

Minutes of CoST Interim Board Meeting No. 6 4-5 December 2012

Participants

Board Members:

Chrik Poortman (CP)
Bekure Ketema, (BK)
Bob McKittrick (BM)
Vincent Lazatin (VL)
Petter Matthews (PM)
Tendai Nyoka (TN), Company Secretary

In Attendance:

Graham Hand (GH)
John Hawkins (JH)
Jose Luis Irigoyen (JLI)
Kirsten Hommann (KH)
Zlatina Loudjeva (ZL)
Lara Samuels (LS)

DAY ONE

Item 1. Chairman's welcome and opening remarks

- 1.1 The Chairman thanked all those present for attending. He explained that the last quarter had been very busy with launch events in the UK and South Africa, a technical workshop for Coordinators and MSG Chairs and meetings with various donors. He thanked to IS for all their efforts, particularly at a time when the programme is financially constrained.

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

	Actions & Decisions	Responsible	Deadline
2.1	The minutes of the previous meeting were approved subject to the following amendment: Item 4.3 should read “. . . Close to achieving original objectives . . .”.	N/A	N/A

Item 3. Matters arising from the minutes of the previous meeting

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| 3.1 | The IS will look into developing a new tabular reporting format that uses less text and more figures. | IS | Before IB7 |
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Item 4. Programme update

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| 4.1 | The following were agreed as priority areas for 2013: | | |
| | 4.1.1 Establish regular disclosure of information in national programmes. | IS | On-going 2013 |
| | 4.1.2 Complete information resources (spin-off's from the design document) e.g. guidance notes, e-learning and webinars. | IS | June 2013 |
| | 4.1.3 Secure additional funding for international programme. | IS | ASAP |
| | 4.1.4 Prioritise 'high profile' countries for membership (e.g. Mexico and Brazil) whilst also engaging with those countries who can join in a short space of time (e.g. El Salvador and Ukraine). | IS | On-going 2013 |
| | 4.1.5 Establish a more active relationship with our supporters, particularly those who have formally endorsed | IS | On-going 2013 |

	CoST. 4.1.6 Pilot the construction transparency index in at least one country.		
4.2	Agree precisely what resources will be developed (see 4.1.2 above)	IS	Feb 2013
4.3	Consider incorporating a 'counterfactual' into the M&E framework.	IS	Jan 2013
4.4	Arrange a meeting with ONE to discuss how they might support CoST in 2013. This to include a potential CoST International 'Champion' or 'Ambassador'.	IS	Dec 2012
Item 5. Financial report			
5.1	Future financial reports to show income into all national programmes.	IS	Before IB7
5.2	Consider calculating in-kind support received.	IS	Before IB7
Item 6. Fundraising			
6.1	Explore status of GPF, including the possibility of it being a vehicle to support transparency initiatives (stemming from a discussion with the EC).	KH	Feb 2013
6.2	Provide Jose Luis with brief update prior to his meeting with WBI in December.	IS	Before 10/12/12
6.3	Explore the possibility of shifting funds between DGF budget categories, once approval for Year 2 has been received. This might include from national programme operations (which are mobilising direct funding) to the international programme (that is seriously underfunded).	IS & KH	1 st qtr. 2013
Item 7. Company & charity			
7.1	The IB noted the difficulties that are being experienced with regard to registering CoST as a charity in the UK.	N/A	N/A
Item 8. Role & composition of Interim Board			
8.1	Financial constraints and other priorities determine that it isn't appropriate to convene an international assembly to elect the CoST Board in the short-term. Therefore the IB will need to remain in place for longer than had been originally been anticipated. This will have the added advantage of allowing those new countries that are expected to join soon to participate in the electoral process.	N/A	N/A
8.2	It would be advantageous to appoint additional members/advisers to strengthen the IB in the short-term. This should include one representative from international contractors, civil society and government. This proposal to be circulated amongst former IAG members to see if there are any objections.	IS	1st qtr. 2013
8.3	Professor George Ofori to be invited to join the IB as Deputy Chair.		1 st qtr. 2013

8.4	It was agreed that Terms of Reference should be developed for the IB.	IS	1 st qtr. 2013
DAY TWO			
Item 9. Monitoring, evaluation and impact assessment			
9.1	The IB noted the importance of establishing a coherent and cost effective process for the monitoring and evaluation and impact assessment.	N/A	N/A
9.2	It is possible that CoST could become a resource centre for construction in transparency. It was agreed that this could be a positive development, but in the medium to long-term.	N/A	N/A
Item 10. Working with our corporate supporters			
10.1	We will work towards the establishment of an industry forum. In the short to medium term it must operate on a virtual basis. The first step towards this might be a 'working group' that can be consulted on matters relating to industry involvement in CoST such as the role of the forum, membership, financial contributions, global outreach etc.	IS	1 st qtr. 2013
Item 11. Situating CoST in the broader transparency landscape			
11.1	The IB noted the recent proliferation of transparency initiatives and acknowledged that this posed both opportunities and threats for CoST.	N/A	N/A
Item 12. World Bank update			
12.1	JLI will replace Hart as the observer on the IB.	N/A	Immediate
Item 13. Other business			
13.1	The next meeting of the IS will be held around 18/19 March, possibly in the same location as the OC steering group meeting. The details to be confirmed ASAP.	IS	Early 2013

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



December 2012

Christiaan J. Poortman
Chairman

Date