

**Minutes of the 36th Board Meeting of the
Independent Commission for Aid Impact
Thursday 29th January 2015**

Attendees

Chief Commissioner: Graham Ward (GW)

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

Secretariat: Alexandra Cran-McGreehin (AC-M)
Matthew Wilkins (MW)
Miriam McCarthy (MM)
Nisha Iswaran (NI)
Sam Harrison (SH)

Apologies: John Githongo (ICAI Commissioner)

Details of the meeting: Thursday 29th January 2015, 09:15 – 15:00

Welcome

1. The Chief Commissioner welcomed everyone to ICAI's 36th Board Meeting.

Minutes of the 35th Board Meeting

2. The minutes of the last ICAI Board meeting, held on 1st December 2014, were formally approved.

Action Log

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

Correspondence and Meetings

4. AC-M and SH summarised the correspondence received and recent meetings held. This included DG and AC-M's meeting with a South Korean delegation of officials from the Prime Minister's Office and parliamentary policy advisors; IDC Sub-Committee hearings for the Anti-Corruption and ICF reports; and DG and SH's attendance at the *Post-2015 UN Development* book launch.
5. MW discussed protocols for meetings with the opposition in the lead-up to the General Election.

Action Secretariat: To discuss with the NAO handling of pre-election meetings.

Risk Management

6. AC-M led a discussion of risk management issues, particularly around the timely delivery of the remainder of ICAI's planned reports for Phase 1. AC-M also announced the outcome of the Supplier procurement process and flagged the risks to the finalisation of the contract before Purdah. The Board also discussed mitigation of continuity risks with regards to working with a new contractor.

Transition Update

7. MM updated the Commissioners on the transition process and informed them that the timeline for recruiting new Commissioners was extended by a month and that ICAI's new Engagement Officer would join the team on 2 February to support ICAI's engagement and communications.
8. AC-M discussed the proposed extension of the Phase 2 shadow period from mid May to end June 2015, to coincide with the formal end of Phase 1. She also raised implications for this on governance and staff resources. GW requested formal confirmation from DFID of the agreed end of Phase 1.

Action Secretariat: To get confirmation from DFID on ICAI Phase 1 end date.

9. SH led a discussion on potential IDC timelines after the General Election, particularly around the uncertain timing of hearings for final Phase 1 reports. Commissioners were advised that the hearing(s) could be held in Summer or Autumn 2015, with confirmation of timing unlikely before June.
10. Commissioners proposed plans for handover with the new ICAI Commissioners and IDC members. GW agreed to discuss proposals with the Chief Commissioner Designate.

Action Commissioners: To discuss handover with the Chief Commissioner Designate and agree on plan of action.

Programme Update

11. MW updated the meeting on the current status of the programme. The Board discussed the progress that had been made since the last board meeting in publishing ICAI's reports on the International Climate Fund and the rapid review of the Smart Rules in December. Commissioners discussed key points relating to the upcoming Business in Development, Scaling Up in Fragile States, Other Government Department aid, Security & Justice, Impact, Multilaterals and Follow-Up reports.
12. Provisional May-June publication dates for reports to be released post election were agreed. The Secretariat also discussed plans for engagement on upcoming reports, including Scaling up in Fragile States.

Action Secretariat: To develop engagement opportunities for forthcoming Phase 1 reports.

13. MM provided an update of ICAI's expenditure for 2014-15 and projected spending to the end of Phase 1 (June 2015).

Discussion with KPMG

14. There was a discussion with the Consortium about the Impact, Follow-Up and Multilaterals reports' processes. It was agreed that KPMG would work with the Secretariat to anticipate crunch points in the work programme.

15. The Consortium laid out key elements of the Follow Up report, which would examine DFID's response to ICAI's Year 3 reports and investigate further key issues emerging from previous years' reports.

Annual Report

16. Commissioners discussed key themes and lessons learned over ICAI's first phase of operation with the Secretariat, to draw out key points for inclusion in the Annual Report. It was agreed that key themes would be drawn from the most pertinent ICAI reviews, including Impact, Multilaterals and Scaling Up in Fragile States.
17. Commissioners discussed lessons learned in terms of developing ICAI from scratch, ICAI's products (including the presentation of reports and traffic light ratings), review methodology and external relationships. It was agreed that the focus of lessons learned should be looking back over the first phase of ICAI - it would be the remit of new Commissioners to decide how to apply these to Phase 2.
18. It was agreed that the Secretariat and contractor would use the discussion and points raised to draft the Annual Report which, will be sent to Commissioners for review in late April/early May.

AOB

19. None.

Action Log from 34th ICAI Board Meeting (27th October 2014)

Secretariat	To engage internal stakeholders to determine beneficiaries, scope and structure for an ICAI database	Ongoing
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Action Log from 35th ICAI Board Meeting (1st December 2014)

Secretariat	To write a paper on database design and functionality.	Ongoing
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Action Log from 36th ICAI Board Meeting (29th January 2015)

Secretariat	To discuss with the NAO handling of pre-election meetings.	Ongoing
Secretariat	To get confirmation from DFID on ICAI Phase 1 end date.	Ongoing
Commissioners	To discuss handover with the Chief Commissioner Designate and agree on plan of action.	Ongoing
Secretariat	To develop engagement opportunities for forthcoming Phase 1 reports.	Ongoing