

**Minutes of the 17th Board Meeting of the
Independent Commission for Aid Impact
12 November 2012**

Attendees

- Commissioners: Graham Ward (GW)
Mark Foster (MF)
- Secretariat: Tom McDonald (TM)
Alexandra Cran-McGreehin (AC-M)
Elspeth Robinson (ER)
Santosh Chana (SC)
- External: Martin Bowden, DFID
Matthew Symes, Concerto
Ben Mellor, DFID
Shaun Hext, Independent Contractor
- Apologies: Diana Good (DG)
John Githongo (JG)

Details of the meeting: Monday 12 November, 9.15 am – 3.30 pm

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 17th Board Meeting.

Minutes of the 16th Board Meeting

2. The minutes of the ICAI Strategy Session held on 8 October were formally approved.

Action Log

3. TM led a discussion of progress against both outstanding and completed actions from previous Board Meetings.

Correspondence and Meetings

4. TM ran through the correspondence received.

Risk Management

5. TM went through the assessment of risks for ICAI.

Programme Update

6. AC-M took Commissioners through a paper on the progress on the Year 2 work programme and the first reports for publication in Year 3 and an update on our work to finalise the year 3 work plan. The Board agreed

Action Secretariat:

Discussion of ICAI recommendations follow-up work

7. ER took the Board through a paper setting out initial work carried out by the Secretariat on analysis of DFID's response to ICAI recommendations and outlined a proposed programme of activity for approval to feed into ICAI's

2013 Annual Report and beyond. There was an in-depth discussion on both the initial analysis of DFID's management responses and updates and carrying out further detailed work based on that analysis. MF suggested that a simple follow-up framework be produced on similar lines as ICAI's Criteria. The Board agreed that a section in ICAI's Annual Report should be allocated to following up recommendations.

Action Secretariat: To take forward the Board's decision on the proposed programme of activity on follow-up work.

Discussion with Martin Bowden

8. Martin Bowden, Head of Procurement Group, DFID was invited by the Commissioners to give an overview of the aims and objectives for DFID procurement. There was discussion on DFID's procurement strategy, the work being carried out by Procurement Group across the department, strengthening capacity and the current challenges involved in working with contractors.

Discussion with Ben Mellor,

9. Ben Mellor, Head of DFID Sudan was invited by the Commissioners to

Discussion with contractor

10. There was a discussion

Action Log from 9th ICAI Board Meeting

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| SC | To arrange meetings with stakeholders from the International Conference on the MDGs. | | Ongoing |
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Action Log from 12th ICAI Board Meeting

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| CR | To produce a slide pack on ICAI and ICAI reports for Commissioners | | In progress. With CR for updating after MF comments. |
| CR/SC | To arrange for the Board to meet the individuals suggested by JG. | | Ongoing - Alastair Boyd and Hilde Johnson |

Action Log from 13th ICAI Board Meeting

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| CR | To draft a reply to Water Aid. | Y | Completed |
| Secretariat | To arrange for MF to attend SAFE training. | Y | Completed |
| MF | To provide feedback after completing SAFE training. | | To follow previous action |

Action Log from 14th ICAI Board Meeting

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| SC | To circulate Secretary of State's letter to Commissioners | Y | Completed |
| CR | To produce a paper on the IDC evidence session for circulation before the September Board | Y | Completed |
| Secretariat | To circulate the new definitions to contractor teams for immediate inclusion in their work. | Y | Completed |
| TM | To arrange a meeting between the Chief Commissioner and KPMG. | Y | Completed |

Action Log from 15th ICAI Board Meeting

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| AC-M/ER | To take forward the Board's comments on the follow up work on recommendations and the agreed Year 3 work plan. | Y | Completed. Comments have been incorporated in a new draft work plan. |
| TM/AC-M | To liaise with DFID about publication of ICAI's four-year budget. | Y | Ongoing. DFID finance staff content with principle. Now need to decide format of data to be published. |