

**Minutes of the 13th Board Meeting of the
Independent Commission for Aid Impact
29 May 2012**

Attendees

Commissioners: Graham Ward (GW)
 Mark Foster (MF)
 Diana Good (DG)
 John Githongo (JG)

Secretariat: Tom McDonald (TM)
 Clare Robathan (CR)
 Alexandra Cran-McGreehin (AC-M)
 Santosh Chana (SC)

Details of the meeting: Tuesday 29 May, 9.15 am – 5.30 pm

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 13th Board Meeting.

Minutes of the 12th Board Meeting

2. The minutes of the last Board meeting were formally approved.

Action Log

3. TM led a discussion of progress against both outstanding and completed actions from previous Board Meetings.
4. It was agreed that, since a decision has been taken on a water and sanitation report, it is an appropriate time to respond to Water Aid.

Action CR: To draft a reply to Water Aid.

Correspondence

5. TM ran through the correspondence received, including confirmation of an increase in Commissioner days from 45 to 55 per year and permission to hire a 5th member in the Secretariat.
6. GW updated the Board on his discussion with Fiona Woolf, City of London Alderman.

DFID Management Board meeting

7. Commissioners attended a meeting with the DFID Management Board. The meeting focussed on ICAI/DFID engagement to date, the issue of impact and how to evaluate it and ICAI's Year 2 work plan.

ICAI Annual Report

8. TM introduced an updated paper on the draft Annual Report. The Board discussed the contents of the report including risk management, traffic lights, expenditure, the performance of the contractor and ICAI's proposed Year 2 programme. The

following points were made:

- the Annual Report now incorporates ICAI's Corporate Plan including the Year 2 programme;
- the Board agreed to have a final discussion of Year 1 contractor performance at the next Board meeting;
- the report should make it clear how much involvement individual elements of the consortium have had;
- the Board undertook its annual formal consideration of risk management arrangements and agreed a new set of risks to be managed;
- ICAI's expenditure in Year 1 is being finalised for inclusion in the Annual Report;
- the Board approved the Year 2 work plan and approved the draft Annual Report, subject to minor amendments; and
- the Board discussed communications activity for the Annual Report.

Action TM: To amend the draft Annual Report taking account of Commissioners' comments.

Action TM: To draft a paper on contractor performance for the next Board.

Interviewee Protection Policy

9. CR introduced a paper setting out guidelines designed to protect the rights and welfare of those who volunteer to be interviewed or participate in ICAI reviews. ICAI has a strong focus on involving intended beneficiaries in reviews and aims to achieve a very high level of protection for those people. There then followed a discussion on the protection and welfare of interviewees and the roles and responsibilities of ICAI staff and representatives when interacting with children and vulnerable adults.

10. The paper was approved with minor amendments.

Action CR: To take forward the Commissioners' comments.

Any Other Business

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11. CR updated the Board on the latest advice from the Cabinet Office that NDPBs do not need to trade mark their logos.

Commissioner attendance on HET courses

12. The Board considered whether Commissioners should attend the hostile environment training course, now known as SAFE. MF volunteered to attend and provide feedback.

Action Secretariat: To arrange for MF to attend SAFE training.

Action MF: To provide feedback after completing SAFE training.

Preparation for June IDC hearing

13. The Commissioners discussed the forthcoming IDC hearing. It was noted that on this occasion other Commissioners may be invited to attend. CR will put together a briefing pack for the Commissioners and a briefing session will be arranged.

Action CR: To put together a briefing pack for Commissioners for the forthcoming IDC hearing.

Action SC: To arrange a briefing session for Commissioners

Discussion with KPMG Advisory Board

14. The Board met with the KPMG Advisory Board. The Advisory Board presented to the Commissioners on a range of topics including: the major trends and forces impacting on development; private sector contributions; changing face of NGOs; where aid is going and the focus on fragile states. There was a discussion of how we might address these issues in our forthcoming report.