

Minutes of CoST Board Meeting No.24

15 January 2018 (*virtual meeting via teleconference*)

Participants			
Board: Chrik Poortman (Chair) George Ofori (GO) Alfredo Cantero (AC) Petter Matthews (PM) Frank Kehlenbach (FK) Vincent Lazatin (VL)		In Attendance: Marcela Rozo (MR) World Bank John Hawkins (JH) International Secretariat Elizabeth Dykstra-McCarthy (EDM) International Secretariat Soren Jensen (SJ) International Secretariat Sean Henderson (SH) International Secretariat (by Skype or phone) Charlotte Broyd (CB) International Secretariat (by Skype or phone) Hayley Sharp (HS), DFID Martijn Groen (MG), MinBUZA	
	Discussion & Decisions	Responsible	Deadline
Item 1. Chairman's Welcome and Opening Remarks			
1.1	The Chair welcomed Members and Observers and stated that he was pleased that the insurance company had paid out for the payment in error in Uganda and in effect the money had been recovered even if the court case was still pending.	N/A	N/A
Item 2. Approval of Meeting 23 Minutes			
2.1	The minutes from meeting 23 were approved as an accurate record.	N/A	N/A
2.2	Papers A and B were presented, outlining the minutes from meeting 23 and all actions from meeting 23 and updating the board on progress to date. The Board was satisfied with progress.	N/A	N/A
2.3	The IS clarified that the Board would be consulted about the national programme grant match-funding model either in a conference call or by email.	JH	March 2018
2.4	Minute 7.6 – The CoST IS is developing a consultation paper for the MSGs to consider on the how the Board will be constituted based on the decision of the last Board meeting. The feedback from the MSGs will be presented to the Board and would inform the final policy paper.	PM	March 2018
2.5	Minute 8.18 - the Honduras Infrastructure Transparency Index was launched last week. The Index is viewed to be important and is collecting the relevant information. Costa Rica and Panama are discussing how this can be adapted. Guatemala are more advanced and have appointed a consultant. Guatemala has agreed to do two versions of the index – one using the Honduras version and one using an adapted version with different weighting. A standard beta version of the indices and methodology will be published on	JH	March 2018

	the CoST website following completing of testing in Guatemala. This will be updated following further testing and consultation.		
2.6	Minute 3.4 – The CoST IS confirmed that the Annual report will be published in Q2 2018.	CB	June 2018
2.7	Minute 5.11, GO has contacted the Swiss State Secretariat for Economic Affairs (SECO) Ghana Office. There has so far been no response. MR may be able to assist through a contact at the Swiss Agency for Cooperation and Development.	GO MR	March 2018
2.8	Minute 4.2 - The CoST IS explained the problems regarded unrestricted and restricted funding and CoST's subsequent inability to accumulate reserves. The CoST IS reported that the EAP Board had agreed in principle to a donation to overcome this problem. However, there are some legal concerns which need to be resolved.	PM	Feb 2018
2.9	Minute 5.4 – MR to discuss with Vinay Sharma the current status of the AfDB Integrity Fund and who CoST should contact within AfDB.	MR	Feb 2018
2.10	Minute 8.7 – the Open Data Standard for infrastructure projects was delayed due to a misunderstanding by the consultant on the ToR and a standard developed in parallel Honduras. OCP are also keen to capture the process for adopting the new standard as part of this work. The CoST IS is reviewing the work to date and the Honduras standard to assess how work should move forward.	JH	June 2018
2.11	The IS clarified that the organisation is now known as CoST the 'Infrastructure Transparency Initiative'. The roll out of the new vision and mission has started with a designer commissioned for the new website and an update to the international film. CB is leading the roll out.	CB	June 2018

Item 3. Membership Categories

3.1	Paper C summarises the rights and responsibilities of a Member and Affiliate Member. The rights and responsibilities are based on previous discussion with the Board and reflects the flexible delivery model that was encouraged in the Strategic Review and Business Plan	N/A	
3.2	The Board was broadly content with the approach but felt that some of the requirements for Affiliate statuses needed to be strengthened. This included clarifying point 4 where CoST is not able 'endorse the reform' and strengthening point 5 concerning the periodic review of an Affiliates programme. It was also felt that asking for the publication of routine progress reports was too vague. Clarification was also requested for 'technical assistance at no cost to themselves and 'preferential rates'. The language should be more precise yet needed to maintain the flexible approach to Affiliate status.	N/A	
3.3	Potential Affiliates members would apply to join CoST and demonstrate which of the core CoST features they have incorporated or plan to incorporate into their approach to	N/A	

	transparency and accountability in public infrastructure. The Board said it would be beneficial to see an Application to join as an Affiliate Members to see how this would work in practice.		
3.4	A requirement to publish routine progress reports will forge an accountability link between the Affiliate member and their stakeholders and reduce the administrative burden on the CoST IS.	N/A	
3.5	The two Membership categories are not aimed at development banks. The relationship between CoST and the development banks is likely to be through strategic partnerships such as with the EIB and the World Bank.	N/A	
3.6	The CoST IS to develop a detailed guidance note on Member and Affiliate status based on this paper and the comments from the Board including the application process and more precise guidance on observing the CoST principles.	PM	March 2018
Item 4.	Financial Report		
4.1	The Board noted the 2017 expenditure report (paper D) and approved the 2018 forecast budget (paper E) in principle. The Board thanked SH and JH for the report.	N/A	
4.2	JH clarified that the same standard application process was used for grant applications from Members for the period July 2017 to June 2018. Grants ranging from £70k to £90k were awarded with countries receiving less than they requested. The IS provides reasons for the reduced amount.	N/A	
Item 5.	Advocacy		
5.1	CoST's co-sponsorship of Open Contracting Global 2017 in Amsterdam in November was considered a success. The event helped to build CoST's visibility and brand as an open contracting programme. Over 200 people with representation from 30 countries participated at the event. Working with Hivos, OCP and the B-Team helped to build a relationship with each partner and clarify how we add value to the common agenda. The Board congratulated the work of the IS on the success of the event.	N/A	N/A
5.2	GO, JH and Evelyn Hernandez (CoST Honduras Manager) held successful meeting with the Dutch Ministry of Foreign Affairs in the Hague following the Open Contracting event. The officials especially enjoyed hearing the lessons and impact from CoST Honduras. MinBUZA has agreed in principle renew its funding agreement with CoST. Further discussion will take place over the amount and duration of the agreement.	JH MG	
Item 6.	Potential Members		
6.1	The IS informed the Board that it is unlikely that they will meet the target agreed with DFID of 3 new members by March 2018. Although there is interest from a considerable number of countries it is unlikely that this will lead to applications to join CoST in first quarter of 2018. The IS believes this interest will turn into applications shortly thereafter.	N/A	

6.2	The Board agreed that the International Secretariat visit to Myanmar should go ahead as planned in early February but stated that no commitment should be made to work with the Government in the future.	PM	Feb 2018
Item 7.	Other Business		
7.1	Board members are asked to submit formal certified identification to meet UK banking regulations by the end of the month. SH will email each Board member requesting the required information.	SH	January 2018
7.2	MR to discuss the World Bank / CoST PPP partnership with the International Secretariat.	SJ	January 2018
7.3	GO notified the Board that he will shortly traveling to Uganda and offered to assist CoST Uganda.	GO	January 2018
Item 8	Future Meetings		
8.1	The provisional date for the next Board meeting in Kyiv is week commencing 14 th May 2018. IS to email the Board asking for their availability.	IS	January 2018
Item 9	Closing remarks		
9.1	The Chair thanked Members and Observers for their contribution to the meeting and felt that significant progress had been made.	N/A	

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



Christiaan J. Poortman
Chair

14th May 2018

Date