

**Minutes of the 22nd Board Meeting of the  
Independent Commission for Aid Impact  
19 June 2013**

**Attendees**

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

Secretariat:           Tom McDonald (TM)  
                              Sam Harrison (SH)  
                              Elspeth Robinson (ER)  
                              Santosh Chana (SC)

External:              Marshall Elliott (ME)

Apologies:            Alexandra Cran-McGreehin (AC-M)

**Details of the meeting:** Wednesday 19 June, 09.15 – 15.00

**Welcome**

1. The Chief Commissioner welcomed everyone to ICAI's 22nd Board Meeting.

**Minutes of the 21<sup>st</sup> Board Meeting**

2. The minutes of the last ICAI Board meeting, held on 24 May 2013, 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 and recent meetings. TM briefed Commissioners on a meeting with John Sopko, the US Special Inspector for Afghan Reconstruction and a meeting with the KPMG central team lead.

**Risk Management**

5. TM led a discussion of possible risks currently facing ICAI. He informed the meeting that the risk register had been amended in line with the discussion at the previous meeting. Commissioners noted an additional risk on continuity of service was required reflecting loss of Commissioners, Secretariat staff or Contractors.

**Action Secretariat:** To add continuity risk to the risk register.

**Programme Update**

6. ER updated the meeting about the programme. She reported that the programme management post-visits had been condensed with much of the research work frontloaded to the programme. Feedback so far had been positive. As part of this, contractor staff were being introduced to DFID SCS leads earlier in the process.

7. ER informed the Commissioners that the Year 3 programme leads had now been identified. It was noted that the Secretariat would be meeting with KPMG in the near future to discuss the Year 4 work plan. It was agreed that the Year 3 visit timetable would be shared with relevant Commissioners.

**Action Secretariat:** To share visit timetable with relevant Commissioners.

### **Follow-up Discussion on Education in East Africa Report with Marshall Elliott, Head of DFID Tanzania**

8. Commissioners discussed progress made in education programmes in the three countries (Ethiopia, Rwanda and Tanzania) with ME, as well as what had changed on the ground and DFID's plans for the future.
9. ME outlined progress made in the form of new projects that have been approved; what will be fed into the new education strategy; the tailoring of educational needs to country contexts and industries; and how the ICAI report has been used by himself and others to drive change and aid conversations about education programmes.

### **ICAI Communications Strategy**

10. SH presented a paper on the ICAI Communications Strategy. He noted that the 2011 Strategy had worked well for the setting up of ICAI but it required updating in the current communications environment.
11. The meeting discussed the messages, audiences and channels of communications including: a need to update the website, a renewed focus on development stakeholders, ICAI's media presence and the use of social media. It was agreed that an updated Communications Strategy should be produced.

**Action Secretariat:** To produce updated Communications Strategy.

### **ICAI Annual Report**

12. TM introduced an item on the ICAI 2012-13 Annual Report. The Commissioners and the Secretariat discussed the content of the Annual Report. The Annual Report will be published in late June.

### **AOB**

13. MF informed the meeting about a report into EU funding of governance projects in Egypt. It was agreed that the Secretariat would check the report to ensure that it was coherent with our findings.

**Action Secretariat:** To obtain copy of EU report and check against our FCO report.

14. GW thanked TM for his service to ICAI and wished him the best in his new post.

Action Log from 18<sup>th</sup> ICAI Board Meeting

Secretariat	To arrange follow up with SCS leads following action taken.		Ongoing. Two remaining meetings to be organised.
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Action Log from 19<sup>th</sup> ICAI Board Meeting

Secretariat	To invite Transparency International to meet Commissioners.		Ongoing but contact has been made.
Contractor	To supply material for the Annual Report.		Complete
Secretariat/ Contractor	To investigate options to reduce the time taken from fieldwork to publication.		Complete but will remain under review
Contractor	To perform conflict of interest checks on new contractor organisations.		Complete
SH	To send press releases to Commissioners at time of publication.		Complete

Action Log from 20<sup>th</sup> ICAI Board Meeting

Secretariat	To schedule discussion of risk as part of annual report preparation.		Complete
Secretariat	To consult with IDC, BOND and UKAN on revised evaluation framework and to publish on the ICAI website for public consultation.		Complete
Secretariat	To submit written statement to Ministers on Triennial Review.		Complete
Secretariat / contractor	To arrange a session for DG to talk to team leaders and staff about field work preparations.		In discussion with contractor to arrange

Action Log from 21<sup>st</sup> ICAI Board Meeting

Secretariat	To include revised risk register in the next draft of the Annual Report.	Completed
Secretariat	To include account of contractor performance in the next draft of the Annual Report.	Completed
Secretariat	To produce next draft of the Annual Report.	
Secretariat	To draft response letter to DFID on the Triennial Review.	Completed
Secretariat	To send new Programme Manager's CV to Commissioners.	Completed