

Attending (Virtually):

Henry Asor (Nigeria, 2022-24 GB Chair); Thea Schepers (Netherlands, 2022-24 GB Vice-Chair – Incoming Board); Zainab al-Azzawi (UNICEF – Incoming Board); Winnie Kamau (Association of Freelance Journalists); Charlie Ngounou (AfroLeadership – Incoming Board); Siem Vaessen (Open Data Company – Zimmerman B.V. – Incoming Board); Anand Nair (Fields Data – Incoming Board); Motai Ramokoinihi (Lesotho – Incoming Board); Annelise Parr (UNDP / IATI Policy and Technology Manager); Cody Wallace (UNDP / IATI Policy and Governance Specialist); Adriel Amaral (UNOPS / IATI Secretariat); Steven Flower (ODS / IATI Secretariat);
Absent: Mohammad Gele - Somalia - Incoming Board;

Discussions, Decisions and Action Points

Item 1: Opening (Henry Asor, Chair)

- Welcome / introductions / housekeeping
 - Today’s meeting as compared with regular quarterly GB meetings
- Confirm agenda and objectives for today
 - Chair Election - proposal to be held in-person

The Outgoing Chair welcomes attendees and invites a brief round of introductions for new members. He reminds the Board of the objectives for the meeting, namely approving the budget revision and the MA agenda, and holding off more detailed discussions on Board operation until face to face meeting in two weeks time.

There was some discussion on the election of a Chair and Vice-Chair for the Board. The Secretariat recommended for it to take place during the in-person Governing Board meeting in two weeks, giving the new Board members a chance to meet and discuss with one another and make an informed decision.

- **Decision:** Board Chair and Vice-chair election to take place at in-person meeting on 23 April in Bogota
- **Action Point:** Secretariat to ensure incoming Board members have access to key documents.

Item 2: For approval

- MA Agenda to be presented by the Secretariat
 - Are any key items missing?
 - Board to confirm / agree who will present each item

Secretariat provides updates on progress in preparation for the upcoming MA and CE. Board members point to some errors to be corrected before circulation of papers. Discussion on the process of preparing for caucus meetings. Discussion on the program for the Community Exchange, which will be circulated together with MA papers.

- **Action Point:** Secretariat to circulate for the Board the contact lists for each of the constituency groups to coordinate the caucus meetings on 23 April.

- **Action Point:** UNOPS to verify list of private sector org labeling in the financial overview paper.
- **Action Point:** Community Exchange Agenda to be shared with papers
- **Decision:** The following MA paper is approved:
 - [MA Paper 1 Agenda – IATI Member’s Assembly 2024](#)

Item 3: Information / discussion (no decision point)

- Financial status (UNOPS)
- Brief discussion on options for replenishment of contingency reserve fund

UNOPS gives a presentation on top level financial figures, indicating the financial situation is healthy overall. Analysis of the figures indicates this will remain positive through the end of 2024 even if the work plan is 100% utilised, with a cash balance exceeding USD\$1.2m. UNOPS and ODS clarify some specific questions on these figures, explaining that while the personnel figures appear higher than previous years, this is due to a pre-payment made to UNDP to cover personnel costs prior to issue of new contracts. There was some discussion on the need for replenishment of the contingency reserve which was depleted as a result of the pre-payment to UNDP. The Board is reminded that undertaking a structural review of the Secretariat finances is top on the list of priorities for the new ED on arrival. This review will feed into the future work of the SOP Working Group, if members agree on extending this WG.

- **Decision:** Board takes note of Financial Reporting paper:
 - [MA Paper 3 Financial Reporting FY 2023](#)

Item 4: For approval

- Full 2024 work plan and budget presented by the Secretariat

The Secretariat provided an overview of the work plan and budget – reformatted extensively to align more closely with the language of the Hosting ToR and Service Catalogue. A revision was presented to the Board, adding the remainder of 2024 to the earlier approved transition budget up to the end of Q1. This format, using scopes articulated through the Service Catalogue, provides the necessary granularity and comprehensiveness for the Secretariat to monitor its work. The full 2024 budget amounts to USD\$4.8m. This is lower than the 2023 transition budget (USD\$5.9m) which included the UNDP pre-payment as well as the cost of the Transition Manager. Annual income is expected to meet and exceed the work plan budget.

Discussion:

- The Board inquired about the day to day operations on data use support in the context of future plans for the CDFD tool, adding that the tool was especially useful for partner country data users.
- The Board also noted that a technical estate review would be useful to look at the rationale for different tools in the future.
- Clarification provided by the Secretariat on technical Infrastructure Q3 costs, as due largely to the IATI Registry budget (\$60k), which is paid annually, in advance. This is an annual outlay with all expenditure taking place in one quarter.
- The work plan budget includes a technical/communications design review of the website, tool accessibility, and user journey.
- **Decision:** Board approves 2024 Workplan and Budget (revision) and the accompanying MA Papers:
 - [MA Paper 4 Workplan and Budget 2024 Cover Sheet](#)
 - [MA Paper 4b IATI WorkPlan #002 Jan-Dec 2024](#)
 - [MA Paper4c IATI Work Plan New Project descriptions](#)

Item 5: Information (no decision point)

- Any feedback on remaining package of papers for the MA
 - 2. Implementation Update 2023
 - 5. Proposal for Standard upgrade WG
 - 6. SOP update, and proposal for SOP WG extension

Board members had received and reviewed the remaining package of MA papers prepared by the Secretariat and these were agreed, subject to minor corrections.

The Secretariat gave an overview of the purpose of the proposal for a working group on Standard Upgrades which is to strengthen the governance around the Standard (Terms of Reference for the group have been developed in line with the SOP on working groups).

In relation to the SOP WG, the paper presents the work of the WG to date and the updated SOP text, together with its deliberations and the process of consultation that had been undertaken. The papers further propose an extension of SWG work to focus on different areas such as sustainability of financing.

- [MA Paper 2 Secretariat Implementation Update FY 2023](#)
- [MA Paper 5 IATI Standard Management Proposal](#)
- [MA Paper 5b Draft TORS IATI Standard 2.04 Working Group](#)
- [MA Paper 6 SOP WG – Good-Standing Note for Consultation](#)
- [MA Paper 6 SOP WG – Waivers Note for Consultation](#)
- [MA Paper 6 Standard Operating Procedures \(Revision 8\) – Cover sheet](#)
- [MA Paper 6b SOP \(Revision 8\)](#)
- **Decision:** *Board endorses papers for MA*

Item 6: Meeting ends

- Confirming next GB meeting would take place in person in Bogota, 10-12, Tue 23rd, ahead of the MA meeting the following day and Community Exchange after that;
 - Any proposals for specific agenda items for the next meeting in Bogota?
- **Action Point:** *Secretariat and Colombian government to follow up urgently on outstanding visa applications (15 pending applications as of 11 April).*