

IATI 2024 Work Plan #002 Revised April 2024

Scope & Key Result	Lead Org	ServiceName, per service catalogue	Services regularly delivered (personnel cost)	Services with Budget Allocation	Budget Holder	Q1	Q2	Q3	Q4
<b>Scope: 1. Accountability Structure</b>  Result 1: Progress towards achievement of the 2020-25 Strategic Plan is on track. Secretariat is established as a project hosted by UNDP and is fully resourced.	UNDP	1.1 Governance services	<ul style="list-style-type: none"> <li>Schedule and conduct quarterly Board meetings, TBC 1-2 in person and twice virtual;</li> <li>Minute and implement decisions.</li> </ul>	<ul style="list-style-type: none"> <li>In-person Q4 Board travel for 2 Sec (ED, Manager); plus \$1000 Conference facility if not hosted at Board or Sec location)</li> </ul>	UNDP				9,300
		1.2 Risk management	<ul style="list-style-type: none"> <li>Record, monitor, manage risk register</li> </ul>	-	UNDP				
		1.3 Performance monitoring Secretariat	<ul style="list-style-type: none"> <li>Establish new framework for monitoring Secretariat performance. Q3 onward (ED portfolio)</li> </ul>	-	UNDP				
		1.4 Strategic Planning IATI	<ul style="list-style-type: none"> <li>Establish roadmap for consultation and development of IATI SP 2025-30.</li> <li>Publish 2022 results and conduct survey of users and publishers for 2023 to inform MTR and 2024 work planning cycle</li> </ul>	-	UNDP				
<b>Scope 1 Sub-Total</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>9,300</b>
<b>Scope: 2. Stewardship of the IATI Standard</b>  Result 2: The IATI Standard has ongoing technical relevance and utility, as well as a roadmap and vision for its future direction.	ODS	2.1 Delivery and maintenance	<ul style="list-style-type: none"> <li>Maintain ongoing availability of the IATI standard documentation and associated assets.</li> <li>Resolve identified bugs, synchronisation requests and approved change processes.</li> </ul>	<ul style="list-style-type: none"> <li>Costs of Read the Docs (documentation hosting software)</li> </ul>	ODS		300	300	300
		2.2 Change control	<ul style="list-style-type: none"> <li>Implement approved changes to the IATI standard following agreed processes and protocols.</li> <li>Publish and maintain all timescales, notifications and information products that describe change requests.</li> </ul>	-	ODS	0	0	0	0
		2.3 Feedback	<ul style="list-style-type: none"> <li>Provide and facilitate the agreed mechanisms and channels for feedback on specific change requests.</li> <li>Process all feedback received on the IATI standard in a timely and open manner.</li> </ul>	-	ODS	0	0	0	0
		2.4 Insights	<ul style="list-style-type: none"> <li>Assess and evaluate the IATI standard concepts and processes against best practice in other standards and initiatives</li> <li>Generate and provide access to statistics and reports around the take of the IATI standard</li> </ul>	-	ODS	0	0	0	0
		2.5 Research and Development	<ul style="list-style-type: none"> <li>Undertake user, impact and outcome research in relation to any prioritised areas of the IATI standard, where directed.</li> <li>Provide mechanisms to preview, test and evaluate potential changes or developments to the IATI standard, where needed.</li> </ul>	<ul style="list-style-type: none"> <li>Workshop with OCHA FTS to explore detailed needs of humanitarian community from the IATI Standard and publisher community. Istanbul; UN premises. One UNDP plus three ODS personnel</li> </ul>	ODS		18,000		
<b>Scope 2 Sub-Total</b>						<b>0</b>	<b>18,300</b>	<b>300</b>	<b>300</b>
<b>Scope: 3. Technical Infrastructure</b>  Result 3: The IATI technical estate is well placed to respond and scale to the needs of its communities.	ODS	3.1 Deployment and maintenance	<ul style="list-style-type: none"> <li>Ensure the ongoing availability of all defined components and services that constitute the IATI Technical Infrastructure.</li> <li>Maintain relevant documentation and code repositories through resolving relevant bugs, dependencies and updates in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of hosting by external providers (Microsoft): Azure cloud platform (Storage, Networking, Management &amp; Governance, Containers, Compute, Security, Databases, Developer Tools);</li> <li>IATI Registry third party contract annual renewal (Q3)</li> </ul>	ODS	43,420	48,350	102,950	42,950
		3.2 Monitoring and performance	<ul style="list-style-type: none"> <li>Provide and maintain metrics and performance statistics on all relevant components of the IATI Technical Infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of monitoring and performance software: Mythic Beasts (website and server monitoring), Plausible (web analytics) Uptime Robot (server monitoring)</li> </ul>	ODS	200	250	700	700
		3.3 User engagement and satisfaction	<ul style="list-style-type: none"> <li>Solicit and collect user feedback on all IATI Technical Infrastructure in appropriate and relevant channels.</li> <li>Curate and maintain access to use cases, user cases and functional requirements for stakeholder engagement and discussion.</li> </ul>	-	ODS				
		3.4 Software development	<ul style="list-style-type: none"> <li>Curate and maintain access to use cases, user cases and functional requirements for stakeholder engagement and discussion.</li> <li>Ensure open source practices in any software development project.</li> </ul>	<ul style="list-style-type: none"> <li>D-portal: Uplift to support work on retheming ("single data portal") and support for design system</li> <li>IATI Publisher: Uplift to support work around platform integration and to respond to issues encountered through supporting publishers due to premature launch of service</li> </ul>	ODS		30,000	30,000	30,000
		3.5 Product planning	<ul style="list-style-type: none"> <li>Maintain and provide timelines, roadmaps and status updates on all aspects of the IATI Technical Infrastructure.</li> <li>Ensure channels for feedback and stakeholder engagement in setting priorities and considering impact of any proposed changes."</li> </ul>	-	ODS				

		3.6 Research and development	<ul style="list-style-type: none"> <li>Review and report on best practice in other initiatives and the wider landscape to help assess scope and suitability of the IATI Technical Infrastructure.</li> <li>Undertake, review and report on tests, prototypes and associated research into possible new features and products, where appropriate.*</li> </ul>		ODS		100	100		
<b>Scope 3 Sub-Total</b>							<b>43,620</b>	<b>78,700</b>	<b>133,750</b>	<b>73,650</b>
<b>Scope: 4. Publisher and User Support</b>  Result 4: The IATI support, guidance & learning resources can scale and move to work with a variety of needs	ODS	4.1 Helpdesk provision	<ul style="list-style-type: none"> <li>Ensure the associated operational tools, services and documentation are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Zendesk: Accounting for up to 20 seats at \$25 per month to respond to actions, queries and requests from IATI users.</li> </ul>	ODS	1,000	1,700	1,700	1,700	
		4.2 Guidance and support materials	<ul style="list-style-type: none"> <li>Provide and develop definitive use guidance and material. Ensure relevance and usability.</li> </ul>	<ul style="list-style-type: none"> <li>Consultancy and translation support for documentation, including tools and standard</li> </ul>	ODS		10,000	20,000	20,000	
		4.3 Publisher outreach	<ul style="list-style-type: none"> <li>Provide specific and tailored support to identified and prioritised IATI users (publishers and users), as requested.</li> </ul>		ODS					
		4.4 Training	<ul style="list-style-type: none"> <li>Resources including ad hoc requests from partner countries for training or support in-country</li> </ul>	<ul style="list-style-type: none"> <li>Licence for e-Learning software to make changes to IATI CSO Course (and other online Courses to be developed)</li> <li>Short-term consultancy to develop strategy on e-Learning</li> <li>Travel for provision of Data Use Support, Training, and Guidance</li> </ul>	ODS		4,700	4,000	9,625	
		4.5 Research and Development	<ul style="list-style-type: none"> <li>Monitor and analyse best practice in support practices and mechanisms from other peer initiatives</li> <li>Provide recommendations for changes to process and workflows, where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate and make recommendations if needed on CRM software in use</li> </ul>	ODS		1,000	1,000	1,100	
<b>Scope 4 Sub-Total</b>							<b>1,000</b>	<b>17,400</b>	<b>26,700</b>	<b>32,425</b>
<b>Scope: 5. Advocacy, Community and Communications</b>  Result 5: The various communities that inform and support IATI are engaged via a variety of events and opportunities	UNDP	5.1 Communications	Increase visibility and raise awareness of IATI, incl. PR and media management	<ul style="list-style-type: none"> <li>Annual Report 2023</li> <li>Graphic and web design to build reusable web theming toolkit for IATI web assets (ODS);</li> <li>Interpretation and translation services for all non-MA events</li> </ul>	UNDP	8,404	13,709	32,209	11,209	
		5.2 Outreach and Advocacy	Outreach activities and visibility events at international fora to raise the profile of IATI;	<ul style="list-style-type: none"> <li>HLPF Side Event on development effectiveness jointly hosted with GPEDC and IATI member; Event costs including catering, equipment, security fees, travel for up to two IATI speakers;</li> <li>World Data Forum Medellin, Colombia - Attend and support side event TBC;</li> <li>Capacity-building work at regional level - Extending SSC elements following MA, through to country level (African Region TBC) on IATI data use and tools. Travel 1 Sec plus 3 PC reps</li> </ul>	UNDP			23,000	20,000	
		5.3 Community Engagement	<ul style="list-style-type: none"> <li>Community and Membership Engagement Strategy (2023-2025);</li> <li>Establishment of / support to IATI WGs;</li> <li>Setting-up and coordinating IATI Community internship;</li> <li>Managing IATI Connect, including online Consultations;</li> </ul>	<ul style="list-style-type: none"> <li>Contract and manage IATI Connect;</li> </ul>	UNDP		34,800			
		5.4 Event Management	<ul style="list-style-type: none"> <li>Maintain IATI Events Calendar that includes relevant internal and external IATI Events and milestones (e.g. Board meetings);</li> <li>Organise annual in-person / hybrid Members' Assembly and Community Exchange;</li> <li>Virtual Community Exchange and other practical workshops</li> </ul>	<ul style="list-style-type: none"> <li>Live interpretation and Zoom support for hybrid and in person events</li> <li>MA (Q2)</li> <li>VCE6 (Q3) - Event moderator; Event Support IC</li> <li>Virtual MA (Q4)</li> </ul>	UNDP		48,310	4,000	5,900	

Scope 5 Sub-Total					8,404	96,819	59,209	37,109	
<b>Scope: 6. Policy and Planning Services</b> Result 6: Outreach and policy level analysis ensure IATI has strategic impact	UNDP	6.1 Policy Advice	<ul style="list-style-type: none"> <li>Participation in internal and external policy consultations and forums, virtual and in-person</li> <li>Preparation of briefing, speaking notes and policy advice documents.</li> <li>Inputs to external processes on behalf of IATI (eg Humanitarian Grand Bargain self-reporting)</li> </ul>	<ul style="list-style-type: none"> <li>Travel for policy team delivery of adhoc services; Links with 5.2 capacity-building. Includes:                             <ul style="list-style-type: none"> <li>Workshop on South-South Cooperation.(Q3)</li> <li>World Data Forum (Q4)</li> </ul> </li> </ul>	UNDP UNOPS			34,000	10,000
		6.2 Policy and Strategy Development	<ul style="list-style-type: none"> <li>Research on programme and project delivery support, e.g. on future updates to the IATI Standard;</li> <li>Analysis of IATI data;</li> </ul>	<ul style="list-style-type: none"> <li>Data visualisation software for external facing analysis/publications (Tableau annual licence)</li> </ul>	UNDP		900		
		6.3 Secretariat Support to Governing Board	<ul style="list-style-type: none"> <li>General Support to the Secretariat</li> </ul>	-	UNDP UNOPS	4,000	4,000	4,000	4,000
		6.4 IATI Annual Work Plan	<ul style="list-style-type: none"> <li>Production of Annual Work Plan;</li> </ul>	Costs associated with development of annual work plans reflected in 7.5 Travel and Mission Services - two work planning retreats of Secretariat, Q1 and Q3	UNDP				
		6.5 IATI Annual Report	<ul style="list-style-type: none"> <li>Deliver annual report containing detailed information about the yearly financials, activities and performance.</li> </ul>	*Budget is reflected at 5.1 Communications	UNDP				
Scope 6 Sub-Total					4,000	4,900	38,000	14,000	
<b>Scope: 7. Operational and Financial management</b> Result 7: Support structures established under the lead of the Executive Director to provide support for all operational and financial needs of the Secretariat and Board.	UNOPS	7.1 Operational and Financial Management Services	<ul style="list-style-type: none"> <li>Signed contribution agreements with IATI members</li> </ul>	<ul style="list-style-type: none"> <li>Translation of the Financial Report to French and Spanish</li> </ul>	UNOPS		5,000		
		7.2 IATI Membership Contributions Collection	<ul style="list-style-type: none"> <li>Collection and recording of Membership Contributions</li> </ul>	-	UNOPS				
		7.3 Accounting and Financial Reporting	<ul style="list-style-type: none"> <li>Financial management of resources in accordance applicable UNOPS finance rules and regulations</li> <li>Support in the coordination, planning, reporting and management of budgetary and financial activities</li> <li>Contributing to the production of financial reports on budget utilization and financial matters for IATI Governing Board</li> </ul>	-	UNOPS				
		7.4 Fund Management and Fund Disbursement	<ul style="list-style-type: none"> <li>Disbursement of funds</li> <li>Advice, support and coordination of the IATI financial activities</li> </ul>	*Grant Support PWYF for Aid Transparency Index 2024	UNOPS		150,000	125,000	125,000
		7.5 Travel and Mission Services	<ul style="list-style-type: none"> <li>Coordinating duty travel for non-UNOPS/UNDP/ODS IATI staff and GB members when travelling on duty.</li> </ul>	<ul style="list-style-type: none"> <li>Team retreat for work planning (Q1) (London LHR)</li> <li>Logistical support and travel for 2024 MA, Bogota</li> <li>Team retreat for work planning (Q3) (location TBC)</li> </ul>	UNDP UNOPS	19,444	376,073	24,000	
Scope 7 Sub-Total					19,444	531,073	149,000	125,000	
<b>Scope: 8. Procurement and Contracts Management</b> Result 8: Manage pre-existing and new contracts; Undertake all procurement and HR actions in line with approved work plan and budget.	UNDP	8.1 Procurement	<ul style="list-style-type: none"> <li>Procurement actions in compliance to the UNOPS / UNDP procurement policy and procedures;</li> <li>Managing contractual relationships with suppliers;</li> </ul>	<ul style="list-style-type: none"> <li>Subscriptions via ODS: Google Workplace (cloud-based productivity and collaboration tools); Mattermost (secure collaboration hub); Solve360 (service</li> </ul>	UNDP	1,700	1,800	1,800	1,500
		8.2 Compliance Data Protection Standards	<ul style="list-style-type: none"> <li>Provide recommendations to achieve data protection compliance.</li> </ul>	-	UNDP				
		8.3 Management Oversight	<ul style="list-style-type: none"> <li>Agree on adjustments within provided tolerance levels;</li> <li>Assess the achievement of results in the context of the Strategic Plan Results Framework;</li> <li>Assess risks to the programme or project, agree on management actions and resources to address them effectively;</li> <li>Identify and address operational issues of programme and</li> </ul>	-	UNDP				
Scope 8 Sub-Total					1,700	1,800	1,800	1,500	
TOTAL					78,168	748,992	408,759	293,284	

PERSONNEL - ODS (Role)	Q1	Q2	Q3	Q4
Senior Expert / Team Leader	36,000	36,000	36,000	36,000
Systems Administrator	10,800	10,800	10,800	10,800
Software Engineer / Developer	64,800	64,800	64,800	64,800
Data Analyst	59,400	59,400	59,400	59,400
Policy / Business Analyst	59,400	59,400	59,400	59,400
Learning Coordinator	19,800	19,800	19,800	19,800
Product Manager	21,600	21,600	21,600	21,600
Schema Architect	10,800	10,800	10,800	10,800
<b>ODS Personnel</b>	<b>282,600</b>	<b>282,600</b>	<b>282,600</b>	<b>282,600</b>

PERSONNEL (UNDP)	Level	Q1	Q2	Q3	Q4
IATI Executive Director	FTA-P5	76,431	76,431	76,431	76,431
IATI Manager, Policy and Technology	FTA - P4	66,450	66,450	66,450	66,450
IATI Specialist, Communications & Advocacy	FTA - P3	56,605	56,605	56,605	56,605
IATI Operations Specialist	FTA - P3	56,605	56,605	56,605	56,605
IATI Operations Associate	FTA - G6	0	0	34,597	34,597
IATI Specialist, Data Policy	IPSA-10	31,522	31,522	31,522	31,522
IATI Specialist, Engagement	IPSA-10	31,522	31,522	31,522	31,522
IATI Specialist, Policy & Governance	IPSA-10	31,522	31,522	31,522	31,522
Interns 2 (per year @6,000 per intern)	Intern	3,000	3,000	3,000	3,000
<b>Personnel (UNDP) Total</b>		<b>353,656</b>	<b>353,656</b>	<b>388,253</b>	<b>388,253</b>
IN-KIND PERSONNEL	Level	Q1	Q2	Q3	Q4
Chief (initially 10% reducing to 5%)	FTA - D1	8,487	8,487	4,243	4,243
Bureau Director (5%)	FTA - ASG	4,980	4,980	4,980	4,980
Bureau Operations Team Leader (5%)	FTA - D1	4,243	4,243	4,243	4,243
UNDP HR Specialist (5%)	FTA - P3	2,661	2,661	2,661	2,661
<b>In-Kind Personnel Total</b>		<b>20,372</b>	<b>20,372</b>	<b>16,129</b>	<b>16,129</b>

PERSONNEL (UNOPS)	Level	Q1	Q2	Q3	Q4
IATI Project Manager	ICS10	54,000	34,758	34,758	34,758
IATI Project Senior Assistant	ICS 5	20,000	20,000	20,000	20,000
UNOPS Support Services	N/A	0	23,760	23,760	23,760
<b>UNOPS Personnel Total</b>		<b>74,000</b>	<b>78,518</b>	<b>78,518</b>	<b>78,518</b>

<b>PERSONNEL GRAND TOTAL</b>		<b>730,628</b>	<b>735,146</b>	<b>765,499</b>	<b>765,499</b>
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	Q1	Q2	Q3	Q4
<b>IATI Secretariat Workplan Total (Key Results + Personnel)</b>	808,796	1,484,138	1,174,258	1,058,783
<b>GMS 8%</b>	56,681	71,014	74,129	66,811
<b>Management fees - UNOPS 3.95%</b>	3,157	22,756	9,145	8,197
<b>Grand Total</b>	<b>868,633</b>	<b>1,577,908</b>	<b>1,257,532</b>	<b>1,133,791</b>

\*Updated workplan revises Q1 budget from the 1,460,126 Q1 total approved budget is reduced by: 591,493