

# Minutes of CoST Interim Board Meeting No. 5 17 September 2012

## Participants

### Board Members:

Chrik Poortman (CP), Chairman (Washington)  
 Hart Schafer (HS), World Bank (Washington)\*  
 Bekure Ketema, (BK), Government (Addis)  
 Bob McKittrick (BM), Business (London)  
 Vincent Lazatin (VL), Civil Society, (Philippines)  
 Kirsten Homman (KH) (Alternate), World Bank (Washington)  
 Petter Matthews (PM), IS (London)  
 Tendai Nyoka (TN), Company Secretary, (London)

\* Hart joined the meeting for items 1 and 2

### In Attendance:

Zlatina Loudjeva (ZL), IS (London)  
 John Hawkins (JH), IS (London)  
 Jared Haddon, World Bank (Washington)

## Item 1. Chairman's welcome and opening remarks

- 1.1 The Chairman thanked all those present in the various locations, particularly those who were joining the meeting during unsociable hours. He also thanked IS and World Bank colleagues for completing the practical arrangements.
- Apologies were received from Bill Paterson who was travelling to Vietnam on CoST Business.
- Hart Schafer had to leave the meeting after item 3 due to other commitments.

## Item 2. Approval of the minutes of IB Meeting No. 4, 23 May 2012

	<b>Actions &amp; Decisions</b>	<b>Responsible</b>	<b>Deadline</b>
2.1	The minutes of the previous meeting were approved.	N/A	N/A

## Item 3. Hart Schafer's replacement

3.1	It was announced that Hart Schafer's replacement would be someone from the World Bank front office who is familiar with CoST.  The Chairman, Board members and the International Secretariat thanked Hart for his support and acknowledged that CoST would not be where it is today without his contribution.	N/A	N/A
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## Item 4. Programme update

4.1	It was agreed that Coordinators would continue to be engaged locally, but that there would be an option where necessary for the IS to employ Coordinators.	N/A	N/A
4.2	It was decided that DGF Country funding would be decided on a case by case basis by the IS. The IS will keep the Board informed about any problems or issues	IS	Immediate

	arising.		
4.3	<p>Vincent Lazatin reported that the CoST Philippines MSG had accomplished what it had set out to do in terms of institutionalising disclosure and that it would now be left to PhilGEPS to carry things forward. He assured the Board that the Philippines would remain part of the CoST family and that it was hoped that the MSG could be 'kept on the shelf'.</p> <p>The email from the Philippines to the IS will be circulated to the Board.</p> <p>It was suggested that the Transparency Index be piloted in the Philippines.</p>	IS	Sep 2012
<b>Item 5. Launch events</b>			
5.1	It was suggested that future CoST countries also be invited to the South African launch event.	IS	Sep 2012
<b>Item 6. Transparency Index</b>			
6.1	<p>It was agreed that the indices and their components should be further refined and simplified, retaining all three themes but placing more emphasis on the Theme 2 relating to sector entities and reducing the number of assessment factors (Tier 3) where this is practicable. A sector performance index should be excluded as it would add another layer of complexity (this can be reconsidered later when more data becomes available and the indices have matured).</p> <p>The potential subjectivity of the index was acknowledged. This is something the needs to be explored.</p>	IS	
6.2	It was agreed that the indices be piloted in at least one country (possibly the Philippines) to test their validity and identify necessary refinements. This will take a minimum of 12 months	IS	
6.3	It was agreed that a guideline on the transparency indices should be prepared, clearly identifying the objectives, audience, definition, assessment methodology, processing, resources, and quality assurance process.	IS	
<b>Item 7. Perceptions Survey</b>			
7.1	<p>The Board expressed support for the following recommendations:</p> <ul style="list-style-type: none"> <li>• The key messages for each target group in Appendix A of the Perceptions Survey are adopted.</li> <li>• Communicating the outcomes and impacts from country programmes will be prioritised.</li> </ul>	IS	

	<ul style="list-style-type: none"> <li>• Increase the quarterly HTML newsletter to every 2<sup>nd</sup> month by early 2013 to all stakeholders with further ad-hoc emails to the participating countries on internal matters.</li> <li>• Further consideration is required on how we communicate with both the private sector and civil society supporters.</li> <li>• Send a thank you email from the IB Chairman to all interviewees that broadly sets out the outcomes from the market research.</li> </ul>		
7.2	The board were not completely satisfied with the brand proposition 'Improving transparency in construction, building better lives locally.' More thought will need to be given to the brand proposition to make sure it appeals to all stakeholders	IS	
7.3	It was pointed out that the fact that interviewees felt that CoST should not just be targeted at developing countries did not come through in the recommendations. This will be incorporated into the recommendations.	IS	
<b>Item 8. Financial report &amp; banking arrangements</b>			
8.1	The Board agreed the appointment of NatWest to provide banking services to CoST	IS	ASAP
8.2	It was agreed that CoST open a reserve account (that earns interest) and a current account (that doesn't earn interest) and that the current account be automatically replenished from the reserve account as necessary.	IS	ASAP
8.3	It was agreed that payments up to £5k be authorised by the Executive Director and the Company Secretary and that payment over £5k be authorised by the Executive Director or the Company Secretary plus one Non-Executive Director.	IS	ASAP
8.4	It was agreed that Bob McKittrick and Chrik Poortman would be the two Non-Executive Directors to have power to authorise payments.	IS	ASAP
8.5	It was agreed that a debit card be issued for the account in the name of the Executive Director.	IS	ASAP
8.6	It was decided that it would be premature to appoint a Treasurer.	N/A	N/A
8.7	The Chairman asked the Board whether they were happy with the financial control of CoST. They agreed that they were, but that they would like to be kept informed about large projects and expenditure.	IS	N/A

## Item 9. Other business

9.1	It was agreed that the IAG would be informed of developments via the newsletter.	IS	July 2012
9.2	It was decided that the Board would continue to be referred to as the 'Interim Board'.	N/A	N/A
9.3	The next meeting is to be confirmed. It will either be a virtual meeting on 4 <sup>th</sup> December or a meeting held in London on 4 <sup>th</sup> and 5 <sup>th</sup> December 2012	IS	N/A

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



December 2012

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Christiaan J. Poortman  
Chairman

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Date