation with the IATI community, maintains core infrastructure tools and services, and oversees the technical delivery of contracted services.

## **7 Secretariat Management and Coordination Arrangements**

### **7.1 Programme Manager (UNDP)**

The overall coordination of IATI Secretariat is led by UNDP, with UNOPS providing financial management, administrative and logistical services. UNDP's programme management functions include:

- 7.1.1 Day to day management of the programme;
- 7.1.2 Provision of substantive guidance, coordination and reporting;
- 7.1.3 Engaging in resource mobilization for the programme;
- 7.1.4 Leading the development of the annual workplan with relevant input from each of the implementing partners;
- 7.1.5 Liaison with the Members' Assembly and the Technical Advisory Group on behalf of the Secretariat during both formal and informal consultations.

### **7.2 Trustee (UNOPS)**

- 7.2.1 UNOPS has full fiduciary responsibility and accountability for the receipt, custody and disbursement of all contributions provided by members under any contribution agreements entered into between UNOPS and any member. Member contributions are allocated to a pool of resources that can be used for any activity falling within the work programme approved by the Governing Board.
- 7.2.2 All contributions received by UNOPS shall be recorded in a separate ledger account established by UNOPS for IATI and pooled along with other contributions received by UNOPS from members for the same purpose.

Member contributions will be established and administered by UNOPS in accordance with the applicable regulations, rules, directives and procedures pertaining to the receipt and administration of funds. UNOPS will not absorb gains or losses on currency exchanges which will increase or decrease the funds available for IATI activities.

- 7.2.3 Subject to the availability of funds, disbursing funds to implementing partners and recipients for the implementation of programme activities in a timely manner and in line with the terms of the respective agreement;
- 7.2.4 Receiving and review of project reports, including financial reports and narrative reports from implementing partners and funding recipients;
- 7.2.5 Closing project accounts upon completion and ensure reconciliation of bank transactions.
- 7.2.6 UNOPS will submit to the members the following reports in accordance with the contribution agreements:
  - a) Annual certified financial statements as of 31 December by 30 June of the following calendar year;
  - b) Certified final financial statements no later than 31 July of the calendar year following the year during which activities funded by the member contributions are operationally completed – in addition to the provision of administrative, logistical and financial support to the programme.

## **8 Programme activities**

Programme activities are outlined in the Annual Work Plan approved by the Governing Board, in a format which identifies the lead and supporting parties responsible for implementation as well as the cost attached to each activity. This document will form the basis for monitoring and evaluation of the programme.

## **9 Privileges and immunities**

Nothing in or relating to the SOPs shall be deemed as a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNOPS. The full text of the Convention on the Privileges and Immunities of the United Nations can be seen here: <http://www.un.org/en/ethics/pdf/convention.pdf>.

## **Annex I: Commitments of IATI Members**

1. As members of IATI we agree to work towards achieving the following vision and mission agreed at the Members' Assembly meeting on 1 July 2016:

|                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Vision</b></p> <p>Transparent, good quality information on development resources and results is available and used by all stakeholder groups to help achieve sustainable development outcomes.</p>                                                                                                                                                                                      |
| <p><b>Mission</b></p> <p>The IATI community works together to 1) ensure transparency of data on development resources and results; 2) ensure the quality of IATI data is continually improved and responds to the needs of all stakeholders and 3) facilitate access to effective tools and support so that IATI data contributes to the achievement of sustainable development outcomes.</p> |

2. This builds upon the original Framework for Implementation for IATI which spelled out the key elements, processes and timetable through which to respond to the strong commitments to aid transparency expressed in the September 2008 [Accra Agenda for Action](#) (AAA - see Box 1), the IATI "[Accra Statement](#)", and the [Busan Partnership for Effective Development Cooperation](#) (BPD – see Box 2).

3. IATI is embedded in and contributes to the principles of ownership, alignment, harmonisation, management for results and mutual accountability of the Paris Declaration on Aid Effectiveness and the Accra Agenda for Action (AAA). The increased transparency implemented through IATI allows all development actors -- governments, parliaments, the private sector, civil society and publics and individuals -- in developing and donor countries to know how external resources are allocated and spent. In so doing, it helps developing countries build their capacity to manage aid more effectively, so that external

### **Box 1: Specific commitments to transparency agreed in the Accra Agenda for Action**

*We [donors and developing countries] will make aid more transparent (§24a)*

*Donors will publicly disclose regular, detailed and timely information on volume, allocation and, when available, results of development expenditure (§24a)*

*.... [mutual] reviews will be based on country results reporting and information systems complemented with available donor data (§24b)*

*Donors and developing countries will regularly make public all conditions linked to disbursements (§25b)*

*Donors will provide full and timely information on annual commitments and actual disbursements so that developing countries are in a position to accurately record all aid flows in their budget estimates and their accounting systems.(§26b)*

*Donors will provide developing countries with regular and timely information on their rolling three to five year forward expenditure and/or implementation plans.(§26c)*

resources and related domestic financing go as far as possible in fighting poverty.

4. In keeping with the AAA and BPD, we recognise that transparency in the use of complementary domestic resources by developing countries is also vital in achieving development objectives. Partner countries are encouraged to pursue corresponding transparency in use of domestic as well as external resources. Given the important role of civil society organisations in the development process, CSOs, through their own joint processes of accountability and transparency, are encouraged to do the same.

### The IATI Standard

**Box 2: Specific commitments to transparency agreed in the Busan Partnership for Effective Development Cooperation**

*Transparent and responsible cooperation*

*23. We will work to improve the availability and public accessibility of information on development cooperation and other development resources, building on our respective commitments on this area. To this end, we will:*

*a) Make the full range of information on publicly funded development activities, their financing, terms and conditions, and contributions to development results, publicly available subject to legitimate concerns about commercially sensitive information.*

*b) Focus at the country level on establishing transparent public financial management and aid information management systems and strengthen the capacities of all relevant stakeholders to make better use of this information in decision-making and to promote accountability.*

*c) Implement a common, open standard for electronic publication of timely, comprehensive and forward-looking information on resources provided through development cooperation taking into account the statistical reporting of the OECD-DAC and the complementary efforts of the International Aid Transparency Initiative and others. This standard must meet the needs of developing countries and non-state actors, consistent with national requirements. We will agree on this standard and publish our respective schedules to implement it by December 2012 with the aim of implementing it fully by December 2015.*

5. There are a number of key steps that we are taking in response to our undertakings in the IATI Accra Statement and for those that endorsed them the AAA and the BPD, with processes and a timetable for doing so, including through our submission and implementation of individual action plans ('implementation schedules'). Implementing these key steps constitutes part of the "IATI Standard" (see Box 3) together with the common definitions and

**Box 3: The IATI Standard**

*The IATI standard comprises the common definitions and electronic data format for publishing data and information on development assistance, as well as this framework for implementation and licensing arrangements.*

*The materials are published at <http://iatistandard.org/> and include all reference materials for both publishers and users of the Standard, such as the definitions, codes lists, the XML Schema, validation and compliance tools, and publisher and user guides.*

common electronic data format. The Standard provides a common basis for the publication of aid information that can be tailored to the circumstances of individual donor and developing countries, and mapped to national systems in developing countries. It builds on and adds value to existing processes of aid information and transparency, most notably the OECD/DAC Creditor Reporting System (CRS). It seeks neither to create a new database nor to impose a one-size-fits-all solution.

6. The Standard is applicable to all providers of assistance for development – official donors, multilateral organisations and financial institutions, global funds, civil society organisations, foundations, and private sector firms – who endorse it or are willing to implement it. In this context we welcome the broadest possible adherence to make the Standard universal with comparable information for all providers.

## **Operation of the IATI Standard**

### **Implementation**

7. We will implement the IATI Standard as rapidly and thoroughly as possible with details of our plans spelled out in our individual implementation schedules. We will aim to begin publishing within a year of joining.
8. We will prepare, and consult with the IATI Secretariat on, individual implementation schedules that specify the phasing and details of our implementation. These implementation schedules will cover phasing and indicate the staff and system resources to be applied to meet the Standard and specify thresholds and exceptions, if any, to the Standard. We will hold exceptions to the minimum required and will seek to address constraints to full implementation. These implementation schedules will be published.

### **Applicability to implementing agents**

9. We will ensure that these transparency standards apply to our own direct financing and will strongly encourage similar standards of transparent reporting by implementing agents down to those delivering services at the community level<sup>8</sup>.

### **Aid information in the public domain**

10. We will publish aid data and information in the public domain according to the agreed definitions and formats set out in the Standard.
11. We acknowledge that while some preliminary data may change, early publication will help call attention to missing or inaccurate data and so help us to improve overall accuracy as well as speed of publication. However, coverage of preliminary data is still likely to be incomplete, leading to underestimation of external flows, whether by donor

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<sup>8</sup> Monitoring implementing agents' use of similar standards is outside the scope of this framework.

(or other provider), developing country, or category of assistance. We will submit revisions on a timely basis, at minimum quarterly.

### **Communication**

12. We will encourage the use of IATI data for purposes of planning, monitoring and accountability in both donor and developing countries. This means that we will actively inform relevant stakeholders in our own and developing countries, including through our own websites, about the availability of information on aid and where it can be found. These stakeholders include parliamentarians, media, civil society representatives, and communities directly affected by aid.

### **Monitoring and evaluation**

13. We recognise the importance of having a credible review mechanism for monitoring and evaluating our implementation of the IATI Standard. We welcome that scrutiny in order to achieve the increased effectiveness that transparency can bring for all stakeholders in development results. We urge that monitoring of transparency become a regular part of mechanisms for monitoring development effectiveness and will collaborate with the relevant bodies in this regard. These include monitoring mechanisms of: the Global Partnership for Effective Development Co-operation; the UN Development Co-operation Forum; DAC Peer Reviews; and mutual accountability mechanisms at country level.
14. We will also assure specific monitoring of adherence to the IATI Standard. The process will consist of the following elements.
  - **Donor self-reporting:** We will each report annually through a single Annual Report on our progress and problems in implementing the IATI Standard. We will use the IATI Dashboard as a key resource in self-monitoring and interact with the IATI Technical Team and Secretariat to clarify and improve our annual reporting.
  - **Partner country monitoring:** To complement donor self-reporting, we would welcome complementary reporting by developing countries on the implementation of IATI in their countries through the IATI Annual Report and through updates provided at Members' Assembly meetings.
  - **Independent monitoring:** We would also welcome independent monitoring of our adherence to the IATI Standard, as a part of their broader monitoring of the implementation of aid effectiveness.

### **Annual report**

15. The Governing Board supported by the Secretariat will issue an annual report on IATI's financial situation, on progress and problems in IATI implementation by members and on updates needed to the IATI Standard. That report will draw on the monitoring

mechanisms above, as well as on donor implementation schedules, and where necessary propose an action plan to address issues they raise.

### **Evaluation of implementation**

16. We call on the Governing Board to plan for regular independent evaluations of the implementation of the IATI Standard.

## ***Annex II: Terms of Reference for the Technical Advisory Group***

IATI is a voluntary, multi-stakeholder initiative whose purpose is to help implement the transparency commitments made in the [Accra Agenda for Action](#) (2008) and subsequently in the [Busan Outcome Document](#) (2011).

IATI has developed and agreed an open, international aid transparency standard – [the IATI Standard](#). This sets guidelines for publishing information about aid spending. IATI aims to make this information simpler and easier to understand, to compare and to use.

The Technical Advisory Group (TAG) is a multi-stakeholder forum that provides technical advice and guidance to the initiative. Participants include, inter alia, key users and providers of aid data and statistics along with experts in using technology for aid effectiveness and the development of standards. Participation in the TAG is open to all interested parties. The TAG reports to the IATI Members' Assembly via its Chair. The Members' Assembly and the IATI Secretariat can – through the Chair – consult the TAG as necessary to obtain views on the development of the IATI Standard and other topics related to IATI.

The role of TAG is to help ensure that: the Standard is fit for purpose and evolves to meet the needs of a wide range of users and purposes; IATI data are published in the best way to promote and support use of the data; and IATI remains connected to, informs, and is informed by other transparency and accountability initiatives.

### **Terms of Reference for the Technical Advisory Group**

- To provide technical oversight to the initiative to ensure that it meets its aims and objectives as set out the [aims and objectives](#) of IATI.
- To develop proposals to improve the IATI Standard for the IATI Members' Assembly, using the agreed change control procedure.
- To ensure that the IATI Standard continues to meet the needs of key users of aid information, in particular partner countries and civil society.
- To ensure that the developments in the IATI Standard build upon national and international systems and standards and other initiatives to improve transparency of aid and other development co-operation flows.
- To provide guidance on the use of technology in meeting the aims of IATI, in particular by identifying appropriate technologies and data formats, building on experiences in other sectors.
- To contribute to the development of global data standards in fields where IATI needs are shared by other initiatives.
- To ensure IATI contributes to the open data movement by sharing experiences, lessons and approaches.
- To ensure IATI learns from the open data movement and other initiatives.



### **Meeting arrangements and logistics**

- IATI Technical Advisory meetings will be held as required by the agreed timetable. It is envisaged this will be once a year, where possible ahead of an IATI Members' Assembly meeting, with the possibility of regional workshops and events as needed and funding permits.
- The group will make use of virtual collaboration tools, such as wikis, a knowledge base and other support tools.
- The TAG will be convened by the TAG Chair and supported by the IATI Secretariat.
- All meeting minutes and outputs from the TAG will be made publicly available.

### **Terms of Reference for the TAG Chair**

1. To represent the views of TAG members to the IATI Members' Assembly.
2. To ensure that the work of the Secretariat is credible and of high quality, respected and valued by IATI members and external stakeholders.
3. To ensure that TAG's work reflects the priorities of partner country and CSO stakeholders.

The TAG chair will work closely with, and receive all necessary assistance, from the IATI Secretariat.

### **Tasks**

Working with the IATI secretariat:

1. Convene and chair periodic TAG meetings and help to co-ordinate regional events as required.
2. Provide regular updates on TAG work to the IATI Members' Assembly and Board.
3. Stimulate the technical community by consulting on important issues that may arise.
4. Respond to issues raised by TAG members as they occur, referring them to the IATI Secretariat as appropriate.

### **Timing and outputs**

The TAG Chair will make available an average of 2 days per month over their period in office. The distribution of the days each month will be agreed with the host.

The TAG Chair will represent the TAG Community as a full member of the IATI Governing Board, and report key issues arising from the TAG community as necessary.

### **Budget**

Expenses as applicable for up to 2 trips annually (1 Members' Assembly meeting; 1 TAG meeting).

## ***Annex III: Election Process for Governing Board***

### 1. Composition and chairmanship

- 1.1 The Governing Board will be comprised of two members from each of the three constituencies recognised in the Standard Operating Procedures at Section 2.1, reproduced below for clarity:
  - 2.1.2 Providers of development co-operation, including traditional donors, multilateral institutions, philanthropic foundations and providers of South-South Cooperation;
  - 2.1.3 Partner countries; and
  - 2.1.4 Civil Society Organisations and other organisations.
- 1.1.2 Members are encouraged to consider the importance of diversity in the composition of the Board, including but not limited to gender, regional and linguistic diversity.
- 1.2 A seventh seat on the Board will be for the Chair of the Technical Advisory Group (TAG), elected by the TAG Community during its annual meetings.
- 1.3 The Governing Board will be responsible for electing its own Chair and Vice-Chair and informing the Members' Assembly through the Secretariat.
- 1.4 To provide continuity at a time of governance changes, incumbent Board members are encouraged to consider serving for a further one or two-year period.

### 2. Eligibility

- 2.1 All IATI members that have paid or committed to pay their membership contributions due at the start of the nomination period) are eligible for Board membership.

### 3. Nomination process

- 3.1 The Secretariat will provide contact information within each constituency at the start of a two-week nomination period to facilitate internal discussions.
- 3.2 Within a two-week nomination period, all interested organisations must register their interest by email to the IATI Secretariat by submitting a Nomination Statement (below).
- 3.3 Incumbent Board members wishing to serve for a further one or two-year period are required to register their interest along with other nominees.
- 3.4 At the end of the nomination period, the IATI Secretariat will share the results to each constituency and confirm whether consensus has been reached on candidates for all available seats. If consensus has been reached no further election process is required in that constituency and all members will be informed of the outcome.

#### 4 Process for online voting

- 4.1 In absence of consensus in a constituency, an online election will take place within that constituency.
- 4.2 Nomination statements will be made available to the constituency members who will then rank the candidates in order of preference.
- 4.3 The two organisations receiving the highest number of votes within the constituency will be confirmed as members of the Board.
- 4.4 The Secretariat will inform all members of the final outcome by email and through the IATI website.

#### 5 Transparency of process

- 5.1 The Secretariat will be responsible for communicating to members in relation to the call for nominations and voting periods throughout the election cycle. The outcome of the process will be published on the IATI website.
- 5.2 Elected Board members will be expected to hold their first meeting virtually within two weeks from the conclusion of the process, with secretariat support provided by the IATI Secretariat.

#### **Nomination Statement:**

The Nomination Statement should provide the following confirmation and should be 1-2 pages in length at maximum, using the template provided by the Secretariat:

- Commitment of the organisation to serve as a Board member for a full two-year term if selected
- Name of the nominated official and his/her alternate
- If the organisation is an incumbent Board member, the date of first membership of the Board, the role served and whether the nomination is for one or two years.
- Outline of the relevant skills and expertise of the nominee and alternate,
- Brief outline of the organisation's active engagement with IATI and familiarity with the global transparency agenda
- Intent to attend or designate an alternate to attend all Board meetings
- Confirmation that the designated staff member can allocate a minimum of two days per month (three for the Chair) to carry out Board duties.
- Confirmation that if selected as Board Chair or Vice-Chair, the designated staff member will be permitted to travel to represent IATI in global meetings.
- Commitment to maintain good financial standing within IATI throughout the period of Board membership
- Commitment to fulfil responsibilities as detailed in the SOP
- Adherence to the Code of Conduct

## ***Annex IV Code of Conduct for Members of the IATI Governing Board***

### Applicability:

- This Code of Conduct applies to all members of the IATI Governing Board including the Board Chairperson and Vice-Chairperson, and to all Alternates.

### General Provisions:

- Board members shall carry out their duties with honesty, integrity, respect, transparency, and confidentiality.
- Board members will follow all IATI Standard Operating Procedures and abide by IATI's governing documents.
- Board members agree to promote the mission, vision, and purpose of IATI and contribute to its strategic direction.
- Board members shall not disclose confidential information acquired by them in the course of their Board member duties nor use such information to further their personal interests.
- Board members shall be under an ongoing obligation to disclose any actual, potential, or apparent conflict of interest to the board and shall take appropriate steps to avoid any such conflict.
- A member of the Board believing they may have an actual, potential or apparent conflict of interest concerning a proposal to be discussed by the board shall recuse themselves from that Board discussion and inform the Chair accordingly. They must abstain from communicating with other Board members regarding the subject. The Governing Board must make a strong collective commitment to upholding recusal practices.
- Any Board member aware of any credible information that suggests that any of IATI's Standard Operating Procedures or governing documents are being violated by any member of the Board has an obligation to bring the concern to the Board Chair. If the Chair is the subject of concern, it should be brought to the Secretariat.
- Board members shall decline all gifts and other benefits offered to them in the course of carrying out their duties as Board members.
- Board members found to have violated this Code of Conduct will be subject to censure or removal from the Board.

[Signature by nominee Organisation signals acceptance of this Code of Conduct]

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## ***Annex V: Nomination Statement for Board Elections***

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Name of Organisation and nature of its work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 2. | <p>Constituency (choose from the following existing IATI definitions):</p> <ul style="list-style-type: none"> <li>• Providers of development co-operation, including traditional donors, multilateral institutions, philanthropic foundations and providers of South-South Cooperation;</li> <li>• Partner countries; and</li> <li>• Civil Society Organisations and other organisations.</li> </ul>                                                                                                                                                                                                                                                      |  |
| 3. | Brief description of why the nominee organisation wishes to become a member of the IATI Governing Board and what it feels it can offer in this position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 4. | If the organisation is an incumbent Board member, the date of first membership of the Board, the role served and whether the nomination is for one or two years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 5. | <p>Brief outline of the organisation's active engagement with IATI and the global transparency agenda.</p> <ul style="list-style-type: none"> <li>• Nominee organisations should provide examples of activities undertaken to publish or use IATI data, advocate for IATI and contribute expertise through Steering Committee sub-groups, TAG working groups or in other ways.</li> <li>• Nominee organisations may refer to their engagement with, and the level of their contribution to, relevant global processes and events.</li> <li>• Links to websites or relevant online information to show this engagement should be provided here.</li> </ul> |  |
| 6. | <p>Staff member and alternate representing the organization.</p> <ul style="list-style-type: none"> <li>• While Board membership is institutional, it is important to ensure that the designated staff member is familiar with IATI's policy and processes. Please indicate the name and position of the designated staff member and any alternate arrangements proposed within the organisation, and describe briefly their experience with IATI.</li> </ul>                                                                                                                                                                                             |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <ul style="list-style-type: none"> <li>• The time the organisation should set aside for IATI Governing Board activities will vary throughout the year and will increase during the period leading up to MA meetings. Nominees should anticipate spending a minimum of two days per month (three days for the Chair) on regular Board business and a full week each year to prepare and attend the MA.</li> <li>• Organisations are asked to confirm their agreement to release the staff member or alternate and support them in this work, including authorising them to attend all virtual meetings (6-8 per year) and face-to-face Board meetings (1 per year), as well as the MA meeting (1 per year) and TAG (1 per year).</li> </ul> |  |
| 7. | <p>Interest in becoming Board Chair or Vice-Chair.</p> <ul style="list-style-type: none"> <li>• Please indicate whether the organisation would accept to become the Board Chair or Vice-Chair, if elected by other Board members.</li> <li>• If so, the organisation should confirm that the designated staff member will be permitted to travel to represent IATI in global meetings.</li> <li>• Please describe briefly the relevant experience and professional area of expertise of the designated staff member to represent IATI (presentations and interventions in a variety of discussions and negotiations). Proficiency in languages other than English should also be mentioned.</li> </ul>                                     |  |
| 8. | <p>Commitment to fulfil responsibilities as detailed in the SOP.</p> <ul style="list-style-type: none"> <li>• The nominee organisation should confirm commitment to meet all requirements outlined in the IATI Standard Operating Procedures, including sections 3, 4 and 5, the additional Terms of Reference for Board members and specific tasks outlined by members in relation to vision, mission, strategic direction, budget and finance.</li> <li>• As representatives of the wider Members' Assembly, Board members are expected to consult within their constituencies on certain issues and should confirm willingness to carry out such consultations to canvass opinions and views as required.</li> </ul>                    |  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                   |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 9.  | <p>Commitment to maintain good financial standing within IATI throughout the period of Board membership.</p> <ul style="list-style-type: none"> <li>• It is important that institutions representing IATI have shown their commitment to the initiative. Nominee organisations that have not yet concluded membership arrangements including payment of dues should indicate the stage reached in that process.</li> </ul> |                                                   |
| 10. | <p>Adherence to the Code of Conduct</p> <ul style="list-style-type: none"> <li>• The designated staff member of the nominee organisation should sign this document and return it together with a signed copy of the Code of Conduct indicating understanding and acceptance of its terms.</li> </ul>                                                                                                                       | <p>Name (PRINT):</p> <p>Authorised signature:</p> |