

# Minutes of CoST Board Meeting No.28

## 26<sup>th</sup> March 2019, Bangkok, Thailand

Participants			
<b>Board:</b> Chrik Poortman (Chair) George Ofori (GO) Alfredo Cantero (AC) Petter Matthews (PM) Gavin English (GE) Vincent Lazatin (VL)		<b>Observers:</b> Alexandra Habershon (AH) World Bank Rory Moody (RM) DFID (Items 12, 14 – 16) <b>In attendance:</b> John Hawkins (JH) International Secretariat Elizabeth Dykstra-McCarthy (EDM) International Secretariat Clara Feng (CF) International Secretariat (Items 1 to 10) Sean Henderson (SH) International Secretariat (Item 6 only) Charlotte Broyd (CB) International Secretariat (Item 11 only)	
	Discussion & Decisions	Responsible	Deadline
Item 1. Chairperson's welcome and opening remarks			
1.1	The Chair welcomed Members and Observers to the call travelling to Bangkok.	N/A	N/A
1.2	Apologies were received from Ivo Stoel.	N/A	N/A
Item 2. Approval of Meeting 27 Minutes and matters arising			
2.1	The minutes from meeting 27 were approved as an accurate record.	N/A	N/A
2.2	Minute 7.4: It was agreed that a further discussion was required on potential private sector funding during the course of this meeting.	N/A	N/A
2.3	Minute 12.2 & 12.5: EDM stated that training for VL as the trustee responsible for safeguarding is being planned. GE offered to review the Safeguarding Policy.	EDM	July 2019
2.4	Minute 7.3: GO gave thanks to AC for the Honduran government providing CoST with SISOCS Open Source.	N/A	N/A
Item 3. Governance Issues			
3.1	<b>Board sub-groups</b> The Board agreed to establish 3 Board sub-groups to accelerate the delivery of board decisions. Firstly, governance with PM, GE and SH secondly communications with CP, VL and CB and thirdly members & affiliates with GO, AC and JH. The CoST IS is to develop short ToR for the sub-groups including how it would interface with the full Board.	JH	June 2019

3.2	<p><u>Risk Register</u></p> <p>A detailed risk register has been developed that outlines the board's risk appetite. Potential additional risks to be incorporated include: the assurance team not identifying corruption on a corrupt project, reputational risk when working with downstream partners with whom we have weak leverage, disaster recovery such as ICT, office fire etc. and the sustainability of the programme.</p> <p>The Board were very support of the risk register agreed to provide further comments on the within two weeks. It also agreed to consider publishing the document in due course. The CoST IS to finalise the risk register.</p>	Board CoST IS	April 2019 June 2019
3.3	<p><u>GDPR Policy</u></p> <p>The Board approved the GDPR Policy and thanked CB for developing a comprehensive approach.</p>	N/A	N/A
3.4	<p><u>Safeguarding</u></p> <p>No safeguarding incidents have been reported to the CoST IS or to the CoST Board since the last Board meeting.</p>	EDM	Sept 2019
<b>Item 4.</b>	<b>Constituting the Board</b>		
4.1	The revised Articles of Association were approved. The final version will be considered by the sub-board group on governance.	N/A	N/A
4.2	It was agreed that a clear criteria for potential Board members was required and the responsibilities of Board members and policies such as travel expenses and allowances were made clear before nominations were opened.	N/A	N/A
4.3	It was agreed that the nominees to the Board would need to answer a series of questions and or prepare a statement of intent, provide financial disclosures and references from relevant senior professionals.	N/A	N/A
4.4	The election of Board members could be managed internally or potentially outsourced to a respected organisation or individual in the region.	N/A	N/A
4.5	The Board asked the CoST IS to develop a detailed process for electing and appointing Board members.	PM	June 2019
<b>Item 5.</b>	<b>Reviewing the International Secretariat function</b>		
5.2	It was agreed that the forthcoming independent review of CoST should consider the options and the value for money of each option. The review team will then make a recommendation to the Board.	JH PM	Sept 2019
<b>Item 6.</b>	<b>Financial Report</b>		
6.1	The 2018 accounts and 2019 forecast budget was approved by the Board. The Board agreed that the re-structured budget with each member programme	SH	June 2019

	included as a budget line would provide greater transparency internally and externally. The Board asked that the budget also identify the estimated amount that would be paid to EAP and external consultants.		
<b>Item 7</b>	<b>Joining CoST</b>		
7.1	The Board agreed to proceed with a competitive process with a limited number of places to join CoST as a member in 2019. But that the competitive process should not apply to those governments that CoST has formally engaged with. JH to update the process accordingly.	JH	April 2019
<b>Item 8</b>	<b>CoST Thailand and the Regional programme</b>		
8.1	<p>The Board was briefed by the CoST IS about the history of CoST Thailand programme and how it has grown over the last two years. It was informed about CoST Thailand's recent assurance reports, disclosure rates and about the governance structure whereby the MSG meets relatively infrequently with a smaller executive committee driving the programme. The Controller General's Department (CGD) manages and self-funds the disclosure and assurance programme whilst Anti-Corruption Thailand manages the civil society programme with funding from the UK Foreign and Commonwealth Office Prosperity Fund and UNDP.</p> <p>A local university is contracted by CGD to carry out the assurance process which uniquely includes a community meeting as part of the site visit.</p>	N/A	N/A
<b>Item 9. Meeting with the CoST Thailand Multi-Stakeholder Group (MSG)</b>			
9.1	<p>At the joint meeting between the Board and the MSG, the MSG agreed to the projects that would be included in the assurance process in 2019 and to upgrade the disclosure website. It also highlighted how the programme was growing with data now being disclosed on 260 infrastructure projects almost double the amount in 2019.</p> <p>The MSG informed the Board that many participants attended an open house day and that it has growing following on Facebook. The MSG also agreed that it would share its experience of implementing CoST with other countries in the region.</p> <p>The CoST IS agreed to update the Thailand page of the CoST website and link it to the CoST Thailand website.</p>	CB	May 2019
<b>Item 10. CoST &amp; EAP MoU</b>			
10.1	The Board reviewed the first draft of the CoST – EAP MoU which would define the commercial relationship between the two organisations. Focus was given to the prior advantages of the CoST – EAP relationship with questions surrounding the impact of the agreed VfM study on this relationship.	N/A	N/A

10.2	The Board requested that the MOU is updated to ensure the relationship between CoST and EAP as the host organisation is made clearer along with the services EAP provides. This will ensure that the MoU is more accessible and understandable to the outside world. The Board also requested that an annex with the current agreed fee rates is included.	N/A	N/A
10.3	The CoST IS to finalise the MOU based on the Board's requests.	PM	Sept 2019
<b>Item 11. Advocacy Strategy</b>			
11.1	The Board were highly supportive of the draft advocacy strategy. It was agreed that the advocacy strategy objectives should be broader than fundraising to include influencing and adoption of the CoST features by international organisations.	N/A	N/A
11.2	The Board also suggested that a finance community which would include Ministries of Finance and private investors, should be included in the list of stakeholder groups. It was also through that some case study soundbites should be developed that can be used by Board members.	N/A	N/A
11.3	It was also agreed that different messages for different audiences needed to be developed. The conversation focused on private sector influencing and endorsements and obtaining private sector funding. CB to update the strategy for the Board sub-group.	CB	May 2019
<b>Item 12. International Programme Report</b>			
12.1	The international programme report focused on engagement with potential new members, next steps in Sekondi-Takoradi, future events and influencing key organisations such as OECD, the World Bank and AfDB. It also highlighted the current status of the high income study, the launch of OC4IDS and SISOCS Open Source and the priorities for the rest of the year.	N/A	N/A
12.2	It was agreed that it was important to get the messaging around the OC4IDS launch right, for example that this standard has value in UK infrastructure. RM asked that the IS update DFID on the OECD Infrastructure Governance Forum where OC4IDS will be launched to ensure that the UK government is represented.	JH	April 2019
12.3	AH recommended that the CoST IS influence the G20 ACWG paper on infrastructure integrity. OECD are leading the drafting.	JH PM	May 2019

### Item 13. Member Programme Report

13.1	<p>The Board were commended the structure of the Member report based on the Monitoring and Evaluation framework.</p> <p>It was agreed that some indicators need to be edited to ensure the outcome data for the number of projects where government action is taken relates to the number of projects subject to assurance. It was also agreed that the impact indicators relating to average time and cost increases based on assurance reports is misleading. Alternative indicators will be identified.</p>	N/A	N/A
13.2	<p>The Board agreed that the IS develop a set of obligations for MSG members to ensure it was clear what their responsibilities were. The CoST IS stated their commitment to developing a standard ToR or constitution for MSGs.</p>	PM JH	Sept 2019
13.3	<p>The Board agreed that this meeting constituted a first formal review of the CoST Tanzania as per the performance monitoring policy. The Board felt insufficient progress had been made over several years and that whilst the MSG is now taking steps to address the issues, further action was necessary. It asked that the CoST IS set out some objectives and outputs that need to be achieved before a second review in 6 months with some interim deadlines.</p>	JH	April 2019

### Item 14. Developing the 2020 – 20203 Business Plan

14.1	<p>The CoST IS recommended that the process for developing the next business plan would need to start later this year. It was agreed that the CoST IS would develop a framework of what the next business plan would look like and how it would be developed.</p>	PM/JH	Sept 2019
------	---	-------	-----------

### Item 15. Any other business

15.1	<p>The interim date for the next Board meeting is 30<sup>th</sup> September to 2<sup>nd</sup> October 2019. CoST IS to check availability for these dates with Board members and for availability in September.</p>	JH	April 2019
15.2	<p>GO reported that he has been promoted to Interim Dean at LSBU. The Board congratulated GO on his promotion.</p>	N/A	N/A
15.3	<p>JH and AH to follow up about a potential brown bag lunch meeting with the World Bank.</p>	AH JH	April 2019

### Item 16. Chair's Closing remarks

16.1	<p>The Chair thanked the CoST IS for organising the meeting in Bangkok. The Board voiced support to the IS for the activities they're carrying out and all the work that has been done over the previous quarter.</p>	N/A	
------	---	-----	--

These minutes were approved as an accurate record of the meeting.



---

Christiaan J. Poortman  
Chair

26/09/2019

---

Date