

Paper 3B - IATI Workplan Y2 FY14-15

Introductory notes:

- Tab 1:** Provides top level information, with total figures for proposed income and expenditure, can be found below with two different income scenarios and the consequent effect on IATI finances set out.
- Tab 2:** Detailed breakdown of all proposed activities for FY14/15, with accompanying figures.
Detailed breakdown of staff costs between the five members of the Secretariat, including in-kind contributions.
- Tab 3:**
- Tab 4:** Detailed breakdown of costs associated with holding Steering Committee meetings. As this is a significant expenditure, the Secretariat felt it important to provide more detail on this budget item.

Headlines	FY14/15	FY13/14
Total staff costs	\$ 1,750,575	\$ 1,627,853
Total activity costs	\$ 1,118,815	\$ 930,599
UNDP - UNOPS GMS 8%	\$ 73,474	\$ 53,308
UNOPS 1%	\$ 14,290	\$ 13,335
Total budget FY14/15	\$ 2,957,154	\$ 2,663,569
Total in kind staff contributions	\$ (379,879)	\$ (455,071)
Ghana contribution to regional workshop	\$ (22,000)	
Activity & staff costs rolled over from FY13/14	\$ (409,512)	
Cash carried over from the trust fund	\$ (46,971)	
Advance membership fees received for FY14/15*	\$ (175,534)	
Total still to be raised	\$ 1,923,258	

*Five members have paid full Y2 fees in advance, and one has paid partial advance fees

Income scenario 1 - all eligible members pay their fees**; AVC is the same as FY13/14	
Membership fees - donors x 30	\$ 1,296,066
Membership fees - CSOs x 3	\$ 3,300
Membership fees - partner countries x 23	\$ 25,300
Additional voluntary contributions (AVC)	\$ 865,725
Total Y2 income	\$ 2,190,391
Total to be raised	\$ 1,923,258
Surplus	\$ 267,133

**fees remain the same as FY13/14

Income scenario 2 - membership fees** and AVC income is the same as in FY13/14	
Membership fees - donors x 17	\$ 733,816
Membership fees - CSOs x 3	\$ 3,300
Membership fees - partner countries x 0	\$ -
Additional voluntary contributions (AVC)	\$ 865,725
Total Y2 income	\$ 1,602,841
Total to be raised	\$ 1,923,258
Shortfall	\$ (320,417)

**fees remain the same as FY13/14

IATI Annual Workplan September 2014-August 2015

Output	Indicator, Baseline, Target	Activity Result	Activity	Priority	Activity Owner	Timeframe				Staff cost	Budget (\$) (Activity cost)	Notes
				1: Core services 2: Improvements 3: Nice to have		Sep - Nov	Dec - Feb	Mar - May	Jun - Aug			
CORE TECHNICAL FUNCTIONS - Lead: DI											\$160,338	
1. IATI Standard upgraded and technical infrastructure maintained and developed.	Indicator 1.1: <i>The IATI Registry is upgraded to a new version and owned/managed directly by IATI;</i> Baseline: No; Target: Yes	1.A. Core IATI data infrastructure maintained and developed	1.A.1 Move the IATI Registry from its current CKAN OKF platform and upgrade it to strengthen it so that it can accommodate increasing numbers of publishers and amounts of data	2	DI		X	X	X		\$16,990	
			1.A.2 Increase usability of the Datastore so that more publishers / members can run their own apps from it	2	DI		X	X			\$16,990	
			1.A.3 Move IATI technical infrastructure to hosted, managed servers offering a higher level of support	2	DI	X					\$67,960	
	Indicator 1.4: <i># of publishers successfully adopt v2.01;</i> Baseline: #0. 2.01 not yet released; Target: 60 publishers have adopted v2.01	1.B The IATI standard is regularly upgraded and developed through a transparent, community-based process	1.B.1 Increase participation of the technical and non-technical community throughout the Standard upgrade process	1	DI	X				Staff cost		
			1.B.2 Maintain regular dialogue with OECD-DAC to ensure IATI Standard and upgrade process remain aligned with relevant OECD-DAC processes	1	DI	X	X	X	X	Staff cost	\$3,398	
					UNDP	X	X	X	X	Staff cost	\$5,000	Cost carried over from Y1
			1.B.3 Establish an expert reference group, as part of the TAG, to ensure timely and good quality input into the consultation process of upgrading the IATI Standard	2	DI	X				Staff cost		
	Indicator 1.5: <i>Publishing tools are centrally managed and synchronized with upgarde (Yes/No)</i> Baseline: No - Tools managed by different parties and not in sync with upgrade process; Target: Yes	1.C. Publishing experience for IATI publishers is enhanced through improvements to tools, products and access	1.C.1 Develop AidStream in line with the IATI Standard's upgrade process	1	DI	X	X	X	X		\$50,000	
			1.C.2 Incorporate CSV upload capability into AidStream	1	DI	X	X	X	X			
1.C.3 Investigate developing and adding DFID's SQL tool to IATI's suite of tools available to all IATI publishers			1	DI	X	X	X	X				
TECHNICAL SUPPORT TO IMPLEMENTING ORGANISATIONS - Lead: DI											\$33,131	

2. Quality and quantity of IATI data improved, including all IATI components of Common Standard.	Indicator 2.1: <i>Monthly stats publically available to inform publishers of data quality status. (Yes/No)</i> Baseline: No. Absence of publically available stats on data quality; Target: Yes	2.A. Develop and implement data quality strategy to drive up the quality and usability of existing data from IATI members and other key publishers is developed and implemented	2.A.1 Make monthly stats on data quality available on IATI dashboard http://dashboard.iatistandard.org/	1	DI	X	X	X	X	Staff cost		
			2.A.2 IATI Technical Team targets key publishers to provide support to improve data quality	2	DI	X	X	X	X	Staff cost		
Indicator 2.2: <i>Refinements to Transparency Indicator methodology agreed and endorsed by IATI Steering Committee</i> Baseline: No Target: Yes	2.B IATI members supported in meeting their commitments to the Common Standard, in collaboration with OECD-DAC.	2.B.1 Support completion of CRS/IATI-pilot by Sweden, UK and the Netherlands and begin implementation of recommendations	2	DI	X	X	tbc	tbc			\$2,549	
			SE	X	X	tbc	tbc	Staff cost				
		2.B.2 Consult IATI members on proposed refinements to transparency indicator methodology, in close coordination with WP-Stat	2	DI	X	X	X	X	Staff cost			
			UNDP	X	X	X	X	Staff cost				
SE	X	X	X	X	Staff cost							
2.B.3 Carry out light touch assessment of progress against transparency indicator as per Mexico Communique Voluntary Initiative 3	2	DI	X	X			Staff cost					
Indicator 2.3: <i>Satisfaction rate of IATI members and non-members with support services received.</i> Baseline: Satisfaction rate of 98%; Target: Satisfaction rate remains over 90%	2.C. IATI members and non-members wishing to publish and/or improve their data receive all necessary technical support	2.C.1 Provide policy support to new and current members, including through peer learning, regional workshops and development of lessons learned documents	2	SE	X	X	X	X	Staff cost			
			UNDP	X	X	X	X	Staff cost				
			DI	X	X	X	X	Staff cost				
		2.C.2 Provide technical support to any organisation wishing to publish and/or improve their data	1	DI	X	X	X	X		\$22,087		
		2.C.3 Upon request, conduct technical visits to selected key targets identified through outreach strategy, to assist them in the process of publishing to IATI	1	DI	X	X	X	X		\$8,495		
2.C.4 Develop and implement a monthly review process to ensure guidance and documentation is regularly updated in line with upgrade process and made available publicly	1	DI	X	X	X	X	Staff cost					
DATA USE AT COUNTRY LEVEL - Lead: UNDP and GHANA											\$238,993	
3. Frameworks and systems in place for partner country members to use IATI data.	Indicator 3.1 <i>Percentage of partner country governments reporting use of IATI data to support policy-making processes</i> Baseline: 5% Target: 50%	3.A IATI data is available and accessible at country level to support financial and budgetary decision-making processes	3.A.1 Institutionalise process of automatic data exchange of IATI data with Aid Information Management Systems	1	DI		X	X			\$69,767	
					UNDP		X	X		Staff cost		

<p>Indicator 3.2: <i>Guidance, documentation and best practices for partner country users on use of data available online</i> Baseline: <i>Currently none exists online</i> Target: <i>Manual on automatic data exchange system; report on the integration of AIMS into financial management systems pilot and Workshops report with best practices/lessons learned</i></p>		<p>3.A.2 Produce a manual based on lessons learned from pilot work to enable partner countries with AIMS to roll out automatic data exchange</p>	2	DI	X				Staff cost			
	<p>Indicator 3.3: <i># of participants attending regional workshops on data usage and country systems integration (disaggregated by country). Baseline: 0 - no workshop held in FY13/14</i> Target: <i>One representative from each IATI partner country attend workshops in their region</i></p>		<p>3.A.3 Conduct regional workshop (Africa) on data usage and country systems integration, with country analytical work in 2-3 countries on availability/ accessibility of data from all sources</p>	1	UNDP	X				Staff cost	\$65,000	
					DI	X				\$7,646		
					Ghana	X				\$22,000	Cost of venue and refreshments as a contribution by the Government of Ghana	
			<p>3.A.4 Explore and support local initiatives piloting innovative uses of IATI data</p>	2	UNDP		X	X			\$10,000	
					Ghana		X	X		Staff cost		
		<p>3.A.5 Support the conclusion and lessons learnt exercise from a pilot on integrating AIMS (DAD) with public financial management systems</p>	1	UNDP	X	X			Staff cost			
				DI	X	X			\$5,000			
		<p>3.A.6 Provide policy advice to governments on integration of AIMS with country's public financial management systems</p>	2	UNDP		X		X		\$30,365		
IATI INSTITUTIONAL AND ADMINISTRATIVE MANAGEMENT - Lead: UNDP and UNOPS											\$456,156	
<p>4. IATI is effectively and efficiently managed at institutional and administrative levels.</p>	<p>Indicator 4.1: <i>% of eligible members approached to pay the annual membership fee</i> Baseline: <i>No</i> Target: <i>100% of eligible members approached to pay the annual membership fee</i></p>	<p>4.A IATI Secretariat provides efficient support to governance structures including Steering Committee, Partner Country Caucus and Technical Advisory Group</p>	<p>4.A.1 Organise logistics for two Steering Committee meetings per year</p>	1	UNOPS	X		X			\$200,520	
					DI	X		X		\$6,796		
	<p>Indicator 4.2: <i>% of eligible members approached to offer a voluntary contribution</i> Baseline: <i>No</i> Target: <i>100% of eligible members approached to offer a voluntary contribution - excluding partner countries</i></p>		<p>4.A.2 Convene and organise regular and ad hoc meetings of IATI Sub-Groups</p>	2	UNDP	X	X	X	X	Staff cost		

<p>Indicator 4.3 Project evaluation reflects satisfaction with management of the initiative</p> <p>Baseline: No project evaluation conducted</p> <p>Target: Positive evaluation findings on management of initiative</p>	<p>4.B. Steering Committee members are fully engaged in IATI matters</p>	<p>4.B.1 Launch and conduct timely consultations with members on issues of interest ahead of SC meetings</p>	1	UNDP		X		X	Staff cost			
			SE		X		X	Staff cost				
		<p>4.B.2 Prepare agendas for SC meetings</p>	1	UNDP		X		X	Staff cost			
		<p>4.B.3 Coordinate Secretariat work and liaison with SC and TAG</p>	1	UNDP	X	X			Staff cost			
		<p>4.B.4 Provide substantive support to SC and TAG meetings</p>	1	UNDP	X	X	X	X	Staff cost			
		<p>4.B.5 Review and update Standard Operating Procedure as required</p>	3	UNDP		X		X	Staff cost			
				SE		X		X	Staff cost			
<p>Indicator 4.4: Average overall satisfaction score (/10) of surveyed participants with TAG meeting.</p> <p>Baseline: 8.5/10 average satisfaction score.</p> <p>Target: Maintain level of satisfaction at 8/10 or above</p>	<p>4.C. The IATI Technical Advisory Group (TAG) effectively contributes to the work of the technical team and advises the Steering Committee</p>	<p>4.C.1 Organise one (1) annual TAG meeting</p>	1	UNOPS		X				\$166,716	Contingent on receipt of AVC to cover full amount.	
			DI		X					\$9,345		
		<p>4.C.2 The online TAG community space (discuss.iatistandard.org) becomes a lively forum for debate, consultation and peer to peer learning</p>	1	DI	X	X	X	X		\$	500.00	
		<p>4.C.3 Regular TAG e-communications are sent out</p>	1	DI	X	X	X	X			\$500	
	<p>4.D. Agreed IATI funding model implemented</p>	<p>4.D.1 Collect membership fees and voluntary contributions in a timely manner from all members</p>	1	UNOPS	X				Staff cost			
		<p>4.D.2 Implement a fundraising strategy including through targeted requests for voluntary funding</p>	1	UNOPS	X	X	X	X	Staff cost			
				SE	X	X	X	X	Staff cost			
		<p>4.D.3 Ongoing financial management</p>	1	UNOPS	X	X	X	X				
	<p>4.E IATI Secretariat and Technical Team are managed efficiently to support governance mechanism</p>	<p>4.E.1 Organise and attend bi-annual IATI Secretariat face-to-face planning sessions</p>	2	UNOPS		X		X	Staff cost	\$25,000		
				SE		X			Staff cost			
				UNDP		X		X		\$15,000		
				DI		X		X		\$5,947		
		<p>4.E.2 Carry out IATI evaluation</p>	1	UNDP		X	X			\$23,333	Cost carried over from Y1	
				SE			X		Staff cost			
<p>4.E.3 IATI has a CRM to centrally manage contacts and engagement</p>	1	DI	X	X	X	X		\$2,500				
COMMUNICATION AND OUTREACH - Lead: UNDP and SWEDEN										\$230,197		

5. Outreach strengthened among existing IATI members and other development actors.	<p>Indicator 5.1 Increased awareness of IATI initiative as measured by</p> <p>i) no. of website visits ii) % increase in number of twitter followers</p> <p>Baseline: i) 138,860 page views / 32,653 users ii) 3,072 twitter followers</p> <p>Target: i) 50% increase ii) 50% increase</p>	5.A. Direct dialogue with current members is improved to ensure ownership of the Standard and strengthening of its brand and impact	5.A.1 Implement clear strategy of strategic engagement with existing members, including briefing of senior speakers advocating for publishing and using IATI data	2	SE	X	X	X	X	Staff cost			
	<p>Indicator 5.2 No of IATI references or interventions made by members in international development/transparency events</p> <p>Baseline: 30 interventions Target: To be determined based on number of international development/transparency events held</p>	5.B. Outreach strategy implemented to increase awareness and understanding of IATI among potential new members and other development actors	5.B.1 Provide information on IATI and the Common Standard to key targets identified through outreach strategy where they have committed to meet international standards of transparency	2	SE	X	X	X	X	Staff cost			
	<p>Indicator 5.3 No of Briefings prepared by IATI secretariat in response to requests received</p> <p>Baseline: 25 - 30 briefings Target: To be determined based on number of requests received</p>		5.B.2 Provide information upon request on the process for joining IATI and support the process of joining, including invitation as observers to a SC meeting	2	UNDP	X	X	X	X		\$10,792	Cost carried over from Y1	
	<p>Indicator 5.4 % increase in IATI membership</p> <p>Baseline: 63 current memberships Target: 10% increase</p>	5.C. Communications strategy is supports IATI objectives to improve quality, quantity of data and diversification of membership	5.C.1 Update communications strategy and generate communications and advocacy materials for potential and current members	1	UNDP	X	X			Staff cost			
	<p>Indicator 5.5: % overall member satisfaction with revamped IATI website</p> <p>Baseline: zero - no previous user satisfaction survey conducted Target: 75% of members surveyed satisfied with IATI website</p>		5.C.2 Provide regular updates on IATI through email, social media and other relevant channels	1	UNDP	X	X	X	X		\$10,000	Cost carried over from Y1	
			SE		X	X	X	X	Staff cost				
			5.C.3 Produce/update contents of induction pack for new members with relevant policy and technical papers	2	UNDP	X	X					\$7,333	Cost carried over from Y1
			DI		X	X			Staff cost				
			SE		X	X			Staff cost				
		5.C.4 Develop and implement specific communications campaigns around thematic areas or relevant international events	2	UNDP	X	X	X	X		\$12,825	Cost carried over from Y1		
	5.C.5 Build evidence base of successful use cases of IATI data for advocacy and communications purposes	2	UNDP	X	X	X	X	Staff cost					
	5.C.6 Produce 2015 Annual Report	1	UNDP		X	X				\$40,000	Cost carried over from Y1		
	5.D. Improved online user experience for all audiences	5.D.1 Carry out website review and scoping exercise for front and back-end web presence redesign.	3	UNDP	X	X					\$30,000		
		DI		X	X			Staff cost					
		5.D.2 Merge IATI's websites and online tools into a single web presence under a common url (front end, user	3	UNDP		X	X	X	Staff cost				

		experience)		DI		X	X	X		\$30,582		
		5.D.3 Building on 5.D.1 requirements, Scope, design and build a single log-in user interface to bring together access to all IATI products and tools (back end)	2	DI		X	X	X		\$30,582		
		5.D.4 Web hosting fees and improvements	1	UNDP		X	X	X	Staff cost			
				DI	X	X	X	X		\$10,792	Cost carried over from Y1	
	5.E. Contribution of IATI knowledge and experience to the development policy agenda	5.E.1 Conduct IATI relevant business intelligence/analysis to inform outreach work	1	SE	X	X	X	X	Staff cost			
		5.E.2 Identify strategic opportunities for collaboration with other development actors.	2	SE	X	X	X	X	Staff cost			
		5.E.3 Represent IATI in the development policy agenda/discussion in relevant international forums		1	UNDP	X	X	X	X	Staff cost	\$32,000	
					SE	X	X	X	X	Staff cost		
		5.E.4 Represent IATI in technical communities and at key events	1	DI	X	X	X	X	Staff cost	\$8,495		
				DI	X	X	X	X	Staff cost	\$6,796		
TOTAL ACTIVITY COSTS										\$1,118,815		

SALARY COSTS		FTE	\$
UNDP			
Senior management oversight	In-kind	0.15	\$ 43,080
Project Coordinator	In-kind	0.25	\$ 51,145
Project Coordinator (Carried over from Y1)		0.75	\$ 152,000
Project Support Consultant (from Y1)		1	\$ 105,000
Effective Development Support Consultant		0.5	\$ 28,875
DI			
Senior management oversight	In-kind	0.2	\$ 40,000
Senior Policy Adviser		0.6	\$ 79,739
Technical Lead		0.5	\$ 64,853
Programme Manager		1	\$ 105,248
Programme Coordinator		0.4	\$ 36,401
Business Analyst		0.5	\$ 52,723
Business Analyst		0.8	\$ 82,294
Business Analyst		0.8	\$ 94,327
Business Analyst (East Africa)		0.5	\$ 27,074
Systems Administrator		0.6	\$ 82,434
Developer		0.5	\$ 52,723
Developer		1	\$ 84,580
Adviser (consultant 2.5 days p/m)		N/A	\$ 34,150
UNOPS			
Senior management oversight	In-kind	0.15	\$ 15,000
Logistics, Admin and Financial Specialist		1	\$ 113,300
Transparency and Communications Officer		0.5	\$ 47,900
Transparency and Communications Analyst		0.5	\$ 35,900
Support Services		N/A	\$ 91,176
Sweden			
Senior Management Oversight	In-kind	0.05	\$ 8,209
Senior Policy Advisor	In-kind	0.03	\$ 49,257
Communications Specialist	In-kind	0.25	\$ 41,047
Policy Advisor	In-kind	0.25	\$ 41,047
Programme Officer	In-kind	0.5	\$ 82,094
Ghana			
Senior Management Oversight	In-kind	0.05	\$ 2,800
Policy Officer	In-kind	0.4	\$ 6,200
TOTAL STAFF COSTS			\$ 1,750,575
TOTAL IN KIND CONTRIBUTIONS			\$ 379,879

Cost breakdown for (1) Steering Committee Meeting in Copenhagen, Denmark

	Total Amount
Amount of people covered	20
DSA payment	384
Total DSA Costs	\$ 30,720
Average Flight Costs	\$ 2,000
Sum Flight Costs	\$ 40,000
Terminal Expenses	\$ 152
Total Terminal Expenses	\$ 3,040
Visa application fee per person	\$ -
Overall Visa application Fee	\$ 4,000
Total visa costs	\$ 4,000
Total event costs including venue, A/V equipment, Interpretation services, Decoration, etc.	\$ 22,500
Overall budget Sum	\$ 100,260
UN GMS costs 8%	\$ 8,021
Total (including UN GMS Cost)	\$ 108,281