2020 Workplan and Budget: IATI Secretariat FY 7									
Strategic Plan element	Output 2020	Activity detail	Activity Budget	Budget holder	Responsible	Q1 Activity	Q2 Activity	Q3 Activity	Q4 Activity
1. Partner country analysis a	ind support		\$48,000						
1A - Country analysis - data user needs	Deep-dive country analysis to better understand the collection, management, and use of development finance	1A.1 Four one-week country missions to map the processes that partner country governments use for collecting, managing, and using external development							
	information at the national level to inform how the Standard should be changed and how partner country data needs can be better met in order to enable greater IATI data use at the national level.	finance data; assess data needs and data gaps, and ground truth findings of IATI/AIMS comparison	\$30,000	UNDP	UNDP		х	х	X
		1A.2 Data expert participation in activity 1A.1	\$18,000	DI	DI		X	X	X
1B - Country analysis - national systems									
	Preparatory analysis to feed into standardization of the Standard and better understand the use of IATI data in regard to national information systems and planning processes.	1B.1 Desk review to compare AIMS data and IATI data for multiple partner countries to assess difference in scope of fields, definitions, financial year/data, etc.	\$0		UNDP	x			
		1B.2 Conduct outreach to multiple partner countries to assess key process and data use questions including scope of data sources for development finance information; primary uses of development finance information (e.g. to inform budget planning processes, national development planning, reporting on external development finance flows); and role/status of AIMS and availability of guidance documentation	\$0		UNDP	x			
2 Improve the Quality of IATI	Data		\$10,000						
2A Publisher guidance and support									
	A single source of clear, unambiguous online guidance on publishing exists, which is presented in different ways for different audiences.	2A.1 Review and update IATI publisher guidance to address gaps, and produce as downloadable pdf manual in English and French. Seek input from community through online forums and webinars.	\$10,000	DI	DI			х	х
	Feedback mechanism exists to allow users to alert publishers to issues with their data.	2A.2 Ongoing Y6 Q4 DUTF activity; implementation within DUTF workplan	\$0	х	UNDP	х			
		2A.3 Establish process for peer-to-peer (buddy system) support for new publishers	\$0		DI		Х		
2B Support to donor harmonisation effo									
	Challenges of donor harmonization around their mandatory reporting requirements are addressed and overcome.	2B.1 Attendance to support donor harmonisation or other technical meetings. Estimated 1-2 meetings per year.	\$0		UNDP / DI		х	х	
		2B.2 Business analysts support Board or working groups ensuring the reporting requirements are in line with IATI standard guidance.			DI		Х	Х	
		2B.3 Develop strategy to bridge gap between current publisher practices and data user needs at country level (travel costs included in central travel budget)	\$0	DI	UNDP / DI	х	х	х	х
3 Promote Systematic Data L	Jse		\$260,000						
3A Facilitation of Data Use Task Force									

	IATI data across the development and humanitarian communities.	3A.1 Data Use Fund replenishment to \$250,000, based on DUTF proposal. Administration of Requests for Proposals 3A.2 Administration of DUF grants 3A.3 IATI technical team feeds in and supports DUTF and DUF activities. 3B Stakeholder analysis of priority data users on quality, use and technical upgrades 3B.1 Develop short paper outlining key stakeholders and gaps in available data to meet their needs (based on horizon-scanning, review of existing literature, interviews, focus groups as needed). Paper will inform future technical work.	\$135,000 \$105,000 \$0	UNDP	UNDP UNDP DI	x x	x	x x x	x x x
Enabling action	Priority users of data better understand how to access and use IATI data relevant to their specific context.	3B.2 Produce content, design and translate training materials (e.g. videos, courses, guidance materials)	\$20,000	UNDP	UNDP / DI				х
4 Consolidate Technical Core			\$424,000						
4A Strategic review of technical infrastr	ucture								
		4A.1 IATI undertakes stocktake of technical estate, following on from the 2018 Technical Audit.	\$18,000	DI			Х	х	
4B Maintain and improve IATI technical	tools				DI				
	IATI's technical infrastructure is fit for the achievement of the initiative's strategic objectives.	4B.1 IATI Validator: Post-launch maintenance contract and SLA, allowing for improvements and any feature requests.	\$70,000	DI	DI	х	х	х	х
		4B.2 IATI Validator: Supporting publishers using the tool through a range of webinars and in-person training sessions to improve data quality	\$0	DI	DI	Х	Х	х	х
		4B.3 Improvements to the IATI Registry.	\$70,000	UNOPS	DI		X	X	X
		4B.4 Maintanence contract for additional fixes and feature improvement to datastore API and query builder.	\$67,000	UNOPS	UNOPS	х	х	х	х
		4B.5 Undertake consultations on maintenance and improvements of external publisher tools	\$50,000	DI	DI	Х	Х	х	Х
		4B.6 Additional outsourced developer capacity.	\$50,000	DI	DI	X	Х	Х	X
		4B.7 Technical server costs.	\$2,000	DI	DI	X	X	Х	X
		4B.8 Existing IATI Registry hosting and maintenance (annual cost; until replaced by new contract and prorated).	\$37,000	DI	DI	Х	Х	Х	х
		4B.9 D-portal: Includes ongoing maintenance for current d- portal, as well as scoping user needs, drafting and finalising terms of reference for d-portal v2.	\$60,000	DI	DI / UNDP		х	х	х
	IATI strengthens links to other relevant data standards and initiatives to overcome shared challenges.	4B.10 Contribute to joint discussions with other relevant data standards and initiatives to promote interoperability	\$0		UNDP / DI	Х	х	x	х
5 Strengthen the IATI Comm	5 Strengthen the IATI Community		\$529,400						
5A Establish 3-4 SP-focused Working G	roups								
	Initial WGs are established to support implementation of the 2020 work plan and 2020-2025 Strategic Plan priorities.	5A.1 Pilot initial WGs once SOP approved by members	\$0		UNDP	х			
		5A.2 Travel for face to face meeting of members of 1-2 WGs.	\$32,400	UNOPS	UNDP		х		х
5B Digital platform available to support									
	Establishment of digital infrastructure to support the COPs and other knowledge- sharing needs of the IATI community.	5B.1 Deliver digital platform to support COPs, WGs, and peer-learning / knowledge-sharing. Q1 TOR, Q2 deliver	\$80,000	UNDP	UNDP	×	х		
	1							L	L

		5B.2 Short-term consultant (6 mo) to support building of digital infrastructure and manage the initial needs of the COPs including migration where applicable.	\$42,000	UNDP	UNDP		Х	х	
5C Two regional meetings (Africa) on av	wareness and use of data	3 3							
or cyclin mounts (mind) Urat	Two regional meetings are organized to amplify IATI's reach, based on outcomes of data use research, specifically targeting partner countries and relevant non-executives (francophone and anglophone Africa).	5C.1 Organize substance and logistics, including travel facilitation for two regional workshops (30 participants each)	\$100,000	UNOPS	UNDP		x	х	х
5D IATI Annual Community Event									
		5D.1 Pilot combined IATI Community Event. Budget covers venue and facilities management, travel facilitation of partner countries and civil society. Budget subject to revision once final location is agreed; Travel for Secretariat attendance is included in central travel budget	\$275,000	UNOPS	UNDP	x	×	х	х
6 Communications			\$86,500						
6A Comms strategy including engagem									
Enabling action	Stakeholders at all levels receive targeted, relevant and up to date information on IATI.	6A.1 Develop Comunications and Outreach Strategy, including comprehensive social media plan. Includes targeted engagement plans for different stakeholder groups at political and technical levels.	\$0		UNDP / DI	х			
Enabling action		6A.2 Design and create general IATI awareness and guidance materials; includes redesigning newsletters, distribution of new IATI Speakers' Kit materials and creating promotional videos in English and French	\$35,000	DI	UNDP / DI	x	Х		
Enabling action		6A.3 Design, translate and deliver IATI Annual Report 2020	\$9,500	UNOPS	UNDP / DI	х	х		
Enabling action		6A.4 Develop regular bulletins and newsletters, content on social media and other necessary communications channels.	\$0		UNDP / DI	х	Х	Х	х
6B Website improvements									
	IATI website is strengthened and considered fit-for-purpose, allowing users to easily navigate to dynamic and relevant content for their context.	6B.1 Implementation of website change requirements identified in 2019, including adding dynamic features to homepage, designing infographics representing IATI processes across 5 pages and creating indexed archive section.	\$15,000	DI	UNDP / DI	x			
		6B.2 Use existing user journey research and engage Information architecture / UX specialist to scope ways to strengthen IATI website design for key stakeholders. Informs website improvement activity in 2021	\$10,000	UNDP	UNDP / DI	Х	х		
		6B.3 Review and improve sign-posting information and written content on IATI website (informed by internal mapping of "user journeys").	\$0		UNDP / DI		Х		
		6B.4 Ongoing translation of website into French until more sustainable process is in place	\$11,000	DI	DI	Х	Х	Х	Х
		6B.5 Explore options to embed translation widget in IATI website to provide low-cost access to content across a wide range of languages.	\$0	DI	UNDP / DI	Х			
		6B.6 Drafting of monthly case studies /stories on innovative or successful use of IATI data, for showcasing on website.	\$0		UNDP / DI	Х	Х	х	х
	All new members and focal points can engage meaningfully in their respective roles in the community.	6B.7 Develop and design an IATI membership pack and translate into French, Spanish and a third language TBC	\$6,000	DI	UNDP / DI			х	
7 Outreach			\$32,000						

Enabling action	IATI is represented at key open data events to secure new political commitments, raise awareness, explore new technologies, promote data use and share learning. Key IATI documents are availabile in	7A.1 Travel budget for Board engagement in four pre- identified events that influence audiences required to help deliver the IATI Strategic Plan 2020-2025 objectives. Include a speaking role and / or marketplace/showcase 7A.2 Secretariat support and engagement in four pre- identified events supporting Board activity at line above (Central travel budget) 7A.3 Create and maintain 2020 engagement calendar of relevant external events and actively encourage IATI members and community to attend. 7A.4 Design and translation for advocacy products in advance of 4-6 outreach events. 7A.5 Translation of documents (includes Members	\$12,000 \$0 \$0 \$10,000		UNDP / DI UNDP / DI UNDP / DI	x	x x x x	×	x x x x
Enabling action	multiple languages to support increased engagement from partner countries in Africa and Latin America. Communications and outreach activities	Bulletin, Members Assembly meeting documents, updated SOP translation) into French and Spanish. 7A.6 Two in-person meetings of UNDP and DI comms	\$10,000	UNOPS	UNOPS / UNDP	Х	x x		Х
	embedded across the Secretariat, centralised at UNDP	personnel to ensure harmonised approach. (Central travel budget)	\$0		х	х		х	
8 Institutional Arrangements			\$237,000						
8A Board meetings & Secretariat suppo	ort								
Enabling action	Secretariat supports IATI Governing Board to meet regularly to develop strategic guidance and support decision- making by members.	8A.1 Two face to face Board meetings, including one retreat following elections (Board travel only).	\$20,000	UNOPS	UNDP		х		х
		8A.2 Prepare and conduct Governing Board elections	\$0		UNDP	Х			
		8A.3 Board training (expert consultant)	\$5,000	DI	UNDP		Х		
		8A.4 Risk management (identification, monitoring, mitigation)	\$0		UNDP	Х	Х	Х	Х
8B Internal capacity building Secretaria	t	,							
	The Secretariat's own capacity to access and use IATI data is strengthened to support relevant data quality/use work, as well as outreach and engagement with partners.		\$25,000	UNOPS	UNDP		х		х
		8B.2 Tech team to schedule quarterly half-day virtual training sessions.		N/A	DI	х	х	Х	х
		8B.3 Consultancy support to finalise methodology for SP Results Framework and establish baselines (links to 8c on monitoring)	\$42,000	UNDP	UNDP	Х			
		8B.4 Monitoring of results framework (timing to coincide with Annual Report development from 2021 onwards) 8B.5 Long term staffing strategy across the Secretariat,		UNDP	UNDP			Х	Х
		BB.5 Long term starting strategy across the Secretariat, including developer capacity (2019 and Q1 2020)		UNOPS / DI / UNDP	UNDP / DI	Х			
8C Financial administration and project Enabling action	management	8C.2 Negotiation of membership contribution agreements;							
-		receipt and management of contributions	\$0	UNOPS	UNOPS	Х	х	Х	Х
Enabling action		8C.3 Collect and manage membership contributions from members.	\$5,000	UNOPS	UNOPS	X	х	х	х
Enabling action		8C.4 Financial management and ad-hoc operational support	\$0	UNOPS	UNOPS	Х	Х	Х	Х
Enabling action	Management of the Secretariat strengthened through robust project management tools.	8C.5 Subscription costs for project management tools	\$10,000 UNDP/DI UNDP/DI X		Х	х	Х		
		8C.6 Facilitation for events and workshops (consultancy)	\$10,000	DI	UNDP		Х		Х
8D Secretariat travel Enabling action									
	Secretariat travel	8D.1 Estimated based on 2019 actual travel costs	\$120,000	UNOPS / DI /	UNOPS / UNDP/ DI				

Summary: Activity / workstream			Summary: Personnel / workstream		
1. Partner country analysis and support		1. Partner country analysis and support		\$97,242	
2. Improve the Quality of IATI Data		\$10,000	2. Improve the Quality of IATI Data		\$174,816
3. Promote Systematic Data Use		3. Promote Systematic Data Use		\$163,292	
4. Consolidate Technical Core		\$424,000	4. Consolidate Technical Core		\$487,603
5. Strengthen the IATI Community		5. Strengthen the IATI Community	\$163,292 \$487,603 \$191,595 \$244,549 \$110,044 \$265,769 \$1,734,909 \$304,927 \$163,309 \$23,319 \$3,853,364		
6. Communications		\$86,500	6. Communications		\$244,549
7. Outreach		\$32,000	7. Outreach		\$110,044
8. Institutional Arrangements		\$237,000	8. Institutional Arrangements		\$265,769
		\$1,626,900			\$1,734,909
Total Activities		\$1,626,900	Total personnel		\$1,734,909
Recurring costs	\$	2,705,037	Total in kind		\$304,927
Non-recurring costs	\$	843,400	Total management fee 8%		\$163,309
			UNOPS 1%		\$23,319
			Annual budget with in-kind		\$3,853,364
			Annual budget without in-kind		\$3,548,437
Reserve (Contingency, 15% of Y6 annual budget) for Y7 implementation	\$	631,249	TOTAL annual budget with contingency reserve	\$	4,179,686