

**Minutes of the 20th Board Meeting of the
Independent Commission for Aid Impact
18 April 2013**

Attendees

- Commissioners: Graham Ward (GW)
Mark Foster (MF)
John Githongo (JG)
Diana Good (DG)
- Secretariat: Tom McDonald (TM)
Alexandra Cran-McGreehin (AC-M)
Sam Harrison (SH)
Elspeth Robinson (ER)
- External: Liz Ditchburn, (LD) Alice Mann (AM), Rosie Fisher (RF), DFID
Alan Downie, Jon Gorrie, Matthew Smith, KPMG,
Nigel Thornton, Agulhas
- Apologies: Santosh Chana (SC)

Details of the meeting: Thursday 18 April, 08.30 – 17.30

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 20th Board Meeting.

Minutes of the 19th Board Meeting

2. The minutes of the last ICAI Board meeting, held on 26 February 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 the latest discussions with the International Development Committee, including plans for formal and informal meetings for the coming months.
5. MF reported on his appearance before the Sub-Committee of the International Development Committee. He felt that it was a constructive meeting and that the Sub-Committee had interesting questions on the UNICEF report.

Risk Management

6. TM led a discussion of possible risks currently facing ICAI. Commissioners agreed that there would be a full discussion of risk as part of their consideration of the next annual report.

Action Secretariat: To schedule discussion of risk as part of annual report preparation.

Programme Update

7. AC-M took Commissioners through a paper on the progress on upcoming reports and the current budget situation. She stated that the use of contractors and PPAs reviews would be published on 17 May, the FCO review would be published in mid-June and the Montserrat and Burma reports were on track for a mid-July publication date.
8. AC-M introduced an item on the proposed revised Evaluation Framework. Commissioners agreed that it better reflected their current thinking and it was agreed that key stakeholders and the public should be consulted on it. DG was keen to ensure that copies of the evaluation framework were available during fieldwork.

Action Secretariat: To consult with IDC, BOND and UKAN on revised evaluation framework and to publish on the ICAI website for public consultation.

9. ER updated Commissioners on the follow up work, including arrangements for the current work programme and proposals for next year. Commissioners agreed with the proposal and noted that they would need to re-visit follow-up plans in due course, once the outcome of the Triennial Review was clear.

Discussion with Liz Ditchburn

10. GW welcomed Liz Ditchburn, DFID Director, Value for Money and invited her to give her views on the impact that ICAI reports were having within DFID. She noted that ICAI was now 'in the lifeblood of DFID'. She explained that reports fell into different categories: some had real and immediate impact on a particular area of the department; other ICAI reports added momentum to existing work.
11. There was a discussion of the patterns in report ratings. LD noted, that generally, impact was rated higher than delivery or learning and there was a discussion of possible reasons behind this. There was also a discussion of how report findings and recommendations were disseminated within DFID and how we could collectively make the most of all the experience and learning generated by ICAI reports.

Update on Cabinet Office Review

12. GW welcomed Alice Mann and Rosie Fisher from the ICAI Triennial Review team within DFID. AM informed Commissioners of progress with the review. The team has performed over 35 interviews and undertaken a staff survey in DFID to gather evidence. Commissioners gave their views to AM on the key questions posed by the review and it was agreed that they would also submit a written statement.

Action ICAI: To submit written statement to Ministers on Triennial Review.

Discussion with contractor

13. There was a discussion on the process of producing reports, particularly with regard to fieldwork. Commissioners felt that it would be better if they were engaged and briefed earlier in the process. This would be facilitated by appointing team leaders earlier.

14. Commissioners gave feedback on recent reports and their observations of fieldwork undertaken in various locations. Commissioners made some suggestions about improving meeting preparation and taking responsibility for logistics. DG offered to talk to team leaders and staff about field work expectations ahead of visits. This was agreed.

Action Secretariat / Contractor: To arrange a session for DG to talk to team leaders and staff about field work preparations.

15. The Contractors updated the meeting on progress on upcoming reports.

AOB

16. Commissioners discussed the importance of having a member of the Commissioner or Secretariat team on fieldwork for each report. It was agreed that this would now be normal practice.

Action Log from 18th ICAI Board Meeting

Secretariat	To arrange follow up with SCS leads following action taken.		Ongoing. One remaining meeting to be organised.
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Action Log from 19th 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 20th ICAI Board Meeting

Secretariat	To schedule discussion of risk as part of annual report preparation.		Arranged for next Board
Secretariat	To consult with IDC, BOND and UKAN on revised evaluation framework and to publish on the ICAI website for public consultation.		Ongoing – revised framework published for consultation
Secretariat	To submit written statement to Ministers on Triennial Review.		Statement drafted. Awaiting sign-off.
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