

Minutes¹ of a meeting of the Board of Publish What You Fund (PWYF)
Held by conference call and at China Works, 100 Black Prince Road, London, SE1 7SJ
on Wednesday 11 December 2024 at 15:00

Directors & Trustee	Al Kags – Chair – except item 4 and 6	Conference Call
	Paul Lenz	Apologies
	Giles Bolton	Apologies
	Jo Hine	Conference Call
	Hetty Kovach	Apologies
	Andrea Ordonez Llonos	Conference Call
	Justine Tordoff	Conference Call
	Michael Jarvis	Conference Call
	Karolina Olofsson	Conference Call
	Jenna Slotin	Conference Call
Attendees	Gary Forster – CEO	Conference Call
	Linda Grimsey – Operations Manager	Conference Call
	George Ingram – Chair of Friends of PWYF	Apologies
	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
	Verity Jowett – incoming Company Secretary	Conference Call

	Preliminary Items
1.	<p>Welcome, quorum & declarations</p> <p>The Chair welcomed everyone to the meeting focused on funding opportunities and assumptions ahead of approval of the annual budget. 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 director declared the nature of any interests in the business of the meeting. There were no other new declarations of interest.</p> <p>The meeting welcomed Verity Jowett who was the incoming Company Secretary (see item 7).</p>
2.	<p>Minutes</p> <p>The Board approved the minutes of the meeting held on 2 October 2024 subject to one change of date, noted by LL [Published: 12 December 2024].</p>
3.	<p>CEO performance and funding update</p> <p>The Board noted the CEO update (paper 3), and the October and November monthly email updates included within that report.</p> <p>DFI Transparency Initiative: Noted as on track.</p> <p>Localisation: The Board were advised that the latest output for this project is ready to launch next week. The Board noted the positive feedback received to date. GF noted that findings of the latest research illustrate that USAID were the only organisation seriously measuring localisation. An event to mark the new research will take place in the New Year.</p> <p>UK Aid Transparency Review (UKATR): The update was noted. It is anticipated that this work will have a significant impact due to the number of organisations with opportunities to improve their transparency. A launch event will take place in October 2025</p>

	<p>Mobilisation: PJ shared an update on the mobilisation work. Although this project is now finished, it continues to have an impact. A launch event was held with the Centre for Global Development and PWYF were invited to be part of OECD work on improving their transparency. A funding proposal to support additional work in this area, with a focus on advocacy, is being put together.</p> <p>General Funding Update: PWYF's agreement with the Children's Investment Fund Foundation was signed in November and the first payment received. The advance payment has been received. The funding position for this program is looking positive for the next 12 months.</p> <p>Aid Transparency Index Funding: The Board discussed in detail the response to further funding from IATI of the Aid Transparency Index (Index).</p> <p>Action: The IATI Index funding reply would be circulated to the Board. [completed: 11 December 2024] The Board discussed the challenges in funding the Index, potential alternatives, and the risk that the Index could lapse if funding was not sourced.</p> <p>Action: The Board agreed that further consideration would be given to the matter in an additional meeting in early January.</p> <p>Action: Ahead of that meeting, the Trustees would investigate within their networks the potential reaction in the transparency community to a lack of funding for the Index.</p> <p>It was agreed that the January meeting would discuss the timeline to June 2025 when work on the Index would normally start, any further insights on rationale and politics relating to future funding by IATI and other potential funders, a number of different plans to address the funding gap, and any additional strategy changes required as part of the response. The Board would also consider the development of an piece of research to strengthen the case for transparency and accountability.</p>
4.	<p>Finance Update</p> <p>The Board noted the verbal update on the finance report to year end. JH highlighted that year end accounts do not need to be submitted until the 30th June 2025 but the aim is to complete them as soon as possible. It was noted that expenses were marginally higher due to mopping up activities but that activity was in line with expectations. JH reported ongoing issues with auditor availability.</p> <p>Trustees agreed to delegate to JH and LG the finalisation of the accounts, subject to deviation.</p>
5.	<p>PWYF Annual Agenda Cycle.</p> <p>The annual cycle was noted.</p> <p>Action: The 2025 dates had been circulated and further revisions would be made.</p> <p>There was potential to bring Trustees over to London (subject to funding position) for the DFI launch in June.</p>
	Strategy
6.	<p>Strategy</p> <p>AK could not attend this session but asked that the need for improved definition of localisation be raised.</p> <p>GF presented the strategy document and shared the positive feedback received from stakeholders during the review process. He highlighted comments on the impact of the research team and how well respected the organisation is. GF explained that pillars 2 and 3 remain essentially the same from the previous strategy, as this is vital work that has not been finished. Pillar 1 was focused on engagement/accountability between data publishers and data users. Learning from the previous strategy is that PWYF is not best placed to deliver this work, as a Northern organisation. The importance of PWYF as a provider of training and support on data has come out through the</p>

	<p>stakeholder engagement. Requests for training have been received from a number of organisations including the Gates Foundation and Save the Children. Further reflection will be needed on whether to charge for this, which will have regulatory implications.</p> <p>The Board were happy with the direction of travel with the draft strategy and specifically praised the learning from the previous strategy, tone and accessibility. The team were thanked for their hard work. The positive feedback from stakeholders was also noted by the Board.</p> <p>It was agreed that the team should reflect on the developments vis a vis IATI before finalising the strategy.</p> <p>Action: During this time, the strategy would be reviewed further to:</p> <ul style="list-style-type: none"> • Reflect the Aid Transparency Index Funding challenge. • Reframe the three pillars so that this aligned more closely with donor communication. This should ensure that the strategy frames our issues, challenges and risks. Review vision and mission. KO and JS will provide support in this review. • Reflect that PWYF is the leading voice on transparency. • Reflect the ability of the Index to provide transparency with changing global politics. • Approach training and helpdesk functions with a strategic product rather than making it available on an informal basis. • Include a section on PWYF being a learning organisation • Potentially review lending transparency and other areas such as climate.
	Governance / Approvals
7.	<p>Review of annual accounts</p> <p>The Board noted the draft accounts as set out at paper 6. The Chair of the Finance Committee and Operations Manager gave an overview.</p> <p>The Board approved in principle the accounts. The Chair of Finance Committee and Operations Manager were delegated the authority to finalise the accounts and letters of representation and to sign the documents on behalf of the Board. A final copy would be circulated to the Board.</p>
	Farewells: Paul Lenz and Giles Bolton
	<p>Company Secretary Appointments</p> <p>The Board approved the three year appointment of Verity Jowett as voluntary Company Secretary as at 12 December 2024. The Board thanked Loretto Leavy for serving as Company Secretary for three years and noted the retirement date of 11 December 2025. An updated tenure and skills overview will be circulated with the Board actions as part of the handover.</p> <p>Membership of the Finance Committee would be reviewed in the coming months.</p>
	<p>AOB: Localisation Definitions</p> <p>Action: The Chair raised the need to consider further the definitions used in Localisation,</p>
8.	<p>Date of Next meetings:</p> <ul style="list-style-type: none"> • Action: 2025 dates would be circulated. <p>There was no other business. The meeting closed at 16.55</p>
	For Reference
9.	Monthly updates – October and November (see paper 2)

ⁱ Minutes publication policy:

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

Draft Minutes