Open Government Partnership (OGP)
DRAFT Steering Committee Meeting Minutes
London, United Kingdom
July 11-12, 2013

Thursday, July 11: Working-level Steering Committee Meeting

Welcome and Update on Progress

The Government of the United Kingdom welcomed delegates to the meeting and invited the Support Unit (SU) Executive Director to present an update on activities since the last meeting in April. This included:

- The appointment of Joe Powell, the Deputy Director of the SU who started in May and Kay Hixson, the incoming SU Communications Director who will start in July.
- Developed a specification for the redevelopment of OGP's website; selected a vendor who will begin work in July to complete the project by early October.
- Supported the Government of Kenya's hosting of the first OGP Africa Regional Event at the end of May.
- Began working with 4 multilateral institutions (World Bank, IDB, OECD and UNDP) to agree on the terms of their partnerships with OGP and develop initial work plans.
- Hired a consultant who is currently researching 10-15 OGP case studies.
- Launched the pilot phase of OGP thematic working groups (more details below).
- Submitted a proposal to the Ford Foundation and initiated conversations with several bilateral aid donors.

The Chair then invited the Independent Civil Society Coordinator (CSC), Paul Maassen, to speak about progress in his outreach efforts. He highlighted the following:

- Published 15 country articles that describe first year experiences of civil society-government collaboration in OGP countries. (Dissemination via civil society newsletter and OGP blog.)
- Worked directly with the Government of Kenya to support civil society participation at the Africa Regional Event in late May.
- Launched a website for OGP civil society at ogphub.org and established a regular biweekly newsletter that is sent to over 800 civil society actors.
- Hosted a successful learning event in early July for civil society leaders from the countries that chair, chaired or will chair OGP to share experiences.
- Provided direct in-country support to 7 countries from across OGP.

Governance and Leadership: Governance Issues

The session began with a discussion of the timeline for revising the OGP Articles of Governance to reflect changes in OGP policies since the Articles were approved in June 2012. SC members

suggested the SU produce a table referencing the SC decision that resulted in each change and include a final step of publishing public comments. The updated timeline for the revisions to the Articles is as follows:

July 24, 2013	Support Unit circulates revised Articles of Governance with track changes to Governance and Leadership (GL) subcommittee.
August 9, 2013	SU and GL finish review and circulate to the entire Steering Committee.
August 23, 2013	Deadline for SC members to send comments back to the Support Unit, which will then integrate comments in a final draft.
September 2, 2013	4-week public comment period opens.
September 30, 2013	Public comment period closes. Revisions and final review.
By October 18, 2013	Support Unit posts updated Articles of Governance, as well as public comments and (as appropriate) OGP response.

The SC then discussed the proposed elections process for government rotation on the OGP Steering Committee. During discussion, members noted that the paper was complicated due to the many requirements of the transition election in 2014.

In discussing the paper there was agreement on the following:

- A regional balance mechanism requiring a minimum of one SC seat per region and a maximum of three seats from any one region.
- Synchronize the timeline for civil society and government rotation and combine these in one document.
- Shift the rotation and election from October to September to reflect when the founding members of the OGP and SC began their terms.
- Reference the role of the outgoing lead chair, as agreed in April.
- Refine language on eligibility qualifications to require that candidate countries have 'met their financial commitments to OGP.'
- Respect the 2-term (6-year) limit when selecting future OGP chairs.
- Suggestion to organize a 'transitional' SC meeting in which outgoing and incoming members participate.

The SU Executive Director introduced a discussion on the allocation of staff time within the Support Unit. Given the small size of the team, she asked for SC support in shifting the balance of time from staffing the Steering Committee and subcommittees (internal) to better supporting the broader OGP membership (external). There was agreement that:

- The PLS and CS subcommittees will shift to a schedule of monthly (versus biweekly) meetings. This will also allow for more lead time to prepare and review documents.
- The SU will continue to staff the subcommittees, but will work with the subcommittee chairs to identify specific tasks for committee members to take on.
- To ensure efficient day-to-day execution, the SC should institutionalize more delegation to the SU; to this end, the SU will consider delineating roles and responsibilities in writing.

Civil society co-chair Warren Krafchik outlined the objectives of a proposed 'progress review' of OGP. There was agreement on the following:

- OGP would benefit from a 'health check' to review our structures, processes and staffing and assess whether we are set up to achieve success.
- While a focus on outcomes would be premature at this stage, the progress review should help inform the approach for a mid-term evaluation of OGP at a future date.
- The SC will set up an ad hoc group -- consisting of one government, one civil society member, and the SU -- to oversee the review. Alejandro Gonzalez will be the civil society representative; governments agreed to consider and report back.
- This group will table a draft Terms of Reference at the next SC meeting, with the goal of commissioning the review in early 2014.

Governance and Leadership: Fundraising and Budget

The governments present at the meeting updated the SC on the status of their 2013 financial contributions to OGP. South Africa, the Philippines, Norway and the UK have now paid in full. The US will submit its 2013 contribution by the end of October at the conclusion of its current grant. Mexico, Indonesia and Brazil are working through internal processes.

Some countries indicated that the letter from the Tides Center was helpful in clarifying the current legal status of OGP. However, the Support Unit will need to consider other institutional options in the longer-term, particularly as OGP plans to request financial contributions from a much larger group of countries. The Support Unit will work with GL to produce an options memo on the subject.

At its April meeting, the Steering Committee agreed that OGP should move toward a model where all member countries are required to contribute to the operational budget of OGP. This decision was based on the following:

- A dues model would encourage greater ownership of the process for all countries, as well as cost sharing for activities such as the biannual IRM reports.
- It would ensure more sustainable and predictable funding, helping to address the resource shortfalls the Support Unit has been facing.
- Many international organizations and initiatives require all countries to contribute.

At the July meeting, the SC confirmed agreement on the principle of cost sharing and discussed possible next steps. While some argued the level of contributions should eventually be the same for both SC and non-SC member countries, all agreed the process should be transparent, and possibly phased in over time. The SC agreed to the following next steps:

- The SU and GL will develop a more detailed proposal on government contributions to be shared in advance of the October Summit.
- OGP should ensure that non-SC countries are properly consulted on the proposed policy and have an opportunity to provide feedback in October.

- The proposal will need to be mindful of transaction costs and would likely not come into full effect until 2014 or 2015.

Finally, the SC briefly discussed the 2013 budget, and how it has changed since the version agreed in December. SC members did not voice any objections to the revised budget, but did request a subsequent update on FY 2013 spending to date.

Multilateral Partnerships

The Support Unit updated SC members on the status of conversations with four multilateral partners (OECD, World Bank, IDB and UNDP), and the SC enthusiastically endorsed their letters of intent. [Due to timing, SC members asked for an additional week to circulate the UNDP letter, but did not anticipate any concerns.] The SU will work with GL to send an official response to each institution. Members inquired about the two multilaterals that did not respond to the original invitation letters from OGP, and SC members offered to follow up on an individual basis.

The SU explained that it is currently working with each of these organizations to develop informal work plans to outline areas of collaboration. Several members suggested that these work plans be made public to ensure clarity about the relationship between OGP and its multilateral partners. The SC also agreed that the multilaterals should be encouraged to bring their own commitments to the October Summit. Moving forward, the SC agreed to invite multilateral partners to attend the relevant sessions of at least one OGP Steering Committee meeting each year to help inform discussions related to country support and peer exchange.

The SC then discussed a proposal to send a letter to the UN Secretary General (by August 1) emphasizing the importance of including a focus on open governance principles in the post-2015 development framework, as outlined in the HLPEP report. GL will take the lead on drafting the letter, and the SU will circulate to all SC members for approval.

Presentation from the OGP Media Council

Over lunch, Richard Sambrook (former Director of Global News for BBC) described the remit of the newly formed OGP Media Council. The Council, which is comprised of high-profile journalists from all regions, will provide expert guidance on how OGP can better partner with the media to promote our shared objective of more open and accessible government. To inform a white paper that the Media Council will produce, Richard is collecting input from more than 200 journalists and media leaders from around the world. The Media Council will present some initial recommendations to OGP in late July or early August and will organize a session at the October Summit to discuss the white paper.

Peer Learning and Support

The Support Unit updated the SC on steps taken since April to launch several OGP thematic working groups. There are currently five potential working groups at various stages of development. The Fiscal Openness Working Group was the first group to issue invitations and has scheduled an initial webinar for July 30th.

During the subsequent discussion on a concept note for the pilot phase, participants made the following recommendations:

- There should be a limited number of working groups in this initial pilot phase with the possibility for future expansion based on demand.
- We should clearly articulate the objectives of the pilot phase and note that in late 2013 we will review lessons learned to refine the approach.
- More clarity is needed on who identifies the civil society members for each group.
- To ensure clear communication about the working group pilot phase, the SU should consider posting a blog on this issue.

Also from the work of the PLS subcommittee, the SC discussed the proposed 'OGP Success Stories' template, following on the agreement at the April SC meeting that all founding 8 countries should produce one self-reported case study. Members agreed to:

- Focus on how the stories inspire, but not to call them success stories.
- Produce a story by August 30th and ask Cohort 2 countries to do so as well.
- Draft stories in their native language with an English translation if possible (or just in English)
- Incorporate minor revisions to the template, including requesting visuals.

Criteria and Standards (C/S)

The Independent Reporting Mechanism Program Manager, Joseph Foti (participating remotely), updated the SC on IRM activities since the last SC meeting. These included:

- The hiring of two additional full-time staff and two interns.
- Meeting with the IEP technical advisors in London to review progress on the Cohort 1 reports and continue planning for future reports.
- Five of the eight Cohort 1 countries have IRM reports that are going through review. Reports from Norway, Indonesia and the Philippines are still being finalized.
- The IRM has now closed the open call for researchers for Cohort 2 reports in 36 of 39 countries and is reviewing applications. The call is still open in Denmark, Jordan and Spain.
- There are several Cohort 2 countries where there has been little or no activity on OGP, and where it may not make sense for the IRM to hire a local research team.

At the request of several governments, the IRM Program Manager agreed to extend the period for initial government comment on draft reports from five days to two weeks.

The SC discussed proposed clarifications to the role for the IRM Senior Advisors and agreed on the following recommendations (from the background memo):

- The IEP Technical Experts will serve the exclusive role of quality control for the IRM, with Senior Advisors acting in an "opt-in" advisory role. The Senior Advisors will still be asked to champion and defend the independence and credibility of the IRM.
- On an as-needed basis, the Senior Advisors will play a role in promoting uptake and discussion of IRM results at the national level in certain countries.

These recommendations were approved with the caveat that the IRM Senior Advisors may still need to interact on occasion with the Steering Committee. The next step is for the IEP to propose a short-list of recommended names to the Steering Committee, beginning with an advisor from Latin America. Some members suggested that OGP may still want to consider engaging a VIP figurehead to help promote the overall initiative, but this proposal was tabled for a future discussion.

The Criteria and Standards subcommittee presented recommendations to implement a biannual calendar for OGP (as approved in April). There was agreement on the following:

- Countries should be required to produce an interim self-assessment report with three components:
    - Assessment of consultation process in action plan development
    - Assessment of implementation of the commitments in the action plan
    - Next steps, including addressing IRM recommendations
- This new calendar will require a revision to the Articles from possible suspension of countries after 3 consecutive negative IRM reports to 2 consecutive.

The SU will work with the Criteria and Standards subcommittee to update the guidelines for self-assessment reports and action plans in accordance with these recommendations. It was suggested that the IRM and PLS subcommittee schedule time to discuss how to ensure IRM recommendations are implemented and what type of support could be provided to countries that receive a negative IRM report.

The SC also approved the Criteria and Standards recommendations on how OGP should define, incentivize and measure ambition in all stages of OGP. Members were pleased to learn that the IRM is developing a method to assess the relative ambition of action plan commitments in future IRM reports. SC members welcomed the focus on moving beyond 'business as usual' to encourage more ambitious action plans and civil society engagement. These changes will be reflected in proposed revisions to the Articles of Governance.

<u>Friday, July 12: October Planning Session</u> (led by the United Kingdom)

Summary of the Planning Session

1. Ollie Buckley (UK Cabinet Office) presented working plans for OGP Summit to the Steering Committee.

2. The Steering Committee then had round table discussion on the proposals, with each attendee prompted for comments to ensure all voices were heard.

3. The group then split into three sub-groups tasked with building on the morning's discussions to consider in greater detail (i) the core content of the Summit, including the process for asking countries to make new, ambitious commitments; (ii) key target participants in the Summit, and (iii) defining the over-arching theme and 'tagline'.

4. Over lunch, Maya Forrester of the Transparency and Accountability Initiative presented the 'Opening Government 2.0' guidebook. She summarized current efforts to update the guidebook and solicited input on how it would be most useful to countries during the process of developing new action plans.

5. After lunch, the findings of the three sub-groups were shared and discussed by the group as a whole.

***Key outcomes*:**

1. The Steering Committee voiced that it would like to retain an appropriate degree of ownership over the content of the Summit to ensure broad, international input and to support the objectives of the OGP community.

   Action: The Summit Planning Group has proposed to set up an Advisory Group, which will be drawn from government and civil society membership of the OGP Steering Committee and will include the Executive Director of the OGP Support Unit and the OGP Civil Society Coordinator

2. A consensus emerged that the over-arching theme of the Summit would be along the lines of 'reinventing the relationship between governments and people'.

   Action: The Summit Planning Group is using this as a working title for the Summit and will continue to explore options for messaging and strap lines supporting this over-arching theme

3. The themes of cities and health as core drivers of Summit content did not gain wide currency with the Steering Committee. Greater importance was attached to generating the most valuable content possible and presenting it in a fresh and engaging way, than

to specific thematic areas, although strong content linked to the themes of cities and health should still be considered. It was proposed that content could be identified according to which cross-cutting open government themes it would relate – e.g. open data, public information, fiscal transparency etc.

Action*: *The Summit Planning Group has developed a revised Summit concept note to reflect this change of emphasis. To ensure the strongest possible range of content options is developed from the bottom-up, the call for proposals deadline has been extended to 1 September

4. The proposal that each OGP member country should arrive at the Summit with one ambitious new commitment, supported by civil society, was supported. The commitment may be a brand new commitment or an ambitious new implementation of an existing national Action Plan commitment.

Action*: *An invitation from the UK Minister for the Cabinet Office to ministerial counterparts in the 60 OGP countries is due to be sent, outlining the commitments expected for the Summit

Participants

Steering Committee

Governments

Brazil	
Otavio Neves	Comptroller General's Unit
Indonesia	
Tara Hidayat	President's Delivery Unit (UKP4)
Yanuar Nughoro	President's Delivery Unit (UKP4)
Jourdan Hussein	President's Delivery Unit (UKP4)
Mexico	
Juan Pablo Guerrero	Federal Institute on Access to Information (IFAI)
Gabriela Segovia	Federal Institute on Access to Information (IFAI)
Alonso Cerdan Verastegui	Ministry of Public Administration
Norway	
Terje Dyrstad	Ministry of Government Administration, Reform and Church Affairs
Philippines	
Janet Abuel	Department of Budget and Management
South Africa	
Unathi Bongco	Office of the Deputy Minister
Qinsile Delwa	Office of the Deputy Minister
Oarabile Motlhaga	High Commission of South Africa
United Kingdom	
Joy Barraclough	Cabinet Office
Sue Bateman	Cabinet Office
Ollie Buckley	Cabinet Office
Laura Clarke	Cabinet Office
Daniel Davis	Department for International Development
Jeff Glekin	Foreign and Commonwealth Office
Pippa Knott	Cabinet Office
Paul Maltby	Cabinet Office
Olivia O'Sullivan	Cabinet Office
Scott Richards	Cabinet Office
Kitty von Bertele	Cabinet Office

Ben Whitlock	Cabinet Office
United States	
Heather Flynn	Department of State
Mary Beth Goodman	National Security Staff, The White House
Lisa Ellman	Office of Science and Technology Policy, The White House
Civil Society	
Maryati Abdullah	Publish What You Pay (Indonesia)
Veronica Cretu	CMB Training Center
Nikhil Dey	MKSS
Alejandro Gonzalez	GESOC
Suneeta Kaimal	Revenue Watch Institute
Warren Krafchik	International Budget Partnership
Iara Pietricovsky	INESC
Rakesh Rajani	Twaweza
Martin Tisne	Transparency and Accountability Initiative (Omidyar)
Anthony Richter	Transparency and Accountability Initiative (Open Society)

Open Government Partnership

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Linda Frey	Executive Director
Joe Powell	Deputy Director
Kay Hixson	Communications Director
Jack Mahoney	Program Associate
Independent Civil Society Coordination	
Paul Maassen	Independent Civil Society Coordinator Lead

Apologies

Government of Tanzania