

**Minutes of the 23rd Board Meeting of the  
Independent Commission for Aid Impact  
09 July 2013**

**Attendees**

- Commissioners:       Graham Ward (GW)  
                              Mark Foster (MF)  
                              Diana Good (DG)  
                              John Githongo (JG)
- Secretariat:            Alexandra Cran-McGreehin (AC-M)  
                              Sam Harrison (SH)  
                              Matthew Wilkins (MW)  
                              Elspeth Robinson (ER)  
                              Santosh Chana (SC)
- External:              Mark Mallalieu – DFID Afghanistan (MM)  
                              Jon Gorrie – KPMG (JGo)  
                              Matthew Smith – KPMG (MS)  
                              Peter Wilson – KPMG (PW)  
                              Nigel Thornton - Agulhas (NT)
- Apologies:             None

**Details of the meeting:** Tuesday 9 July, 12.00 – 17.00

**Follow-up discussion on Programme Controls and Assurance in Afghanistan report with Mark Mallalieu, DFID Afghanistan (by video conference)**

1. Commissioners discussed progress made on programme controls and assurance in Afghanistan with MM. MM reported on changes since he had taken over as the head of the country office and DFID's plans for the future.
2. MM reported that there was an increased focus on due diligence and discussed the usage of the Portfolio Assessment Tool to manage risk. He also stated that a new learning and development plan had been put in place in Afghanistan.

**Welcome**

3. The Chief Commissioner welcomed everyone to ICAI's 23rd Board Meeting and introduced MW, ICAI's new Programme Manager.

**Minutes of the 22<sup>nd</sup> Board Meeting**

4. The minutes of the last ICAI Board meeting, held on 19 June 2013, were formally approved.

**Action Log**

5. AC-M led a discussion of progress against both outstanding and completed actions from previous Board Meetings.

**Correspondence and Meetings**

6. AC-M ran through the correspondence received and recent meetings. GW reported on his meetings with the International Development Secretary; the Chair of the Sub-Committee on ICAI and AUSAID. There was also discussion on the

Commissioners' meeting with the DFID Executive Management Board and the International Development Committee hearing (which had taken place in the morning). MF reported that he had spoken in Zermatt about public-private partnerships in Development.

### **Risk Management**

7. AC-M led a discussion of possible risks currently facing ICAI.

### **Programme Update**

8. AC-M updated the meeting about the programme. She reported that Year 3 was on track.
9. AC-M reported on Year 4 planning. The Secretariat has produced a consultation document to invite the public and interested parties to suggest report topics and has already invited views from DFID and the International Development Committee. It was agreed that a set of proposals would be discussed at the September board meeting.

**Action Secretariat:** To produce proposals for Year 4 work plan based on consultations.

### **Year 1 follow-up**

10. ER presented a report on the lessons learned from the Year 1 recommendations follow-up work. She noted that the work had yielded useful conclusions summarised in ICAI's Annual Report and that DFID had stated that the process had been useful. Some improvements to the process were agreed for the Year 2 follow-up work based on the experience from this round. There was discussion on the formal reporting arrangements. It was agreed that ICAI would be content for DFID's reporting on progress against recommendations to move to an annual process, ideally timed for December to align with the follow-up of Year 2 reports.

**Action:** Secretariat to discuss with DFID about formal recommendations reporting moving to an annual system taking place in December.

### **Triennial Review**

11. AC-M updated Commissioners on the progress of the Triennial Review. It was confirmed that the Review needed to be completed by the end of 2013 and would be published by written ministerial statement.

### **Discussion with the contractor consortium.**

12. GW and the Commissioners led a discussion with the consortium representatives. There was discussion on lesson learning, report methodologies and processes, Year 4 planning and training for teams. It was agreed that a seminar would be organised to train Team Leaders.

**Action Secretariat:** Consortium to arrange training conference

## **AOB**

13. DG reported on the Oxford Conference and suggested that ICAI increase its presence next year as part of the communications strategy. It was also suggested that breakfast meetings would be a valuable addition to ICAI stakeholder engagement.

**Action Secretariat:** To build events into communications planning.

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

Secretariat	To arrange follow up with SCS leads following action taken.		Follow up on Year 1 reports Complete.
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Action Log from 19<sup>th</sup> ICAI Board Meeting

Secretariat	To invite Transparency International to meet Commissioners.		Ongoing. JG has supplied new contact.
Secretariat/ Contractor	To investigate options to reduce the time taken from fieldwork to publication.		Complete

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

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
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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.		Completed
Secretariat	To draft response letter to DFID on the Triennial Review.		Completed
Secretariat	To send new Programme Manager's CV to Commissioners.		Completed

Action Log from 22<sup>nd</sup> ICAI Board Meeting

Secretariat	To add continuity risk to the risk register.	Completed
Secretariat	To share visit timetable with relevant Commissioners.	Completed
Secretariat	To produce updated Communications Strategy.	Ongoing
Secretariat	To obtain copy of EU report and check against our FCO report.	Completed