

**Minutes of the 26th Board Meeting of the
Independent Commission for Aid Impact
3rd December 2013**

Attendees

Chief Commissioner: Graham Ward (GW)

Commissioners: Mark Foster (MF)
Diana Good (DG)

Secretariat: Alexandra Cran-McGreehin (AC-M)
Sam Harrison (SH)
Matthew Wilkins (MW)
Elspeth Robinson (ER)

Apologies: John Githongo (ICAI Commissioner)

Details of the meeting: Tuesday 3rd December 2013, 11:45 - 14:00

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 26th Board Meeting.

Minutes of the 25th Board Meeting

2. The minutes of the previous ICAI Board meeting in October were formally approved.

Action Log

3. AC-M highlighted progress against outstanding and completed actions from previous Board meetings.
4. AC-M led a discussion around the terminology of evaluation in relation to our methodology. It was agreed that the nuances of this issue should be reflected in the note which will accompany our revised Assessment Framework when it is published early in 2014. It was also noted that the Department for International Development (DFID) now has a new Head of Evaluation. Commissioners were keen to meet with her to discuss the future of evaluation in DFID.

Action Secretariat: To set up a meeting with Penny Hawkins, DFID Head of Evaluation.

5. MF and DG fed back on their recent experiences of giving an ICAI introductory presentation in DFID's Kenyan and Tanzanian offices respectively. Both Commissioners agreed to share their presentations and a summary of the questions they were asked during these sessions. This information will be fed into the creation of a standard ICAI introductory presentation.

Action Commissioners: To send introductory presentations used during field visits and a summary of questions asked during these sessions to the Secretariat.

Correspondence and Meetings

6. AC-M ran through a summary of meetings that had taken place since the previous Board meeting. She summarised recent hearings before the International Development Committee's (IDC's) Sub-Committee on ICAI on our Empowerment and Accountability and Agricultural Research Reports. She noted that the Agricultural Research session was the first to be held in public, which will be standard practice going forward. GW, AC-M and SH fed back on their introductory

meeting with Fabian Hamilton MP, the new Chair of the Sub-Committee. This was a valuable meeting.

7. GW fed back on a number of speaking engagements. These included: a Foreign and Commonwealth Office (FCO) event on the Know How Fund and the Arab Partnership; a Reform event with Sir Michael Barber; the Commonwealth Parliamentary Association's Post-2015 Conference; and the International NGO Conference hosted by Crowe Clark Whitehill. He had also met with the John Smith Memorial Trust to share learning from ICAI reviews in this period.
8. DG fed back on the success of a learning event held in November with past and current ICAI review team leaders. She summarised the key discussion points as: ideas for a revised inception phase, communication amongst reviews and our approach to country visits. ER highlighted to Commissioners that a meeting note would be circulated before Christmas.

Action Secretariat: To circulate a meeting note of the learning event held with past and current review team leaders.

9. AC-M updated Commissioners about upcoming meetings.

Risk Management

10. AC-M led a discussion of risk management issues. Successfully managing the transition of ICAI post-May 2015 was recognised as a key risk. It was agreed to raise this issue with the Secretary of State and the DFID Management Board (subject to the outcome of the Triennial Review).

Programme Update

11. MW updated the meeting on the current status of the programme. He reported that the Year 3 programme was on track and gave Commissioners an overview of when upcoming visits were planned and when draft documents were likely to be sent for Commissioner input. There followed a discussion of the initial findings session for the Learning review, with Commissioners debating some key aspects of the findings.
12. MW highlighted that there had been some mobilisation issues with the Year 4 reports, which had had a knock-on effect on the timetable. He outlined measures that had been taken to resolve these issues and highlighted that the timetable was likely to be more stable going forward.
13. MF raised the idea of a short report on DFID's response to the humanitarian crisis in the Philippines. This would be a quick report aiming to start in January 2014. It was agreed that this was something to explore further before Christmas.

Action Secretariat: To consider the mobilisation of a short report on DFID's response to the humanitarian crisis in the Philippines.

Communications Update

14. SH fed back to Commissioners on recent IDC sessions and updated them on the new ICAI website, which is due to launch in December. He also led a discussion on the progress of implementing a programme of webinar sessions on the work of ICAI and its reports.

Action Log from 24th ICAI Board Meeting (27th September 2013)

Contractor	To ensure that consultation responses are fed into Year 3 reviews where relevant.	On-going
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Action Log from 25th ICAI Board Meeting (29th October 2013)

Secretariat	To send an updated timetable of upcoming work to Commissioners once the Year 4 timetable is confirmed.	Complete
Secretariat	To send a meeting note of the stakeholder session held for the Private Sector review to Commissioners.	Complete
Secretariat	To write a short briefing paper to sit alongside the Assessment Framework. This should explain the new framework and outline our approach to reviews.	On-going
Secretariat	To collate Commissioner views and draft a letter to the Secretary of State regarding future Commissioner recruitment.	Complete
Secretariat	To draft presentation for country visits and to investigate the options for carrying out learning sessions with stakeholders following report publication.	On-going
Secretariat	To write to the IDC requesting approval of the proposed Year 4 work programme.	Complete
Contractor	To write and distribute an agenda for the learning conference, including topics for discussion and who will lead each item.	Complete

Action Log from 26th ICAI Board Meeting (3rd December 2013)

Secretariat	To set up a meeting with Penny Hawkins, DFID Head of Evaluation.	
Commissioners	To send introductory presentations used during field visits and a summary of questions asked during these sessions to the Secretariat.	
Secretariat	To circulate a meeting note of the learning event held with past and current review team leaders.	
Secretariat	To consider the mobilisation of a short report on DFID's response to the humanitarian crisis in the Philippines.	