

Minutes of CoST Board Meeting No.34

29 September 2020 (virtual meeting via Zoom)

Participants			
Board:		In Attendance:	
Chrik Poortman (Chair)		Alexandra Habershon (AH) World Bank	
George Ofori (GO)		Rory Moody (RM), FCDO	
Petter Matthews (PM)		John Hawkins (JH) International Secretariat	
Gavin English (GE)		Charlotte Broyd (CB) International Secretariat	
Natalie Forsyuk (NF) (up to item 5)		Evelyn Hernandez (EH) International Secretariat	
Vincent Lazatin (VL)		Sean Henderson (SH) International Secretariat	
		Nora Pesheva (NP) International Secretariat	
		Soren Kirk Jensen (SKJ), International Secretariat	
		Zlatina Loudjeva (ZL), Strategic Advisor	
		Will Lodder, Auditor (item 7 only)	
		Luke Edwards, Auditor (item 7 only)	
	Discussion & Decisions	Responsible	Deadline
Item 1. Chairman's Welcome and Opening Remarks			
1.1	The Chair welcomed Board members and observers to the call and thanked everyone for their time and availability for the online meeting.	N/A	N/A
1.2	There were no apologies received.	N/A	N/A
Item 2. Approval of the minutes			
2.1	The minutes from 33 rd meeting in April were approved as accurate.	N/A	N/A
Item 3. Business plan			
3.1	A sub-group of CP, ZL and AH reviewed the previous draft and held a call to provide feedback. The response to their comments has been incorporated into the draft shared with the Board.	N/A	N/A
3.2	The key changes from the consultation version is a simplified Theory of Change, clarifying priority one, introducing a two-tier system for monitoring progress including 8 targets to measure against and a cost sharing model for technical assistance. Following approval by the Board, the language in the foreword, executive summary and introduction will be further sharpened. Publication will be the end of October or the beginning of November.	N/A	N/A
3.3	The sub-group confirmed that their comments had been dealt with. AH thought the changes were very good especially the additional language around COVID. She is happy to proceed.	N/A	N/A
3.4	JH to clarify the budget to avoid any misunderstanding over what may be considered fees and expenses. It was also	JH PM	Oct 2020

	agreed that the executive summary should be reduced and that consideration should be given to including the ToC. GO also suggested only referring to the business plan on the inside page of the document and identifying a high profile person to endorse the document.		
3.5	The Board thanked the hard work of the CoST IS in preparing a high quality document.	N/A	N/A
3.6	The Board approved the business plan for final editing, design and publication.	N/A	N/A
Item 4.	Funding update		
4.1	JH explained we are finalising the paperwork for a short-term agreement with FCDO for £200,000 from October 2020 to March 2021. The previous 5-year agreement ends on 30 th September 2020 and we are confident we have used all the funding. We don't expect a decision on funding for 2021-22 until late December or early January.	N/A	N/A
4.2	PM explained that the CoST IS will start working on a 'Plan B' in case we don't obtain new funding. There will be a presentation on this during the next board meeting.	PM JH	Dec 2020
4.3	CP appreciated the idea of developing a plan for the worst case scenario and suggested stating that the programme might be under threat if no additional funding is secured in the business plan.	JH PM	Oct 2020
4.4	NF is hoping to have a discussion with EIB representatives in Luxembourg and remains keen to engage with EBRD. Their interest is very much focused on open data.	N/A	N/A
4.5	There has been significant progress on developing a proposal for a CoST trust fund managed by the World Bank. AH thought that the donor meeting to identify interested in the trust fund would take place in November. AH suggested that the Business plan could be used to get other donors interested.	N/A	N/A
Item 5	CoST Uganda Governance Review & CoST Tanzania inactive status		
5.1	The Board approved a request from the National Construction Council to extend the inactive status of CoST Tanzania for an additional 6 months but without additional funding support. It was agreed that this was justified as a result of the impact of the Coronavirus Pandemic and upcoming elections.	EH	Oct 2020
5.2	EH explained that the CoST IS commissioned a governance review into the CoST Uganda programme at the beginning of the year. The two external reviewers confirmed unethical behaviour of the MSG and highlighted issues relating to the roles and responsibilities between AFIC (the host), the Secretariat and MSG.	N/A	N/A
5.3	The MSG unilaterally suspended the programme following a presentation of the report without considering the impact of their decision. The CoST IS is convening a meeting with the MSG and AFIC on Monday 5 October to discuss how to take the report recommendations forward. The Board will be kept	EH	Oct 2020

	informed of the outcomes from the meeting and the on-going discussions.		
Item 6	Forecast budget		
6.1	The Board approved the forecast budget for 2020-21 by email on a no objection basis.	JH	Oct 2020
Item 7	Annual General Meeting		
7.1	SH explained that submission of the audit report has been extended until end of December for UK companies.	N/A	N/A
7.2	The Board approved the audit report in principle pending approval of the forecast budget and with one correction. GE was appointed as a trustee on the 24 th January 2019 and had not resigned (p. 6 from the draft accounts).	LE	Oct 2020
7.3	The Board was content with the KIDD report.	N/A	N/A
7.4	The audit report to be signed electronically by PM and CP. The minutes of this meeting will be sent to the auditors to indicate approval of the accounts.	SH	Oct 2020
Item 8	Any other business & future meetings		
8.1	The Infrastructure Transparency Index and 'CoST applicability in a crisis' guidance note are currently being reviewed by a Board subgroup of GO, VL and NF. The Board will then be asked to approve the Index by email on a no objection basis.	CoST IS	2020
8.2	There were no safeguarding incidents reported since last meetings.	N/A	N/A
8.3	There were no conflicts of interest reported by Trustees since the last meeting.	N/A	N/A
8.4	CoST IS to issue a doodle poll for a meeting during the second week of December.	CoST IS	Oct 2020
Item 9	Chair's closing remarks		
9.1	The Chair thanked everyone for joining the call and the Secretariat for preparing the presentation and documents for this meeting and for the team joining in the very early or very late hours.	N/A	N/A

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



Christiaan J. Poortman
Chair

10/12/2020
Date