

Open Contracting Partnership



First Advisory Board (AB) Meeting

November 19, 2014 in Washington, DC

Attendance

- ▶ Present AB members: Robert Hunja (Chair), Rakesh Rajani (Vice-Chair), Paca Zuleta, Jeni Tennison, Claire Schouten, Beth Noveck, Mohammed Amin Adam, Jeff Gutman, Angelita Gregorio Medel, Alan Detheridge
- ▶ Regrets Chris Anderson, Rueben Lifuka
- ▶ Observers: Gavin Hayman (OCP ED), Michael Jarvis (interim OCP Secretariat team), Kathrin Frauscher (interim Secretariat team, note taker), Sangita Sigdyaal (facilitator)

Key Decisions

Value and Norms

The AB agreed to promote the following values that will be reflected in the AB manual and adopted at the next AB meeting: transparency, accountability, collaboration, curiosity, learning in action, problem solving, integrity, ambition, effectiveness/innovation, fun and creativity, openness/frankness.

Code of Ethics

The AB reviewed a draft code of ethics and made some changes and clarifications to tighten and clarify the wording. The revised code of ethics will be reflected in the AB manual.



Disclosure Policy

The AB made the decision to be as open as possible and make radical disclosure its default position. The AB will work on developing process and policies to disclose OCP contracting, granting, meeting minutes, etc. The AB will review disclosure policies from other leading organizations and develop its own policy that will be included in the AB manual.

Conflict of Interest Policy

The AB reviewed the draft conflict of interest policy from Tides and agreed to make some changes to it to make it clearer and stronger. The revised version will be included in the AB manual.

AB Manual

The AB reviewed the draft AB board manual and made some changes to it to make it clearer and stronger. At the next AB meeting the AB will review and adopt the manual.

Interactions between AB and ED

The ED and Secretariat team will send regular monthly updates to the AB. The AB will meet 4 times a year – twice in person and twice over the phone. Additionally, individual AB members will work with the ED on relevant and urgent issues as needed.

In the first six months the AB will play a more involved and hands-on role. After July 2015 the AB will transition to play more of a strategic and supervision role.

AB Committees

The AB discussed potential committees and agreed to form the following three committees at the next AB meeting: (i) governance (which will also include the remit of an audit committee) (ii) programming (iii) learning. Terms of Reference for each will be developed.

Strategic Plan

The AB requested that the ED develops a draft three year strategic plan for the OCP by the end of March 2015. The AB will review the draft plan and adopt it in its next meeting on April 11, 2015. The strategic plan will include among other topics a contextual analysis, theory of change, objectives and outcomes, program interventions, learning and M&E, governance, organizational approach and culture, donor relations and reporting, risk analysis and mitigation, 3 year budget.

The AB formed a working group consisting of Robert Hunja, Rakesh Rajani, Jeni Tennison and Amin Adam to help the ED and Secretariat team with the development of the strategic plan.

Fundraising and Financial Overview

Michael Jarvis presented the financial overview of the OCP with a conservative funding scenario of \$3,5m and a full funding scenario closer to \$7m.

The AB agreed that, as far as possible, the OCP should submit the same strategic plan/program to all funders/donors and utilize the same reporting template for all funders/donors.

Immediate Strategic Advocacy Opportunities

The AB identified the following as immediate advocacy opportunities: (i) the financing for development process, (ii) procurement reforms of International Finance Institutions, (iii) upcoming meetings of the Open Government Partnership, (iv) G7 and G20 meetings and (v) the International Anti-Corruption Conference in 2015. The Secretariat team will pull together and circulate a calendar of events.

Next AB Meeting

The next meeting will be on Saturday, April 11, 2015 in Washington DC.