

**Minutes¹ of a meeting of the Board of Publish What You Fund (PWYF)
Held at China Works, 100 Black Prince Road, London, SE1 7SJ and conference call
on Tuesday 19 March 2024 at 15:00**

Director	Paul Lenz – Chair	Conference Call
	Giles Bolton – Trustee [part – connection issues]	Conference Call
	Jo Hine – Trustee	Conference Call
	Al Kags – Trustee	Conference Call
	Hetty Kovach – Trustee	Conference Call
	Andrea Ordonez Llonos – Trustee	Conference Call
	Justine Tordoff	Conference Call
	Michael Jarvis	Conference Call
	Karolina Olofsson [from 3.20 due to connection issues]	Conference Call
	Jenna Slotin	Conference Call
Attendee	Gary Forster – CEO	Conference Call
	Alex Farley – Project Manager	Conference Call
	Linda Grimsey – Operations Manager	Conference Call
	George Ingram – Chair of Friends of PWYF	Conference Call
	Loretto Leavy – Company Secretary	Conference Call
	Sally Paxton - U.S. Representative	Conference Call
	Alex Tilley – Research Manager	Conference Call
	Paul James - Research Manager - DFI Transparency Initiative	Conference Call

Preliminary Items	
1.	<p>Welcome, quorum & declarations</p> <p>The Chair welcomed everyone to the meeting, noting that the meeting would focus on strategy and impact; performance and decision making items were taken first to allow this focus.</p> <p>The Chair confirmed that a quorum was present and declared the meeting open. Pursuant to section 177 and 182 (as applicable) of the Companies Act 2006 and in accordance with the articles of association of PWYF, each of the directors present declared the nature of all interests in the business proposed to be transacted. There were no other new declarations of interest in relation to matters on the agenda.</p>
2.	<p>Minutes</p> <p>The Board approved the minutes of the meeting held on 12 December 2023 (Paper 2), subject to insertion of website links [Published: March 2024].</p>
3.	<p>CEO performance and funding update</p> <p>The Board noted the CEO update (paper 3) and the February monthly email updates included within that report. The papers were taken as read and a brief discussion held on project updates to allow the meeting to focus on strategy development. All projects and budgets were tracking well against deliverables.</p> <p><u>2024 Aid Transparency Index</u>: The Index was on track to launch with the first round of data collection and analysis complete and the second round not yet begun. The team were currently working on drafting a series of blogs and chapters. Brookings had kindly agreed to host the launch of the Index in July. Operational funding arrangements were progressing so that IATI could transfer the grant for the 2024 Index. Initial discussions on the funding for the next iteration of the Index had also been initiated. A new IATI Executive Director had not yet been appointed. A number of opportunities to present on the Index would be taken as part of the upcoming IATI Member Assembly and Community Exchange events in Columbia.</p>

	<p>DFI Transparency Index: Work continued on liaising with CIFF on co-funding the upcoming DFI Transparency Index with discussions held with stakeholders and CIFF on how to integrate climate transparency further into the DFI Index. DFI mobilisation continued to be a focus with a report and recommendations being drafted for launch at the Spring Meetings of the World Bank.</p> <p>Mobilisation: The expert working group sessions continued with senior representative input. Initial feedback from meetings in the prior week had been positive. The launch of the recommendations on reforming the measurement and disclosure of mobilisation data was planned for April, and this would be hosted by CGD. A strong panel had been confirmed.</p> <p>Gender & 2XChallenge: The article on the state of gender data called for major action to improve the gender financing data. This had been very well received including coverage by Devex. The team had engaged with the 2XChallenge and certification project on this and had good traction. This resulted in the PWYF recommended transparency indicators being adopted within the 2X Challenge and Certification scheme.</p> <p>International Development Association (IDA21): The CEO suggested, and the Board discussed potential options to explore which would advocate for transparency improvements at the World Bank Group. Action: The CEO would highlight any intended input to the twenty first replenishment of the International Development Association (IDA21); this was part of the World Bank funding.</p> <p>USAID localisation: A follow up localisation report had commenced which aims to analyse the USAID 25% goal for localised funding. This goal had bi-partisan support and interest and therefore the second report was well timed.</p>
4.	<p>Finance Update</p> <p>The Board noted the Finance Committee minutes from December and the January Finance Report. The Chair of the Finance Committee gave an overview of discussions at the last Finance meeting, noting that the Accounts had been finalised and signed following approval at the December meeting. The meeting noted the current cashflow position, funding projection of cashflow and expenses overview.</p>
5.	<p>Appointment</p> <p>The Board noted the supporting paper. At the December meeting, Al Kags was approved as Chair designate. Following discussion, the Board approved that:</p> <ul style="list-style-type: none"> • Al Kags would take the Chair role at the conclusion of the March Board meeting. • Al Kags was re-appointed for three further years to 10 March 2027. • Paul Lenz would remain on the board until the end of the year as part of the Chair transition and to assist with the strategy development (expected retirement date of 31 December 2024).
6.	<p>Trustee Appointments</p> <p>The Board noted the supporting paper on trustee re-appointments, the overview of tenure, and the upcoming board evaluations. Following discussion, the Board approved:</p> <ul style="list-style-type: none"> • Giles Bolton's re-appointment until the conclusion of the strategy, likely to be October 2024. • Justine Tordoff's re-appointment for a further three years to 10 March 2027, following the end of the first three-year term in March 2024. <p>Following these appointments, the updated overview of Trustee tenures would be circulated to Trustees directly after the meeting (with the decision and action overview). The Board agreed to participate in a board and director review. Action: A Board evaluation and director self-assessment questionnaire would be circulated and a report on this would be submitted to the June meeting.</p>
7.	<p>PWYF Annual Agenda Cycle</p> <p>The annual cycle was noted.</p>

Strategy	
8.	<p>Strategy session</p> <p>The Board noted the supporting paper on the development process for the 2024 – 2027 Strategy. The paper was developed by the Publish What You Fund team and shared with the PWYF Board and the Friends of PWYF to ensure that all were engaged early in the development work. Several internal horizon scanning, and strategy sessions had been held with the team and a member of the Friends PWYF Board; this was discussed at their Board the prior week with the Chair and Chair Designate in attendance. The direction of travel had been well received and a summary included within the paper.</p> <p>The Board were asked to discuss the key elements in the paper so that a roadmap could be determined for development of the plan. The supporting paper outlined the process undertaken so far, the context and history of our strategic development, our strengths, areas for further development, and a potential framework for the strategy. The Board noted that this was the first stage of the strategy development which included a verification on the alignment of ideas.</p>
a.	<p>Impact</p> <p>The Board noted that following the discussion on impact at the December meeting, significant strides had been made in capturing PWYF's impact. A shared document had been established which allowed the team to easily track examples of impact; this usefully gives sight of interim impacts of projects. 47 impact examples have been captured in the last three months, including high levels of impact across our key stakeholders. The Board congratulated the team on the examples shared and noted that this would be important as the new strategy unfolded.</p>
b.	<p>Horizon scanning/ Strategic Landscape</p> <p>The Board discussed the strengths and challenges being aid transparency experts whose contribution to policy and scrutiny bodies and the wider transparency community is valued. The Board discussed a number of items and agreed on a number of follow up actions to be considered ahead of the formal strategy consultation:</p> <p>Action: The use of AI was the next big question to be tackled over the coming months; this would include consideration of both the potential for AI to enhance our work but also potential analysis of funding of AI activities in the aid and development space.</p> <p>Action: High level review of the potential impact of key national elections and their potential effect on PWYF strategy proposals and the wider impact on further shifts of emphasis between ODA and MDBs.</p> <p>Action: Highlight that the work on the Indexes allows for disclosure on more specific issues such as climate and gender etc.</p> <p>Action: Further consideration of PWYF's role in international data publishing verses driving local changes (linking to the engagement pillar in the last strategy). Experiment in the strategy period with potential local alliances and partnerships such as the local advisory boards approach used in prior research.</p>
c.	<p>Strategic questions</p> <p>The Board discussed the strategic questions including funding flows, the potential principles on which to focus, roles in promoting data use or stakeholder engagement, the overview of the actors in PWYF's ecosystem, and gaps in our approaches that could assist in how PWYF works with organisations. The Board agreed that the professionalism and credibility of the team should not be taken lightly; these are significant strengths. Additionally, consideration should be given to packaging training modules which could be produced in a couple of months and then leveraged as needed.</p>
d.	<p>Process for the remaining year</p> <p>The Board discussed next steps in the development of the strategy. Further research would be undertaken on the key areas. An external consultation on the strategy would also be undertaken given the focus on supporting advocates and other stakeholders.</p>

	<p>Action: It was noted that an additional session would be held over the summer which reviewed the direction of travel prior to the approval of the strategy.</p> <p>Action: Additional adhoc sessions would be put in place where input was required on any significant issues.</p> <p>Action: As part of the strategy consultation, add a validation point on the retrospective delivery of the prior strategy.</p> <p>The strategy development process was agreed by the Board.</p>
Governance / Approvals	
9.	<p>Formal handover of the Chair</p> <p>The Chair formally handed over to Al Kags at the conclusion of the meeting. The outgoing Chair was thanked by the Board.</p>
10.	<p>Review of social media policy</p> <p>The Policy was endorsed by the Board; two additional changes would be made relating to the inclusion of consultants and a change to the last paragraph on page 6.</p>
11.	<p>Date of Next meetings:</p> <ul style="list-style-type: none"> • Monday 17 June 2024 • Thursday 26 September 2024 • Wednesday 11 December 2024 <p>There was no other business. The meeting closed at 16.35</p>
For Reference	
12.	Monthly updates – February (see paper 2)

ⁱ Minutes publication policy:

Please note these minutes are published in full; redactions are marked clearly where this information relates to:

- Personal Information
- Information obtained in confidence
- Commercial interests.