



# Open Contracting Partnership

## Advisory Board Meeting

**Public Minutes**  
**New York City, US**  
**June 22 & 23, 2017**

**Advisory Board Members attending:** Stephen Peel (Chair), Paca Zuleta (Vice Chair), Chris Anderson, Alan Detheridge, Angge Gregorio Medel, Beth Noveck, Jeni Tennison, Jeff Gutman, Claire Schouten, Felipe Estefan, Rakesh Rajani.

**Participants from OCP:** Gavin Hayman (Executive Director), Kathrin Frauscher (Deputy and Program Director), Lindsey Marchessault (Director for Data and Engagement), Carey Klutz (Senior Program Manager, for committee meeting), Leigh Manasco (Senior Learning Manager, for committee meeting), Katherine Wikrent (Data Scientist, for committee meeting), Marie Goumballa (Operations Associate).

### Key Motions for Approval

- Refreshed FY17 budget approved
- Budget reserve policy approved
- Revised Terms of Reference for advisory board members approved
- Terms of Reference for Human Capital Committee approved
- Final risk register approved with minor revisions
- Revised open contracting policy approved with minor revisions
- Revised public openness policy approved
- Next advisory board meetings: October 18 (virtual half day meeting); June 7 & 8, 2018 (Washington DC)

### Key Agreements

- Process for some current Advisory Board members to transition out from the board over the coming years
- A process to identify and reach out to potential new Advisory Board members

## **Key Action Points for the OCP**

- Update OCP's current brief on open contracting to reflect more nuanced language about how open contracting can lead to change
- Prepare a FY18 income projection for Advisory Board approval
- Share some additional resources, such as recent monitoring, evaluation and learning reports and blogs, the latest version of our confidentiality mythbusting report, the presentation on open contracting in 7 steps, a follow up call for anyone interested on open contracting in infrastructure

## **Decisions and Summary Views of Board**

### Sub-Committee Meeting (Summary View of Board)

The Program & Learning Committee (Rakesh Rajani, Jeff Gutman, Angge Gregorio Medel and Claire Schouten, supported by Kathrin Frauscher, Leigh Manasco and Katherine Wikrent) and the Private Sector Committee (Stephen Peel, Chris Anderson, Alan Detheridge, Jeni Tenison, supported by Gavin Hayman, Lindsey Marchessault and Carey Kluttz) met before the formal Advisory Board (AB) meeting.

The Program and Learning Committee discussed the progress that OCP has made in terms of monitoring, evaluation and learning since the last meeting where OCP's Learning Plan was approved. The Committee recognized the immense progress that OCP has made in implementing the plan over the past months. OCP now has project specific MEL plans and baseline/progress data for each of its Showcase and Learning projects. OCP tries to emphasize the power of both data and story, combining quantitative and qualitative approaches to reporting. OCP shared its emerging research agenda with a combined focus on use cases and impact measurements. The Committee recommended that OCP place a stronger emphasis on political economy and incentives challenges in learning materials. Additionally, OCP should make common points where open contracting projects get stuck more explicit, and try to provide proactive support where possible.

The Private Sector Committee discussed OCP's engagement plan with companies and other private sector organizations. OCP highlighted two particularly promising engagements: the confidentiality research and the partnership with the B Team. The confidentiality research project gives important insights into how to address privacy and confidentiality concerns that are often a substantial barrier to business engagement. A near final draft will be shared with members for their feedback. The OCP and the B team [have crafted a joint a business case](#) and hosted joint roundtables. The group also discussed the [recent survey of business attitudes to open contracting](#) in West Africa part prepared by OCP and the International Business Leaders Forum (Global). The committee discussed how the business pitch can be developed further to refine the argument about why open contracting is good for business that involves frontline staff sharing experiences of how open contracting fosters better deals, and makes a clearer ask for

businesses action beyond just cheerleading for government openness, and potentially to include opening up their own supply chains too.

### OCP Progress Update (Summary View of Board)

Gavin Hayman gave an update on progress and challenges since the last Advisory Board meeting in November 2016. OCP has implemented its refreshed strategy. Its focus on scaling and catalytic engagement is progressing well, help OCP to work smarter and faster. The team feel that it is on the right track but is paying attention to two developments: 1) the number of publishers is growing more slowly compared to the same time period last year and 2) getting to measurable impact also takes time given how far back countries are so the ambitious target of 5 countries publishing hard evidence by 2018 may not be met.

Highlights from the update included:

- The strong advocacy momentum on open contracting has continued. Open contracting was the first item in the Open Government Partnership's Paris Declaration. The Paris Summit also saw the creation of the Contracting 5. The EU Commission has explicitly taken the OCDS into account in the proposed improvements to their procurement forms. The EBRD, Transparency International and the B team are major cheerleaders for open contracting. OCP will work on advocacy opportunities offered by Argentina's leadership of a number of major global processes over the coming year.
- So far in 2017, OCP supported 74 partners (both government and nongovernment) from 35 countries through its expanded helpdesk. OCP successfully completed the 1.1. upgrade of the OCDS. It is in the final stages of developing the OCDS for Public Private Partnerships extension. OCP is now turning its attention to the long term sustainability of the OCDS.
- The progress across OCP's Showcase & Learning projects and new catalytic support engagements has been mixed. OCP feels it is lagging behind in being able to quantify the benefits and impact of open contracting. This is where it will dedicate significant energy and resources going forward.
- OCP has made significant progress in developing and implementing MEL plans for its projects and its research agenda. OCP has also invested heavily into the development of tools and guidance resources, such as use cases, 7 steps, etc. OCP also is in the process of conducting a field survey and organized several learning events. The OC Global, a field convening for about 200 people, is coming up in November 2017.
- OCP expanded its staff with two new hires (an operations associate and a senior data manager) and is currently hiring for a senior advocacy manager.

The Advisory Board appreciated OCP's progress and sharing of its challenges. The slow progress on impact seems to come from a mix of nascent engagements and challenges with data availability.

The Advisory Board also pointed out that the OC Global meeting with its cut off of about 200 people will be a trade off between organizing an engaging high quality event and disappointing members of the community who won't be asked to join.

Team diversity was also discussed and it was felt that more intentional approaches, such as having quotas for applications from diverse backgrounds, shortlist restrictions, were needed.

#### Budget Refresh (Decision)

OCP gave a financial update. The treasurer, Alan Detheridge, confirmed that the organization is in a healthy financial position overall, albeit with some caution as some substantial government support has not yet materialised. OCP proposed and the AB approved a slight reforecast of the budget, revising the original planned expenditures of \$3.36m to \$3.16m. Balance of restricted versus unrestricted income has shifted but remains within acceptable levels (60% to 40%). As some major grants are closing towards the end of this year, OCP is actively pursuing new funding opportunities. OCP will share a detailed income projection with the AB for FY2018 ASAP.

The AB also approved OCP's reserve policy. OCP will book \$333K, about one and a half month's expenditure to reserves this FY.

The FY18 budget will be presented to the AB for approval in the next virtual board meeting on October 18, including a detailed breakdown of restricted versus unrestricted income for the year ahead.

#### Country Implementation (Summary View of Board)

Following up on feedback from the last board meeting, the AB had a working lunch to dive deeper into OCP's implementation support for open contracting implementation in countries. OCP gave a presentation about 7 common steps that government agencies often follow when implementing open contracting. OCP also shared insights about the challenges associated with each step and services and products it can provide to help address these challenges. AB member Paca Zuleta gave a presentation about Colombia's open contracting journey and highlighted how open contracting needs to be embedded in wider reforms and government change to unlock long-term, sustainable impact.

The discussion focused on how OCP can better reflect and address political economy challenges in countries. The AB gave helpful insights about support models that other organizations use to sustain administrative and government behavioral change. The University of Pennsylvania, for example, started a multi-year peer-learning program for US states on administrative data.

The AB recommended that OCP adds some more nuance and details to its guidance materials, explaining better that open contracting is often part of larger public sector reforms. They recommended that OCP builds out more guidance especially on feedback and 'use of data'. OCP will revise its main pitch document reflecting this feedback and share it with the board for feedback.

#### Board Governance and Renewal (Decision & Summary View of Board )

The AB approved a slightly revised TOR for its members to refresh the language and make it more accessible and welcoming for new members.

The AB also approved the TOR for the Human Capital Committee. The main responsibility of the committee is to oversee the implementation of OCP's compensation policy and to advise the ED on attracting and retaining highly capable and diverse staff members. A compensation band for OCP Directors was also approved.

The AB reviewed the end terms of current board members and made a plan for renewing its membership over the coming three years. It was agreed that several members will not serve for the full three years and a rolling replacement to open up positions for new members is planned. OCP will reach out to each member to learn how long they want to serve and will present a summary view of staggered end terms to the Executive Committee for approval.

The board discussed potential new members and prioritized to attract candidates from Africa, Latin America and Asia, as well as the private sector. The board asked the ED to reach out to a first set of potential candidates on their behalf. At the same time board members will suggest potential other candidates. OCP will compile a shortlist of potential members and share the list with the Executive Committee.

#### Policies Approval (Decision)

The board approved a slightly revised open contracting and public openness policy, as well as a risk register. None of the changes were major.

The revised open contracting policy increases OCP's sole source threshold from \$15,000 to \$25,000 and requires that OCP publish all contracts in the planning phase, not just the ones above the threshold.

The revised public openness policy addressed concerns of personal information and excludes that information from our policy. It also include the appropriate license for the Open Contracting Data Standard.

#### Feedback Survey (For Information)

Members completed a quick survey to give the OCP team feedback on the meeting. The overarching feedback was that members found the meeting very valuable and a good use of their time. They confirmed that it gave them a much better understanding of how the implementation of OCP's refreshed strategy is progressing. AB members appreciated that they were able to meet more OCP team members and found the committee meetings ahead of the board meeting particularly insightful. They asked that in the next AB meeting there is even more time for substantive discussion and that as much administrative business as possible is taken care of ahead of the meeting whilst recognising that there is still a need to review final policies in plenary.

#### Next Board Meetings (Decision)

The dates for the next advisory board meetings are October 18 (virtual half day meeting) and June 7 & 8, 2018 (Washington DC).