Judith Randell  
Development Initiatives Poverty Research Ltd  
Keward Court  
Keward Business Park  
Jocelyn Drive  
Wells  
Somerset  
BA5 1DB

Accountable Grant Arrangement for the International Aid Transparency Initiative (IATI), Component Code 200286-101, Purchase Order 40025232

Amendment Letter No1/2011

1. I refer to the Accountable Grant letter for the above project signed by DFID and Development Initiatives Poverty Research on 25 August 2011. Following recent discussions/correspondence, DFID propose to increase the amount made available to Development Initiatives Poverty Research by £402,576 (four hundred and two thousand, five hundred and seventy six pounds Sterling).

2. I propose that the figures and words "$118,450 (one hundred and eighteen thousand four hundred and fifty pounds sterling) "$ in paragraph one of the original Accountable Grant letter are deleted and replaced by the figures and words "$521,026 (five hundred and twenty one thousand and twenty six pounds Sterling).

3. This letter of amendment will place on record our common understanding of the above change and will come into operation on the date you sign your confirmation below. This note will be known as Amendment No.1/2011.

4. I refer to the Accountable Grant letter for the above project signed by DFID and Development Initiatives Poverty Research on 25 August 2011. Following recent discussions/correspondence, DFID propose to change the end date to 31 March 2012.

Switchboard +44 (0) 1355 844000  
Fax +44 (0) 1355 844099  
www.dfid.gov.uk
5. I therefore propose that the end date of 30 June 2011 in paragraph 2 of the original Accountable Grant letter is deleted and replaced by 31 March 2012.

6. This letter of amendment will place on record our common understanding of the above change and will come into operation on the date you sign your confirmation below. This note will be known as Amendment No. 1/2011

**Issue of funds**

1. No funds will be issued until DFID has received an original signed Accountable Grant Arrangement, together with a completed Request for Funds (Annex 1) on the organisation’s official letter heading, accompanied by a detailed statement of expenditure and/or a detailed projected expenditure statement, as appropriate.

2. All funds must be accounted for in the £sterling or currency in which they were received, if this is not £sterling.

3. DFID will make funds available in three instalments in arrears:
   - £145,854 after 30 September 2011
   - £135,972 after 31 December 2011
   - £120,750 after 31 March 2012

   upon receipt of a detailed statement of expenditure. The statement will detail actual expenditure incurred during the Accountable Grant period.

4. Any interest accrued from the investment of funds received may, with DFID’s prior written consent, be used to fund additional project activities (this must be agreed at the outset).

**Bank Accounts**

Payments will be made into Development Initiatives Poverty Research’s bank account as follows:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Barclays Bank PLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Postal Address:</td>
<td>9 Market Place, Wells, Somerset, BA5 2RH</td>
</tr>
<tr>
<td>Name of Account:</td>
<td>Development Initiatives Poverty Research</td>
</tr>
<tr>
<td>Bank Account Number:</td>
<td>60525383</td>
</tr>
<tr>
<td>Sort Code:</td>
<td>209940</td>
</tr>
<tr>
<td>Currency of Bank Account:</td>
<td>Sterling</td>
</tr>
<tr>
<td>IBAN number:</td>
<td>GB88 BARC 2099 4060 5253 83 [required for bank accounts within Europe]</td>
</tr>
</tbody>
</table>
5. Please sign both copies of this letter - return one to me and retain the other for you own records.

Signed for DFID: 

Name: Alasdair Wardhaugh  
Title: Aid Transparency Team Leader  
Address: Abercrombie House, Eaglesham Road, East Kilbride, Glasgow, G75 8EA  
Telephone: 01355 84 3684  
E-mail: AJ-Wardhaugh@dfid.gov.uk  
Date: October 2011

Signed on Behalf of Development Initiatives Poverty Research  
Name: Judith Randel  
Title: Director  
Telephone: 01749 671343  
Full Postal Address: KEWARD COURT, JOCELYN DRIVE, WELLS, BA5 1DB  
Email: judith@devinit.org OR isabel@devinit.org  
Date:
Annex 1: Request for Funds

Note: To be copied onto the organisation’s official letter heading, completed and signed before being submitted to DFID

### Request for Funds

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>Development Initiatives Poverty Research Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>UK</td>
</tr>
<tr>
<td>Project Title</td>
<td>Support to International Aid Transparency Initiative</td>
</tr>
<tr>
<td>DFID Component Code:</td>
<td>200286-101</td>
</tr>
<tr>
<td>Purchase Order No.</td>
<td>40025232</td>
</tr>
<tr>
<td>Period covered by the Statement of Expenditure</td>
<td></td>
</tr>
<tr>
<td>Period covered by the Forecast of Expenditure</td>
<td></td>
</tr>
</tbody>
</table>

1. Unspent balance at end of previous quarter
2. Funds received from DFID this quarter
3. Total (1+2)
4. Expenditure for quarter
5. Excess/Deficiency of receipts over disbursements (3-4)
6. Forecast of expenditure for next quarter
7. Payment requested for next quarter (6 – or + 5)

I certify that any expenditure shown above in (4) and detailed in the accompanying Statement of Expenditure has been actually and necessarily undertaken on behalf of the project as specified in the Project Document and as agreed by the Department for International Development.

I further certify that any forecast of expenditure shown above in (6) and detailed in the accompanying Forecast of Expenditure represents a realistic forecast of payments to be made by the end of the forecast period

[Signature of authorised certified officer e.g. Finance Officer]

[Printed name and title]

[Date]
Annex 3: Sample Inventory

[Project Name] Inventory

DFID Project Code:  
DFID Component Code:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Serial No.</th>
<th>Date of Purchase (dd/mm/yy)</th>
<th>Descriptions (make and Model as appropriate)</th>
<th>Purchase Value (£ or 5, not both)</th>
<th>Location/User</th>
<th>Responsible person</th>
<th>Anticipated years of life</th>
<th>Disposal date (dd/mm/yyyy)</th>
<th>Reason for disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Signature if authorised certified officer]

[Print name and title]

[Date]
Summary of Accountable Grant proposal from DIPR for support to IATI – July 2011 to March 2012

Q2 – Q4 FY 2011/12

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) TAG Work plan and budget</td>
<td></td>
</tr>
<tr>
<td>i) Maintain and develop IATI standard</td>
<td>£7,450</td>
</tr>
<tr>
<td>ii) Manage and host IATI registry</td>
<td>£20,000</td>
</tr>
<tr>
<td>iii) Support implementation at country level</td>
<td>£69,751</td>
</tr>
<tr>
<td>iv) Support donor implementation</td>
<td>£45,981</td>
</tr>
<tr>
<td>v) Broadening membership and participation</td>
<td>£9,351</td>
</tr>
<tr>
<td>vi) Promoting accessibility</td>
<td>£34,573</td>
</tr>
<tr>
<td>vii) Staff costs and other work to support other TAG Secretariat functions</td>
<td>£173,124</td>
</tr>
<tr>
<td>Sub-total</td>
<td>£360,230</td>
</tr>
<tr>
<td>2) Outreach and communications</td>
<td></td>
</tr>
<tr>
<td>i) IATI website</td>
<td>£6,050</td>
</tr>
<tr>
<td>ii) Producing communications materials</td>
<td>£22,496</td>
</tr>
<tr>
<td>iii) Outreach strategy</td>
<td>£13,800</td>
</tr>
<tr>
<td>Sub-total</td>
<td>£42,346</td>
</tr>
<tr>
<td>TOTAL</td>
<td>£402,576</td>
</tr>
</tbody>
</table>
Accountable Grant Proposal from Development Initiatives Poverty Research (DIPR) for technical and administrative support for the Technical Advisory Group (TAG) of the International Aid Transparency Initiative (IATI) and for outreach and communications work on IATI, July 2011 – March 2012

Purpose

The purpose of this grant application is to seek further funding from DFID for continuing technical and administrative support for IATI’s Technical Advisory Group (TAG), including acting as the TAG Secretariat and managing the TAG work plan and budget, plus ongoing outreach and communications work on IATI.

Background on this proposal

In 2009, DIPR negotiated an accountable grant from DFID for £145,910 in FY 2009/10 and for £284,180 in FY 2010/11. This grant arrangement covered three distinct areas of support for IATI:

- communications (including the website);
- acting as the Secretariat for the Technical Advisory Group (TAG);
- managing the TAG budget and workstreams, including management of consultants contracted to undertake technical work on IATI.

The original timeline for IATI was based on the assumption that IATI would be a time-limited initiative, running between HLF 3 in 2008 to HLF 4 in 2011, and that the work of the Technical Advisory Group (TAG) would be concluded by the end of December 2010.

While the TAG’s work in defining the IATI standard is largely completed following the agreements reached on the IATI standard in February 2011, it is clear that substantial technical work will be required to support implementation, and that some technical capacity will need to be maintained on an ongoing basis in order to ensure IATI’s sustainability over the long term.

An accountable grant application was made to cover the first three months (Q1) of FY 2011/12 on the understanding that DIPR’s ongoing support for IATI over that period would be covered by the funds remaining in the DCA account. The value of this grant was £118,450, and £83,238 has now been invoiced to DFID to cover work over the period April to June 2011. The report for work under this initial grant is attached as Annex A.

As agreed with DFID, some of the remaining £35,212 from the grant covering April to June 2011 has been rolled over into this proposal.
This new accountable grant application covers the period July 2011 to March 2012 (Q2 – Q4 of FY 2011/2012).

The IATI Secretariat and Steering Committee have already considered the overall budget for IATI for FY 2011/12, and the draft TAG work plan and budget. This proposal should therefore be read alongside these documents.

The amount proposed for this accountable grant period is significantly higher than the grants covering FYs 2009 – 2011 for the following reasons:

- Increased country implementation work;
- Increased staff time to cover the volume of organisations requiring support to implement IATI;
- Additional technical capacity required to support implementation and accessibility of data;
- Additional work to cover outreach and communications.

Background on IATI

IATI is a multi-stakeholder initiative that aims to increase the availability and accessibility of information about aid.\(^1\) This will help to ensure that aid is used in the most effective ways in fighting poverty. Launched at the Accra High Level Forum on Aid Effectiveness in September 2008, IATI now has 20 donor signatories\(^2\) and 22 endorsements from developing countries\(^3\).

IATI signatories and Steering Committee members have agreed a common standard for the publication of aid information. There are four parts to the IATI standard: (1) agreement on what will be published, (2) common definitions for sharing information, (3) a common electronic data format, and (4) a Framework for Implementation.

Publication to the IATI standard will make aid information easier to find, understand, use and compare. The IATI standard builds on existing standards, including those used by the OECD-DAC’s Creditor Reporting System whilst offering clear added value, including:

- more comprehensive coverage from a wider range of actors

---

\(^1\) For further information about the International Aid Transparency Initiative please see http://aidtransparency.net/

\(^2\) Finland, Ireland, Germany, Switzerland, World Bank, UNDP, EC, ADB, Spain, Sweden, UK, Netherlands, Australia, New Zealand, GAVI, Hewlett, Denmark, Norway, ADB, Global Fund

\(^3\) Sierra Leone, Bangladesh, Liberia, Honduras, Republic of Congo, Democratic Republic of Congo, Burkina Faso, Colombia, Dominican Republic, Ghana, Indonesia, Malawi, Moldova, Montenegro, Nepal, PNG, Rwanda, Syria, Madagascar Viet Nam, Lebanon
• publication of forward-looking data, including budgets and forecast disbursements;
• more timely data, updated at least quarterly;
• Information will be published in a way that can be reconciled with the financial year of the recipient country, and IATI is supporting further work to align data with countries’ own budget classifications;
• more detailed information at the level of individual activities or projects;
• publication of key documents, as well as statistics;
• optional publication of detailed geographical information.

Above all, IATI adds value by establishing a common, open format for the publication of aid information which means that this information can be used and combined with other data by many different users for many different purposes.

To date, three IATI signatories have published their data to the IATI standard and a further seven have indicated their intention to publish to IATI prior to the Fourth High Level Forum on Aid Effectiveness on Busan (HLF4) at the end of November 2011. DIPI also became the first NGO to publish IATI data.

Meanwhile, new donors are preparing to join IATI (such as the IADB, UNICEF, UNOPS) while others are planning to publish their data in an IATI-compliant format without joining (e.g. the US and Gates Foundation, CIDA). In addition, a number of NGOs are expressing interest in publishing their information to the IATI standard, and work on a TAG Working group on NGOs is now going ahead.

IATI has clearly reached a critical point in its development and requires further support to ensure that it delivers its full potential. The priorities are first, to support existing signatories in implementing IATI prior to HLF4; and second to broaden the scope of the initiative to cover a wider range of aid providers.

This proposal seeks to support IATI in delivering on both of these objectives. The draft TAG work plan and budget (attached) outlines six areas of planned work:

• Maintain and update the IATI standard;
• Manage the IATI registry;
• Support for implementation at country level;
• Support for donor implementation;
• Broadening the scope of IATI, e.g. by examining the technical feasibility of its adoption by NGOs, foundations, humanitarian organisations and southern providers of development cooperation;
• Promoting accessibility of IATI information, e.g. by developing tools to assist users.

It is proposed in the draft work plan that the TAG Secretariat retains sufficient capacity to manage all of these workstreams.

---

4 DFID, Hewlett Foundation and World Bank
5 Australia, Denmark, EC, Finland, Netherlands, Sweden and UNDP

NOT PROTECTIVELY MARKED
In addition, this proposal envisages DIPR taking on an expanded role with regard to IATI outreach and communications, including:

- Hosting, updating and managing the content of the IATI website;
- Producing of a range of communications materials aimed at increasing the profile of IATI, including the production of an IATI video;
- Supporting political outreach to new donors.

Detailed proposals

1) TAG work plan and budget

i) Maintain and develop the IATI standard
Following agreement on the IATI standard in February 2011, DIPR will continue to maintain and develop the standard, including through the final stage of development of the latistandard.org website. Related guidance and support materials will also be written for the knowledge base, as support materials for implementation.

Activities

- Develop and extend the standard and update the schema and documentation as necessary, including translation of the standard and code lists;
- Ensure that donors working to comply with the IATI standard have access to relevant, high quality information through developing and maintaining the website for IATI standard schema, guidance and other standard-related documentation;
- Work on a license for the IATI products.

Outputs

- www.latistandard.org website developed and maintained;
- Guidance materials published and support function maintained;
- A license for IATI products.

Costs Q2 FY 2011/12

Consultancy by XML expert £1,000
Consultancy on licensing £1,000
Consultancy on reviewing accessibility of aidinfo websites £3,000

Sub-total £5,000

Costs Q3 FY 2011/12

Translation of IATI standard into French and Spanish £1,000

Sub-total £1,000

Costs Q4 FY 2011/12

Consultancy by XML expert £1,450

Sub-total £1,450

Subtotal for Maintaining and Developing the Standard £7,450


ii) Host and manage IATI registry

The IATI Registry functions as a central index with links to the data published to the IATI standard by participating donors. Its successful maintenance and management is therefore essential to IATI. Final development should be completed by September 2011, with further allowance for development and maintenance over the financial year.

Activities

- Host the iatiregistry.org website;
- Maintain and develop the registry as required by Steering Committee.

Output

- Improved functionality for organisations registering, either manually or through an API to the registry;
- A new hosting arrangement for the IATI registry.

Costs Q2 FY 2011/12

Consultancy to improve the registration function (Open Knowledge Foundation) £10,500

Sub-total £10,500

Costs Q3 FY 2011/12

Consultancy on developing functions as required £3,000

Sub-total £3,000

Costs Q4 FY 2011/12

Consultancy on developing functions as required £3,500

Renew hosting arrangements with Open Knowledge Foundation £3,000

Sub-total £6,500

Sub-total for Hosting and Managing the IATI registry £20,000

iii) Support country implementation, including through pilots

IATI’s success rests on its ability to make a difference at the country level. A number of pilots were undertaken under the 2009- 2011 Fy’s accountable grant agreement and further pilots are planned to test IATI concepts with partner countries. The pilot countries will include Nepal, DRC, Rwanda and Colombia. The pilots in DRC and Rwanda will assess the feasibility, costs and benefits of automated data exchange between donors and in-country aid management systems (AIMS) using IATI compliant data. Nepal will evaluate the benefit in using IATI compliant data to compare with locally generated data. Discussion is underway with Colombia to clarify the scope of their pilot.

Activities

- Preparation, planning and writing a methodology for IATI pilots;
- Initial visits to DRC, Rwanda, and Colombia;
- Technical work on the AIMS;
- Reviewing reporting cycles in DRC and Rwanda;
- Monitoring and evaluation process;
- Write briefing document to communicate initial pilot findings for Busan.

**Outputs**

- Revised systems and processes to handle IATI compliant data;
- Assessment of the challenges, costs and benefits of using IATI compliant data to support country processes;
- Briefing document to communicate initial pilot findings for Busan.

### Costs Q2 FY 2011/12

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software development</td>
<td>£8,750</td>
</tr>
<tr>
<td>Travel for DRC</td>
<td>£6,293</td>
</tr>
<tr>
<td>AIMS consultancy</td>
<td>£9,229</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>£24,272</strong></td>
</tr>
</tbody>
</table>

### Costs Q3 FY 2011/12

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software development</td>
<td>£8,750</td>
</tr>
<tr>
<td>Spanish speaking consultant for Colombia pilot</td>
<td>£6,000</td>
</tr>
<tr>
<td>Preparation of communications material for Busan</td>
<td>£5,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>£19,750</strong></td>
</tr>
</tbody>
</table>

### Costs Q4 FY 2011/12

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for Colombia</td>
<td>£5,000</td>
</tr>
<tr>
<td>Travel for Rwanda</td>
<td>£6,000</td>
</tr>
<tr>
<td>AIMS consultancy</td>
<td>£9,229</td>
</tr>
<tr>
<td>Software development for Colombia pilot</td>
<td>£5,500</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>£25,729</strong></td>
</tr>
</tbody>
</table>
iv) Support donor implementation

Supporting existing signatories to implement IATI is a top priority, and DIPR will continue to provide technical support via the IATI standard website, implementation workshops, telecons and, where necessary, individual visits to participating donors.

Activities

- Develop a process around implementation support;
- Host a donor implementation workshop;
- Develop implementation and schema guidance;
- Provide support for donors to complete implementation schedules and support donor implementation;
- Develop tools to support implementation, including conversion tools;
- Develop tools to monitor compliance;
- Review of donor data on the IATI registry.

Outputs

- Implementation workshop;
- Implementation schedules completed by a majority of signatories and updated;
- Guidance notes and tools developed;
- A compliance tool for signatories;
- Tools to convert data into IATI XML format;
- Further donors assisted in implementing IATI.

Costs Q2 FY 2011/12

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel for donor visits</td>
<td>£1,500</td>
</tr>
<tr>
<td>Consultancy (checking donor data)</td>
<td>£8,000</td>
</tr>
<tr>
<td>Developing conversion tools (to enable donors to publish existing data in IATI format) and compliance tools (to help monitor compliance with the Framework for Implementation)</td>
<td>£9,702</td>
</tr>
<tr>
<td>Translation of materials</td>
<td>£1,000</td>
</tr>
<tr>
<td>Sub-total</td>
<td>£20,202</td>
</tr>
</tbody>
</table>
Costs Q3 FY 2011/12

- Travel for donor visits: £1,500
- Consultancy for monitoring licensing compliance: £3,500
- Consultancy (checking donor data): £4,279
- Developing conversion and compliance tools: £7,000
- Translation of materials: £1,000
- **Sub-total**: £17,279

Costs Q4 FY 2011/12

- Travel for donor visits: £2,000
- Consultancy for monitoring licensing compliance: £1,500
- Consultancy (checking donor data): £4,000
- Translation of materials: £1,000
- **Sub-total**: £8,500

---

**Sub-total for Supporting Donor Implementation**: £45,981

---

v) Broadening membership and participation

With the IATI standard agreed, we seek to broaden membership of IATI by assessing the technical feasibility and impact of the IATI standard on new types of donor including NGOs, foundations, global programmes and providers of South-South cooperation, and supporting them to implement IATI. There is also an intention to work with ECHO and other humanitarian organisations to assess how they may link with IATI. With DFID having stipulated that PPA Agencies should become IATI compliant, the initial focus will be on supporting UK NGOs to work on IATI compliant, and supporting organisations such as BOND to play a facilitating role in this.

---

**Activities**

- Attend NGO workshops organised by DFID, BOND and the INGO Accountability Charter;
- Support and facilitate the working of TAG Working Group on NGOs;
- Visit Geneva and Brussels to meet with ECHO and UN OCHA;
- Review the use of other standards by other types of donors;
- Review humanitarian reporting processes;
• Technical implementation support to organisations wanting to publish IATI data.

Outputs

• Production of guidance notes for NGOs on implementing IATI;
• Production of guidance notes for other types of donor wanting to implement IATI;
• Paper outlining humanitarian data reporting processes and recommended links with IATI;
• A group of NGOs implementing IATI and publishing compliant data.

Costs Q2 FY 2011/12

Travel to visit interested organisations and relevant meetings £1,450

Sub-total £1,450

Costs Q3FY 2011/12

Travel to visit interested organisations and relevant meetings £1,450
Consultancy to conduct a review of standards £2,500

Sub-total £3,950

Costs Q4 FY 2011/12

Travel to visit interested organisations and relevant meetings £1,451
Consultancy to conduct a review of standards £2,500

Sub-total £3,951

Sub-total for broadening membership and participation £9,351

vi) Promoting accessibility

Simply increasing the availability of aid information is a necessary step but it cannot alone guarantee positive development outcomes. For this to happen, that information must be made more accessible to a wider range of users. Whilst this isn’t the role of IATI, and relies on information intermediaries, who can take the raw data and develop a variety of tools to make this information much more accessible, IATI has a role to lay the foundations to lower the barrier for these intermediaries. Over
the grant period, we will continue to raise awareness amongst potential intermediaries and support their efforts to make data more accessible.

Activities

- Develop an IATI data consolidator;
- Contribute to and support the development of accessibility tools;
- Write communication materials on accessibility for Busan;
- Supporting users of IATI data and facilitating a user ecosystem.

Outputs

- IATI data consolidator;
- Applications to demonstrate how IATI data can be made accessible;
- Communications materials for Busan;
- A strong community of developers working with IATI data.

Costs Q2 FY 2011/12

Consultancy to facilitate a user ecosystem and raise awareness of IATI data £2,933
Consultancy to build accessibility tools £2,500
Accessibility tools for signatories £1,000
Sub-total £6,433

Costs Q3 FY 2011/12

Consultancy to facilitate a user ecosystem and raise awareness of IATI data £2,933
Consultancy to develop the IATI Data consolidator £10,000
Communications materials for Busan £6,000
Accessibility tools for signatories £2,273
Sub-total £21,206

Costs Q4 FY 2011/12

Consultancy to facilitate a user ecosystem and raise awareness of IATI data £2,934
Consultancy to build accessibility tools  £2,500
Accessibility tools for signatories  £1,500
Sub-total  £6,934

Sub-total for Promoting Accessibility  £34,573

vii) TAG staff costs
While the TAG Secretariat’s work in developing and defining the IATI standard is largely complete, the extensive work plan outlined above demonstrates the need for further substantial work in implementing IATI at country and donor level, as well as developing the necessary guidance and tools to support this. DIPR will continue to lead the TAG’s work in this area, and will also administrate the contract for Brian Hammond as Chair of the TAG. The total estimated staff costs across all of the work streams above, including Brian Hammond’s work, are as follows:

Costs Q2 FY 2011/12

9 days Brian Hammond (£670 per day)  £6,030
44 days Bill Anderson (£350 per day)  £15,400
33 days Simon Parrish (£500 per day)  £16,500
33 days Isabel Bucknall (£250 per day)  £8,250
18.5 days Mandy Burrows (£300 per day)  £5,550
Sub-total  £51,730

Costs Q3 FY 2011/12

13.5 days Brian Hammond (£670 per day)  £9,045
44 days Bill Anderson (£350 per day)  £15,400
33 days Simon Parrish (£500 per day)  £16,500
33 days Isabel Bucknall (£250 per day)  £8,250
28.5 days Mandy Burrows (£300 per day)  £8,325
Sub-total  £57,520
Costs Q4 FY 2011/12

13.5 days Brian Hammond (£670 per day) £9,045
44 days Bill Anderson (£350 per day) £15,400
33 days Simon Parrish (£500 per day) £16,500
33 days Isabel Bucknall (£250 per day) £8,250
28.5 days Mandy Burrows (£300 per day) £8,325
Sub-total £57,520

Secretariat travel and expenses over Q2 – Q4 £6,354

Sub-total for Managing the TAG £173,124

TOTAL FOR TAG WORK £360,230

2) Outreach and communications

As indicated above, there are three elements to the work proposed under this heading.

i) Hosting, updating and managing the content of the IATI website

Under the 2009 - 2011 accountable grant agreement, DIPR hosted the IATI website and undertook routine maintenance. Under this proposal, as with the grant covering the first quarter of FY 2011/2012, DIPR will take on an expanded role that includes responsibility for content management of the IATI website. The website is an essential tool for communicating with IATI's stakeholders and it is vital that users find it easy to navigate, and with relevant, up-to-date content.

Activities

- Further re-design of IATI website with updated content;
- Maintain an IATI twitter feed and Facebook page;
- Update news and other content on a regular basis;
- Continue hosting the IATI website;
- Undertake routine maintenance of the website, and make changes to the site as requested.

Outputs

NOT PROTECTIVELY MARKED
- An accessible IATI website with improved functionality, and regularly updated content.

### Costs Q2 FY2011

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of the IATI website</td>
<td>£500</td>
</tr>
<tr>
<td>Updating web content</td>
<td>£1267</td>
</tr>
<tr>
<td>Hosting costs (quarter of £1,000 pa)</td>
<td>£250</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>£2,017</strong></td>
</tr>
</tbody>
</table>

### Costs Q3 FY2011

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of the IATI website</td>
<td>£500</td>
</tr>
<tr>
<td>Updating web content</td>
<td>£1267</td>
</tr>
<tr>
<td>Hosting costs (quarter of £1,000 pa)</td>
<td>£250</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>£2,017</strong></td>
</tr>
</tbody>
</table>

### Costs Q4 FY2011

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of the IATI website</td>
<td>£500</td>
</tr>
<tr>
<td>Updating web content</td>
<td>£1266</td>
</tr>
<tr>
<td>Hosting costs (quarter of £1,000 pa)</td>
<td>£250</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>£2,016</strong></td>
</tr>
</tbody>
</table>

Sub-total for Hosting, Maintaining and Updating the IATI website £6,050

---

ii) **Producing outreach and communications materials on IATI**

DIPR propose the production of a series of communications materials on IATI aimed at explaining the Initiative to external stakeholders, as well as helping IATI signatories to communicate the initiative to their own staff. We believe that this is essential to convincing sceptics within member agencies of the added-value of IATI, and well as encouraging new donors to join IATI.

### Activities

- Produce a communications pack for IATI signatories for the October Steering Committee;
- Complete, launch and publicise a short video on IATI;
- Produce communications materials to support IATI's presence at HLF4;
- Produce further communications materials based on the final outcome of HLF4 and post-Busan institutional arrangements.

**Outputs**
- A communications pack for IATI Signatories (Oct 2011);
- A short IATI video;
- A range of communications materials highlighting IATI's added-value for HLF4;
- Further communications materials reflecting Busan outcomes.

**Costs Q2 2011**

- 3 days Carolyn Culey @ £350 per day  
  £1,050
- 7 days Alex Beech @ £300 per day  
  £2,100
- Consultant working on video  
  £8,646
- Printing and translation costs (comms pack)  
  £2,000
- **Sub-total**  
  £13,796

**Costs Q3 2011**

- 3 days Carolyn Culey @ £350 per day  
  £1,050
- 7 days Alex Beech @ £300 per day  
  £2,100
- Printing and translation costs for Busan materials (estimated)  
  £2,000
- **Sub-total**  
  £5,150

**Costs Q4 2011**

- 3 days Carolyn Culey @ £350 per day  
  £1,050
- 5 days Alex Beech @ £300 per day  
  £1,500
- Printing and translation costs (estimated)  
  £1,000
- **Sub-total**  
  £3,550

Sub-total for Producing Communications and Outreach Materials  
£22,496
iii) Outreach strategy

The value of a common international standard for the publication of aid information rests on it being widely adopted by many different kinds of aid providers. With the IATI standard agreed, it is vital for IATI to reach out beyond existing signatories to encourage new donors to join the Initiative and publish their data to the IATI standard. DIPR is already working with a number of NGOs and Foundations to examine the technical feasibility and impact of the IATI standard on their work. Our work in this area is included under TAG work stream (v) above. In addition, as members of the IATI Secretariat, we propose to develop and manage a political outreach strategy which encompasses both traditional and non-traditional donors, informing them about the added-value that IATI offers and encouraging them to join the Initiative and publish their data to the IATI standard.

HLF4 in Busan in November 2011 provides a number of opportunities for promoting IATI and encouraging interest from potential new members. In our strategy to Busan, we will capitalise on these opportunities, raising IATI’s profile, highlighting its added-value and seeking to ensure that the final Busan Outcome Document promotes the wider adoption of the IATI standard.

Activities

- Develop IATI outreach strategy to Busan; monitor relevant opportunities and deadlines for Busan, and support the IATI Secretariat to submit relevant and timely applications for slots on the agenda of HLF4;
- Monitor the process around the Busan Outcome Document and support the IATI Secretariat to make relevant and timely submissions on this;
- Support meetings/workshops with identified targets for IATI membership, including key INGOs, EU Member States and providers of South-South Cooperation.

Output

- IATI outreach strategy agreed by IATI Secretariat, up to Busan;
- Applications for IATI as a building block for Busan, and for an event in the Knowledge and Innovation Space;
- A specific, time-bound commitment to increased aid transparency in the final Busan Outcome Document that includes a reference to IATI as the preferred tool for delivery;
- Positive engagement with a range of key targets amongst non-IATI members, leading to political commitment to publish data to the IATI standard.

Costs

Q2 FY2011/12

6 days, Carolyn Culey (£350 per day) £2,100
Travel (possible engagement with Czech Republic and Poland) £1,000
Support for Colombian expert on SSC to attend SC Meeting £1,000

NOT PROTECTIVELY MARKED
Sub-total & £4,100 

Q3 FY2011/12

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 days, Carolyn Culey (£350 per day)</td>
<td>£2,100</td>
</tr>
<tr>
<td>Travel to Busan to support IATI events</td>
<td>£3,000</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>£5,100</strong></td>
</tr>
</tbody>
</table>

Q4 FY2011/12

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 days, Carolyn Culey (£350 per day)</td>
<td>£2,100</td>
</tr>
<tr>
<td>Travel</td>
<td>£1,000</td>
</tr>
<tr>
<td>Outreach workshop</td>
<td>£1,500</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td><strong>£4,600</strong></td>
</tr>
</tbody>
</table>

**Sub-total for Outreach strategy** & **£13,800**

**TOTAL FOR OUTREACH AND COMMUNICATIONS WORK** & **£42,346**

**TOTAL COST OF PROPOSAL** & **£402,576**

Terms and conditions

We understand that DFID will require us to report quarterly on funds spent, and also to provide our audited Annual Accounts. We propose that a quarterly report should be submitted to Alasdair Wardhaugh, Aid Transparency Leader, in the approved format at the beginning of October 2011, January 2012 and April 2012.

Start date
We propose that the start date for this Accountable Grant is 1st July 2011 and that the end date is 31st March 2011.
This is a report on Accountable Grant 200286-101 to Development Initiatives Poverty Research for technical and administrative support for the International Aid Transparency Initiative (IATI) Technical Advisory Group (TAG) and for outreach and communications work.

The grant began on 1st April 2011, and this is a request for payment of £83,238 for the quarter 1st April to 30th June 2011. The report reflects our actual expenditure on this project up to 30th June 2011.

1) Maintaining and Developing the IATI Standard
   - Development of the IATI schema (David Megginson) £1394
   - Development of code lists (YIPL) £162
   - Development of iatistandard website (YIPL) £1955
   - Development of iatistandard website and Knowledge Base (Russell Sneddon) £2,989
   - Total £6,500

2) Managing the IATI registry
   - Total £0

3) Supporting Country Implementation
   - Travel to Armenia for DAD Community of Practice Workshop (Bill Anderson) £707
   - Translation of Country Pilot draft concept note £542
   - Total £1,249

4) Supporting Donor Implementation
   - Developing SQL to XML tool (Russell Sneddon) £2,989
   - Isabel and Simon travel, accommodation and expenses to US for implementation workshop and signatory visits £3,717
   - Developing guidance for the Knowledge Base (Russell Sneddon) £1,464
   - Initial stages of the Web Entry Platform (YIPL) £535
   - Initial development of the compliance tool £2,031
   - Total £10,736

5) Broadening the Scope of IATI Membership
   - Carolyn travel, accommodation and expenses to Berlin for INGO Accountability Charter meeting £351
   - Bill and Isabel travel to London for DFID PPA IATI Workshop £71
   - Simon travel to London for meeting with CAFOD £34
   - Isabel travel and expenses to Geneva for INGO Accountability Charter Meeting £193
   - Total £649

6) Promoting Accessibility of IATI
   - Total £2655
• Development of IATI Activity Explorer (YiPL) £227
• Tariq travel, accommodation and expenses for US IATI Accessibility Workshop £1,228
• IATI to excel conversion (Moving Flow Ltd) £1,200

7) Managing the TAG £48,795
• Simon Parrish (33 days @ £500 per day) £16,500
• Tariq Khokhar (20 days @ £400 per day) £8,000
• Bill Anderson (44 days @ £350 per day) £15,399
• Isabel Bucknall (33 days @ £250 per day) £8,250
• Simon travel to London for meetings with Alasdair Wardhaugh £27
• Simon and Bill accommodation in Paris for July Steering Committee (pre-paid) £619

8) Outreach and Communications £12,654
• Carolyn Culey (10 days @ £350 per day) working on outreach strategy and communications materials £3,500
• Alex Beech work on aidtransparency.net (9 days @ £300 per day) £2,700
• Shane Griffiths work on aidtransparency.net (7 days @ £300 per day) £2,100
• Alex Beech work on the IATI video (3 days @ £300 per day) £900
• Prepayment for IATI video (Omnifarious) £3144
• Alex accommodation in Paris for July Steering Committee (pre-paid) £310

TOTAL payment required £83,238

Summary

As outlined above, our actual expenditure for April 2011 to June 2011 totalled £82,238. This is a significant under spend from what was laid out in the proposal. The reasons for the under spend are as follows:

• Although some maintenance work was carried out on the IATI registry and website, the billing has been delayed and will consequently be reported in the next quarter. This work involved increasing the usability of the website and developing easier access to the raw IATI XML data.
• The work on the country pilots was delayed to respond to Partner Country preferred time frames. Work will begin on this in quarter 3 of FY 2011/2012 and the funds, on agreement with DFID.
• There were fewer requests for implementation support from signatories over this period, but from monitoring their implementation schedules, it is clear that the need for this support will increase over quarters 2 and 4 of the financial year.

For work stream 8, covering DIPR’s support to IATI outreach and communications, there was an over spend of approximately £1,500. This was due to a requested pre-payment to Omnifarious for their work on the IATI video. Further payment for this will be incurred through quarters 2 and 3 of FY 2011/2012.

Following agreement with DFID, the remaining £37,000 under-spent from this Accountable Grant agreement will be reallocated into the grant proposal for work covering July 2011 to March 2012.

Bank Details
Account name: Development Initiatives Poverty Research
Account number: 60525383
Sort code: 20-99-40
Bank: Market Place, Castle Cary, Somerset, BA7 7AJ
Swift code: BARCGB22
IBAN: GB88barc20994060525383