

# Minutes of CoST Board Meeting No.54

## 26 November 2024

PARTICIPANTS	
<b>Board</b> Chrik Poortman (CP), Chair Kittidej Chantangkul (KC), Private Sector Rueben Lifuka (RL), Co-opted Petter Matthews (PM), CoST IS James Mwangi (JM), Private Sector Gloria Patricia Rincón Mazo (PR), Government Claire Schouten (CS), Civil Society Eyasu Yimer (EY), Civil Society <b>In attendance</b> Rajiv Lall (RL), Incoming chair	<b>International Secretariat</b> Sean Henderson (SH), CoST IS Evelyn Hernandez (SH), CoST IS Melina San Martin (MSM), CoST IS

Discussion & decisions		Resp.	Deadline
<b>Item 1. Chairman's welcome and opening remarks</b>			
1.1	CP welcomed those present and in particular, the new incoming Chair, Rajiv Lall, who was present as an observer. The Chair indicated that the next in-person board meeting in March 2025 will be the official transfer of the role to RL.	N/A	N/A
<b>Item 2. Approval of the minutes &amp; matters arising – Papers A &amp; B</b>			
2.1	The minutes from the 53 <sup>rd</sup> meeting were approved as accurate.	N/A	N/A
2.2	PM explained that Oleksii Sobolev will step down as a Board member at the end of the year.	N/A	N/A
2.3	CP commended the good work completed and he success achieved, including the improved financial situation.	N/A	N/A
2.4	Following the advice of the Board regarding the intellectual property of the ITI, PM explained that the Hogan Lovell pro-bono legal advisor confirmed that there are no	PM	Dec 2024

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	immediate risks. We were advised to explicitly claim copyright in all published materials.		
2.5	We were advised to consider trademarking the ITI in selected jurisdictions. The costs and complexity vary between jurisdictions. There are strict rules surrounding trademarks, particularly regarding names, branding, colours and language. For example, 'Infrastructure Transparency Index' may be too broad for trademark purposes.	N/A	N/A
2.6	The Board agreed that proactive measures are worth pursuing to ensure risks are mitigated. The Secretariat will assign a staff member to lead on this and further explore copyright registration procedures.	CoST IS	Ongoing
2.7	The Board asked the Secretariat to provide an update on the CoST approach to Monitoring & Evaluation within the context of the strategic plan. It was explained that M&E is a critical component of the strategic plan and will be closely tied to a review of the Theory of Change, which is scheduled to begin in January. An update will be provided in the next meeting.	JH MSM EH	Jan 2025
2.8	PM confirmed the addition of an arbitration clause in the MoU between EAP and CoST, following UK arbitration procedures. PM will share with the Board for approval.	PM	Jan 2024
2.9	The Board asked for an update on the membership discussions and the status of the policy paper. EH explained that the Senior Leadership Team will be working on a revised version of the membership policy paper, interlinked with the strategic plan, in the second week of January. The updated paper will be presented to the Board in the next in-person Board meeting in March 2025.	EH	March 2025
<b>Item 3.</b>	<b>Financial report – Paper C</b>		
3.1	The Board approved the Q3 management accounts for 2024 and the 2025 forecast budget.	N/A	N/A
3.2	As requested by the Board during the previous meeting, key areas of expenditure and their allocation against strategic objectives were highlighted in Annex E.	N/A	N/A
3.3	The Board asked about the frequency and format for reviewing the risk matrix. SH noted that the current approach focuses on sharing key risks only as previously requested by the Board. PM stated that the full risk register will be updated as part of the strategic plan exercise and presented to the Board for review.	N/A	N/A
3.4	The Board asked about the regional distribution of grants between members. SH explained that, at this stage, we do not have certainty on who will be awarded grants for 2025. The financial report offers a breakdown by country once	SH	February 2025

	grants have been awarded, but most of the income now comes on a project-based basis and there is not much possibility of manoeuvre.		
3.5	PM explained that CoST tools and standards were accepted as part of the UK Expertise Offer (UKEO) within the Green Cities and Infrastructure (GCIP) Programme. The UKEO responds to demand from UK Embassy's and High Commissions for operational tools and solutions that enhance the quality of urban planning and resilient infrastructure delivery in developing countries. CoST will need to be contracted by a GCIP Alliance Partner to provide assistance through UKEO, most likely EAP. Reimbursement for support provided will be additional to grant support for CoST.	MSM	March 2025
<b>Item 4.</b>	<b>Transition plan for the new Chair</b>		
4.1	PM explained that CP will take on the role for Special Advisor in the new year when he steps down as Chair. PM will finalise the job description for the Special Advisor role.	PM	Jan/Feb 2025
4.2	CP and RL will meet in Washington DC to discuss CoST and the Chair role.	CP RL	TBC
4.3	To facilitate the new Chair's induction, a series of briefing sessions will be organised, each lasting approximately 45 minutes. These sessions will be spaced out over a three-month period and will cover specific topics to be agreed upon. This process will culminate in the in-person board meeting in March 2025.	PM, RL	March 2025
4.4	Efforts will also be made to introduce RL to key stakeholders, starting with the FCDO. The IS will organise a high-level meeting with FCDO officials. An introduction with the State Department will be also planned in due course.	N/A	N/A
<b>Item 5.</b>	<b>2025 Board member elections and rotation</b>		
5.1	PM presented the proposal for the upcoming board elections, suggesting a slight change to the current approach to ensure a fair and diverse board representation across regions.	N/A	N/A
5.2	The Board approved that Latin America would elect a new representative for Government in early 2025 to replace Oleskii Sobolev. This is to ensure balanced regional participation on the Board.	CoST IS	First quarter of 2025
5.3	The Secretariat will develop a strategy to encourage more women nominations for this role.	IS	March 2025
<b>Item 6.</b>	<b>Strategic Plan</b>		

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6.1	PM explained that progress on the strategic plan has been limited since the last board meeting. Securing the additional funding FCDO and the State Department and delivering on these commitments has taken priority. The Senior Leadership Team will be meeting in January to work on the strategic plan, with the aim of presenting an update to the Board at its next call.	PH EH JH	January 2025
6.2	CS raised concerns about the urgency of post-war reconstruction and how this can be linked to the strategic priorities. The CoST IS will include an approach on post-war reconstruction in the draft strategy.	PM JH	January 2025
6.3	The Board discussed how the CoST brand is used by members and how to balance the ownership many MSG members and the local teams often have versus not crowding out local organisations.	N/A	N/A
6.4	Strategies for countries with multiple members (e.g., Indonesia) and subnational status were discussed, with suggestions to grant membership to entities in cases where broader government support may be difficult.	N/A	N/A
<b>Item 7.</b>	<b>Board meeting dates</b>		
7.1	The board agreed to hold a call week commencing 27 January 2025 to focus on the strategic plan. An in-person meeting will be scheduled for the week commencing 17 March. No decision was made on the location yet. SH to share date options for the call with Board members.	SH	December 2024
<b>Item 8.</b>	<b>Any other business</b>		
8.1	EH provided an update on the private sector regional workshop delivered in Panama City, which focused on galvanising the private sector against corruption. The workshop gathered data from infrastructure platforms and triangulated these findings with survey results to identify key issues affecting the sector. EH explained that the IS plans to award grants to the private sector to implement the Infrastructure Anti-Corruption Toolbox (IAC). The process will also involve advocacy for reforms. This will be shared in the next board meeting for further discussion and to identify potential actions moving forward.	EH	March 2025
8.2	PR commended the IS for the success of the regional workshop in Panama, which provided a valuable opportunity for stakeholders to strengthen ties with the Board as ambassadors. Side-meetings included discussions with members of the Panama Congress and the UK Embassy. It was proposed that this approach should be encouraged, as it can add significant value and enhance reach of regional and national efforts.	N/A	N/A

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Item 9.	Chair's closing remarks		
9.1	The Chair thanked members for their participation, with a special thanks to RL.	N/A	N/A

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



31 January 2025

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Christiaan J. Poortman  
Chair

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Date