

Minutes of CoST Interim Board Meeting No. 9 9 January 2014 (Skype)

Participants

Board:

Chrik Poortman (Chair)
George Ofori (GO)
Per Nielsen (PN)
Bekure Ketema (BK)
Vincent Lazatin (VL)
Petter Matthews (PM)
Tendai Nyoka (TN), Company Secretary

In Attendance:

Fernanda Ruiz Nunez (FRN)
Jared Haddon (JH1)
John Hawkins (JH2)

Apologies:

Jose Luis Irigoyen

	Actions & Decisions	Responsible	Deadline
Item 1. Chairman's welcome and opening remarks			
1.1	The Chair welcomed those present, particularly FRN as it was the first CoST meeting she had attended. He outlined the progress that has been made in recent months but also explained that funding remains an important challenge.	N/A	N/A
Item 2. Approval of the minutes of Meeting No. 8			
2.1	The minutes were approved as an accurate record of the meeting.	N/A	N/A
Item 3. Matters arising from the minutes of the previous meeting			
3.1	The Business Plan has been updated to incorporate the suggestions made in the last meeting. Discussion of the Assurance Process (p. 8) should make clear that it will not interfere or seek to duplicate the responsibilities of the Site Engineer.	N/A	N/A
3.2	The Trustees have a period of 10 days to submit any additional comments on the Business Plan. After that it will be finalised and distributed when appropriate.	All	23/01
Item 4. Programme report			
4.1	Three new national programmes have been launched (Uganda, Afghanistan and Ukraine) since the last Board meeting and the IS is in discussion with 6 additional countries. Whilst this interest is encouraging, it puts further strain on our finances as we have not secured additional income.	N/A	N/A

4.2	A number of countries are struggling to disclose information. Only Guatemala disclosed in 2013. Progress is better where the programmes are better resourced.	N/A	N/A
4.3	In the current funding round, countries are being asked to show how any resources that are made available will support disclosure. If no disclosure is likely, it could reduce the likelihood of support being provided. Applicants will also be informed that the resources available might increase should we secure funding from the Dutch Government. They will be encouraged to think how they might use additional funds to promote disclosure.	IS	First Qtr 2014.
Item 5. Financial report			
5.1	The third year of the DGF grant has been approved. The administrative requirements are being completed and transfer of funds is anticipated in the next two months.	IS	First Qtr 2014.
Item 6. Funding			
6.1	The Dutch Ministry of Foreign Affairs appears likely to support CoST over three years at € 500k Year 1, € 250 k Year 2 and € 250k Year 3. It is hoped that the agreement will be finalised in the next few weeks.	IS	First Qtr 2014.
6.2	An EoI has been submitted to the Siemens Integrity Initiative for \$3.5 over three years. Shortlisted applicants will be asked in March to submit a full proposal and successful applicants will be informed during the European summer.	IS	First Qtr 2014.
6.3	The IS and Chair held a fundraising meeting immediately prior to the Board meeting. It concluded that (a) multilateral and bilateral donors are likely to remain the focus of our efforts, (b) we will explore the possibility of obtaining funding from Trusts & Foundations and if appropriate invest resources in securing their support and (c) we will make a further effort to raise funds from the EU/EC.	Ongoing	Ongoing
6.4	PM to send a copy of the fundraising meeting report (see 6.3) to Board Members.	IS	January 2014.
Item 7. Plan B			
7.1	Paper D was accepted in principle, although at least one Board member felt that Option 3 'Closing CoST' isn't really an option. The Board will review the situation in its next meeting.	All	April/May 2014.
Item 8. Other business			
8.1	The IS proposed to undertake a review of the transparency of the CoST international programme before the next Board meeting. No objections were made.	IS	April/May 2014.

Item 9. Date of next meeting

9.1	The next meeting will be held in late April 2014. An effort will be made to coordinate it with the next Open Contracting Steering Group meeting that is due to be held in Europe in the same month. The IS will circulate potential dates as soon as they are available.	IS	ASAP.
-----	--	----	-------

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



Christiaan J. Poortman
Chair

January 2014

Date