

IATI Members' Assembly 2024

Wednesday April 24th (09:15-17:15 CET)
Bogotá, Colombia & online (Zoom Events Space)



MA Paper 4: Workplan and Budget 2024 - Cover sheet

Actions for the Governing Board

1. The Governing Board is requested to **approve the 2024 revised budget and work plan**. This contains the approved budget for Q1, revised to reflect the shift from Q1 to Q2 of a major activity (the Members' Assembly and Community Exchange event).
2. The Governing Board is further requested to **take note of the full utilisation of the contingency reserve fund in 2023** and consider scenarios for its replenishment over time.

Analysis

- The Q1 budget is revised downwards by \$591,493 from the original approved amount of \$1,460,126, due to the shift of the MA into Q2, with associated recruitment and procurement actions therefore also delayed.
- The revised 12 month budget for personnel, activities and management fees for 2024 is \$4,838,027, significantly less than the 2023 transition budget of \$5,967,752.
- Income for 2024 is anticipated to reach \$6,095,881 in membership contributions, voluntary contributions, interest, and funds carried over from 2023. This figure is lower than 2023 income by \$592,855.
- Annual income is projected to meet and exceed the proposed budget in 2024, with an estimated cash position by 31 December 2024 of \$1,257,855 (assuming 100% of budget utilisation).
- The contingency reserve of \$1,000,000 was fully utilised in 2023 to cover costs associated with the recruitment and contracting of UNDP personnel for a period of twelve months up to September 2024¹.

Background

The Governing Board approved a six month budget and work plan (October 2023 - March 2024) with an agreement for the Secretariat to develop the remainder of the annual budget in time for the 2024 IATI annual meetings². This approach would allow UNDP and UNOPS to undertake the steps necessary for financial project closure by the end of December, 2023 and to establish the new project hosted by UNDP, in line with the March 2023 MA decision on hosting arrangements. ([2023 MA Minutes](#)).

This revision adds Q2, Q3 & Q4 to present a full 12 month work plan and budget, 1 January - 31 December, 2024.

¹ Availability of 12 months of resources in advance of the issuance of a contract of employment is an institutional requirement for UNDP. Members approved the utilisation of the contingency reserve for this purpose formally by written procedure.

² The 2024 MA was originally scheduled for Q1 - early March, though subsequently rescheduled to the later April dates

Financial snapshot³

Income from memberships	\$3,457,299	
Income to be received before 31 Dec 24		
Income from voluntary contributions		
Income, interest carried over 2013-2019	\$2,638,582	
	\$6,095,881	
Outgoing		
Approved budget Q1		-\$1,460,126
Revised budget Q1		\$868,633
Budget revision (Q2, 3, 4)		\$3,969,393
		\$4,838,026
Estimated position end of Q4 / 2024	\$1,257,855	

2024 work planning process

In preparing a work plan and budget to exceptionally cover such a short time frame spanning 6 months (October 2023 - March 2024), the Secretariat followed the approach taken throughout the transition period, namely to trial new processes, learn from them, and implement improved processes. This has allowed the Secretariat to address the different internal and external needs and audiences for the work plan, ensuring it is a valuable and usable project management tool for the Secretariat, and ultimately delivering improved services and accountability to the Governing Board and to members.

Format and features

The format of the 2024 work plan and budget differs from those developed in previous years, and takes account of key learnings trialled in the Q1 work plan. It offers the following features:

- Ensures day-to-day delivery work is clearly described and monitored;
- Enables us to identify risks and opportunities;
- Facilitates better planning of work for wider focus areas that describe a key priority for the initiative;
- Allows better planning of resources and schedules across the varied modes of working;
- Clear, simplified, monitorable and transparent.

IATI Secretariat Service Catalogue

As an annex to the Letter of Agreement which set the parameters for the Secretariat restructure, the Secretariat developed a detailed [service catalogue](#) for the first time in 2023. This drew from the hosting bids of the Secretariat entities, which in turn responded to published Hosting Terms of Reference for [Policy and Technology](#) and for [Legal and Operational Support Services](#). The content will be reviewed annually and updated by the Secretariat in consultation with the Governing Board, to reflect and incorporate changes in strategic priorities for the initiative.

³ Income figures provided by UNOPS, 3 April 2024, updated 5 April

The 2024 work plan is closely aligned with the language used in the Service Catalogue (v.5, 15 June 2023), using approved terminology as well as content that is already familiar within the team and the Governing Board. The language of ‘scopes’ and ‘services’ is used to plan our work.

Work Scopes and Focus Areas

The eight scopes of work in the work plan are those used in the Service Catalogue, ensuring consistency and durability of terminology. These remain aligned with the 2020-25 Strategic Plan, and are as follows:

- Scope 1. Accountability Structure
- Scope 2. Stewardship of the IATI Standard
- Scope 3. Technical Infrastructure
- Scope 4. Publisher and User Support
- Scope 5. Advocacy, Community and Communications
- Scope 6. Policy and Planning Services
- Scope 7. Operational and Financial Management
- Scope 8. Procurement and Contracts Management.

While populating these work scopes for the purpose of annual work planning, the Secretariat has distinguished the following:

- **Business As Usual (BAU)** activities. These are *ongoing, regular and day-to-day tasks and services to ensure the ongoing delivery of IATI*;
- **Projects**. These focus on the *enhancement and development of the products, processes and policies of IATI*. Project work is implemented through specific activities worked on by various teams. These activities represent tangible deliverables and contribute to a wider focus area.
- **Focus Areas**, All Project work is linked to a focus area. These *represent strategic objectives and priorities that are required to push the initiative forward*, and in turn, provide a high-level ambition for the work undertaken.



All technical, policy and operational work is incorporated within the same work plan, modelling the close collaboration that is essential between experts in both specialisations.

The budget for the provision of technical services remains within the levels approved through the January 2023 hosting proposal submitted by UNDP and ODS. A key element of the proposal at that time was the recognition that there were many unknowns - particularly in the area of technical delivery. The proposal therefore acknowledged that annual work planning would include both **Business as Usual (BAU)** activities, as well as **new projects** within overarching **focus areas**, to move the initiative forward. **New projects in 2024 include the following, with a budget value of \$250,000**, within the following service areas, and outlined in the reference document linked below:

- 2.5 Research and development (Humanitarian workshop)
- 3.4 Software development (d-portal)
- 3.4 Software development (IATI Publisher)
- 4.2 Guidance and support materials (Translation of technical docs and guidance)
- 5.1 Communications (Design system for IATI)

5.2 Outreach and Advocacy (Regional outreach and capacity-building - SSC - Africa)

Reference documents

-  MA Paper 4.b IATI WorkPlan #002 (Apr 23 to Dec 24).pdf
-  MA Paper 4.b IATI Work Plan New Project descriptions.pdf