

**7th Board Meeting of the
Independent Commission for Aid Impact
13 October 2011**

Attendees

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

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

Apologies: John Githongo (JG)

Details of the meeting: Thursday 13 October, 9.15 am – 5.30 pm

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 7th Board Meeting.

Minutes of the 6th Board Meeting

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

Action Log

3. TM updated the Board on progress against the actions from the last meeting.

Correspondence

4. TM updated the Board on a letter from the All Party Parliamentary Group on Food and Agriculture calling for ICAI to carry out a study on agriculture. It was agreed that the Commissioners would discuss this fully at the next Board meeting.

Action TM: to draw up a paper for discussion at the next Board Meeting.

Risk Management

5. There was a discussion around the ICAI risk register. It was agreed that it will be important to keep a close watch on whether risks have changed or materialised.

Programme Update

6. AC-M took the Commissioners through the paper on the budget for the remaining year and the expected costs for each report.
7. There was a discussion on which Commissioner should lead on each report and on the expected timing of reports over the coming months.
8. It was agreed that it would be very useful for DFID to provide a guide for ICAI outlining good and bad times to visit a country due to national holidays, major events or weather patterns. This should improve our ability to schedule effective visits and plan realistic report deadlines.

9. The Commissioners discussed how to take forward the technical assistance report. They agreed that the Secretariat should consider the best way forward, including a possible alternative procurement option and an option for ICAI to run this report themselves working closely with other partners.

Action AC-M: DFID to provide ICAI with a guide for scheduling visits.

Action Sec: To consider how to take forward the report on technical assistance.

Preparation for discussion with contractor

10. There was discussion on the recent initial findings sessions and draft reports produced by the contractor. This feedback would be relayed to the contractors that afternoon, together with the Commissioners comments on the terms of reference for the UNDP report.

Reporting Fraud and Corruption

11. CR introduced a paper on ICAI's approach to reporting fraud and corrupt practices. It was agreed that it will be important that ICAI has procedures in place to handle these instances and that staff, contractors and Commissioners are aware of where to go to report them.
12. Following a discussion, the Board agreed that further work needed to be done on understanding tipping off procedures and on work with the contractor in this area.

Action CR: to take forward the Board's comments.

Update on Communications activity

13. CR updated the Board on ICAI communication activity. In discussion, it was noted that:
- CR will assess how the reports should be published on the website
 - a page should be set up in due course on the ICAI website to enable stakeholders to engage in ICAI's work; and
 - ICAI should make clear in all its documentation where information has been obtained, e.g. "DFID has provided this information ...".

UNDP Terms of Reference

14. The Board discussed the Terms of Reference for this review. The review will be coordinated with the United Nations Development Programme (UNDP). It will be a collaborative process, sharing research but drawing independent conclusions.
15. The following points were made in discussion:
- MF will be the lead Commissioner on this study;
 - UNDP has offered to let the ICAI study team shadow their evaluation; and
 - the programme in Burundi is in the process of being phased out and may provide a good case study.

Action TM/AC-M: to take forward the changes to the terms of reference with the contractor.

Any Other Business

Possible conference next year

16. CR briefed the Commissioners on a possible conference next year. Commissioners asked for the Secretariat to consider further the costs and benefits of the proposed conference, as well as who might attend.

Pakistan visit

17. CR took the Commissioners through the draft programme for their Pakistan visit. The Board discussed the areas of the work plan that could relate to this visit. It was agreed that CR would go back to the Pakistan office with the Board's comments.

Action CR: to respond to Commissioners' questions on the proposed conference with an updated proposal.

Action CR: to take forward the programme for the Pakistan visit

