Part I – Common Standard – Implementation schedule

1. Introduction

At the 4th High Level Forum on Aid Effectiveness in Busan in 2011, countries and organisations resolved to:

"*Implement a common, open standard for electronic publication of timely, comprehensive and forward-looking information on resources provided through development co-operation, taking into account the statistical reporting of the OECD-DAC and the complementary efforts of the International Aid Transparency Initiative and others. This standard must meet the information needs of developing countries and non-state actors, consistent with national requirements. We will agree on this standard and publish our respective schedules to implement it by December 2012, with the aim of implementing it fully by December 2015.*"

In early 2012, the OECD DAC Working Party on Development Finance Statistics (WP-STAT) and the International Aid Transparency Initiative (IATI) formulated the framework for a common standard. It sets out good practice in reporting and publishing data. The proposal was endorsed by the Working Party for Aid Effectiveness (WP-EFF) in June 2012 (DCD/DAC/EFF(2012)9/REV [*]).

The common standard combines three complementary systems and processes: the DAC's Creditor Reporting System (CRS) and the Forward Spending Survey (FSS) – two reporting instruments of the OECD – plus the International Aid Transparency Initiative (IATI), a self-publishing system with notifications to a registry. It is designed to make aid information more transparent along four dimensions:

1. Greater availability of historical, current and future information on aid flows;
2. More detailed information on aid projects and programmes (improved comprehensiveness);
3. Broader coverage and participation (beyond ODA, and beyond traditional donors); and
4. Improved timeliness and more frequent updates of development financing information.

2. Completing the Questionnaire

This implementation schedule is intended for countries and organisations to specify what information they already report and publish and to present a timetable, based on their specific situation, of the feasibility of publishing more information; that is, when, what, where and how organisations will be publish more data. Progress will be monitored using an indicator (yet to be defined) related to the implementation of the common standard that will draw on these implementation schedules.

At the 4th High Level Forum on Aid Effectiveness in Busan in 2011, countries and organisations committed to publishing a first implementation schedule by 31 December 2012. The schedules can be updated as implementation proceeds and planned dates become firmer.

The Implementation Schedule is composed of <u>four</u> parts:

I. Introduction and instructions (i.e. this tab)

II. General questionnaire on comprehensiveness, timeliness and public availability of information. This part is to be completed by each country or organisation (tab Part II – General)

III. Detailed questionnaire on the availability of information at agency and activity level. This part, divided into two subparts (tabs), is to be completed by each publishing agency.

IIIa. Agency Data – Questions referring to the current and planned availability of published information at agency level (tab Part IIIa – Agency Data).

IIIb. Activity Data – Questions referring to the availability of information at activity level. This is a general assessment of the agency's ability to provide more detailed information on its activities (tab Part IIIb – Activity Data).

IV. A list of codes used by DAC systems and IATI and provided here for reference to help in completing Part IIIb (tab Part IV – DAC and IATI codes)

Special note for completing Part IIIa and IIIb of the questionnaire

Part III is to be completed by **each agency within a country that will publish data to the common standard**. Thus there can be several Part III schedules for one country.

The format for completing each tab (IIIa and IIIb) is the same. Each tab is made up of a table consisting of five columns (Information Area, Definition, Status, Publication date and a Publication notes field where the agency can fill out additional relevant information, *e.g.* thresholds, exclusions or definitions specific to the publishing agency):

1) **Information Area** - this column identifies each information item requested to be published.

2) **Definition** – this column contains a question on the availability of information in your system to publish based on a short definition on the specific information item taken from CRS/FSS/IATI guidance. It reflects the definitions which were approved by the DAC Working Party on Aid Effectiveness in June 2012.

3) **Status** - this column requests agencies to indicate, using a drop-down menu, the extent to which they are able to publish the information item. These are based on the following key:

Fully compliant	Publishing in full compliance with the Standard.
Partially compliant	Publishing some data required by the Standard
Future publication	Data will be published at a future date
Not publishing now	Cannot commit to a date for publication
Not applicable	Not relevant to the agency

(The colour coding is auto-generated through use of the drop-down menu.)

For anything less than full compliance, the agency is invited to provide further information in the publication notes. This can include:

- dates for full compliance if partial compliance is expected initially
- information on future publication of data items – e.g. potential dates or what it is dependent upon (e.g. new management systems)
- under what conditions data items under consideration could be published (e.g. implementing geo-coding or collecting of results data)
- why publishing this information is not applicable (e.g. not relevant to the agency, not part of the agency's business model, etc.)

4) **Publication date** – identifies when the agency did, or in future can, start publishing data for this information area. The date should appear in mmm-yy format (e.g. Jan-12). If any additional information needs to be provided about the date, it should be added in the 'Publication notes'.
(this expands on the summary in Part II.1F of what improvements will be made and by when to indicate the date each individual item will be published).

5) **Publication notes** - a free text field where the agency can provide additional information, such as thresholds or exclusions specific to this information item, where internal definitions of a field may differ slightly (or significantly) from the common standard definitions, and any other relevant information not covered in the preceding columns or requiring further clarification.

* See http://search.oecd.org/officialdocuments/displaydocumentpdf/?cote=DCD/DAC/EFF(2012)9&docLanguage=En

Part IIIa - Agency data

Separate sheet to be completed by each agency that does/will publish data to the common standard

Organisation or Agency Name:	Japan (MOFA / JICA)	**CRS donor/agency code or Organisation IATI Identifier:** (if available)	CRS donor code:701 CRS agency code:2/8
Date:	2012/12/28		

This tab refers to the current and planned availability of published information at agency level. For each information item in the table, please make a general assessment of your agency's ability to provide the requested information. In the status column you can specify the degree of compliance of your system to provide information for each information item.

	The cells highlighted with this colour represent an overlap between the Forward Spending Survey (FSS) and IATI.
	The cells highlighted with this colour represent partial overlap between IATI and FSS. Since 2010, FSS collects forward planning budget data for bilateral donor's aggregate contributions to all multilateral institutions. Since 2012, donors who submit to the FSS in CRS format can provide full breakdown by multilateral institution.

General efforts to improve transparency
1. Japan supports the transparency agenda and will continue its efforts to provide information in a timely manner as much as possible through various channels such as CRS, "one-stop-service" site on MOFA/JICA webpage, AIMS (aid information management systems of the respective partner countries), and so on. Along with these efforts, Japan also provides detailed activity information in each sector in respective countries, namely "rolling plans," and will proceed this effort to cover all ODA recipient countries.
2. Japan has been promoting information disclosure through enhanced communication of its ODA's impacts by focusing on development outcomes, as well as by setting up an additional website that systematically provides information on the ongoing ODA projects and producing reader-friendly evaluation reports.
3. As part of its efforts to further improve transparency, Japan is currently implementing interviews to partner countries in order to reflect their needs to its ODA database, paying due attention to the demand from partner countries. It gives the priority to cater such needs at the filed level given the fact that a number of partner country governments believe it has limited access to web-based information. Further possible improvement will be made with necessary procedural or systematical change and removal of constraints.
4. JICA currently provides a wide variety of information on its projects. Further efforts will be made to improve usability of for users.
5. Japan may revise this implementation schedule subject to the future adjustments of its reporting system.

Other comments regarding transparency common standard
Japan would like to make its position clear that this transparency "template" is not an agreed common standard at the DAC but rather a list of information items which each donor country / agency are invited to choose from with flexibility. Some items which Japan considers not appropriate, not applicable or under consideration are left blank.

Information Item	Detailed information / Definitions	Status	Publication date	Publication notes, including any field level thresholds or exclusions and definitions specific to publishing organisation
Annual forward planning budget data for agency	Does your agency publish its total development budget for each of the next three years (or most detailed available) on a rolling basis. For donor agencies, this will cover information as			Under the current national budget system (single annual budget), it is impossible to publish such data.
Annual forward planning budget for funded institutions	Does your agency publish a budget for each of the next three years (or most detailed available) on a rolling basis for each institution (i.e. multilateral organisations, INGOs, foundations and others) that receives core funding from the donor.			Under the current national budget system (single annual budget), it is impossible to publish such data. JICA publishes its 5-year budget plan without annual breakdown.
Annual forward planning budget data for countries	Does your agency publish the budget for assistance to each recipient for each of the next three to five years (or most detailed available) on a rolling basis (Please provide if you publish this information according to recipient countries fiscal year).	Fully compliant		We have provieded this information on our web site. http://www.mofa.go.jp/policy/oda/rolling_plans/index.html
Organisation documents	Does your organisation publish documents that are related to the work-programme of your organisation	Fully compliant		We have provieded this information on our web site. http://www.mofa.go.jp/policy/oda/mid-term/index.html http://www.mofa.go.jp/policy/oda/assistance/index2.html http://www.jica.go.jp/english/about/index.html

Part IIIb - Activity data

Separate sheet to be completed by each agency that does/will publish data to the common standard

Organisation or Agency Name:	Japan (MOFA / JICA)	**CRS donor/agency code or Organisation IATI Identifier:** (if available)	CRS donor code:701 CRS agency code:2/8
Date:	2012/12/28		

This tab refers to the availability of information at activity level. For each information item in the table, please make a general assessment of your agency's ability to provide the requested information on all your activities. For details of the code values for an item refer to the codes lists in Part IV.

In the status column you can specify the degree of compliance for each information item. For instance, if you can provide the requested information on most of your projects or programmes, you can indicate this by selecting "Fully Compliant", if only for some projects or programmes you can select "Partially Compliant" with an explanation in the notes column.

Note that the common standard uses the term 'activity' to describe the reported unit for all types of development co-operation resources. An activity is any project, programme, contract, cooperative agreement or financial arrangement that is reported at a level of detail that is meaningful to the recipient and manageable by the donor.

	The cells highlighted with this colour represent overlap between IATI and CRS/FSS. For data fields overlapping with CRS, there are several cases where different application criteria are used, definitions adjusted, and codes lists extended.
	The cells highlighted with this colour represent partial overlap between IATI and the CRS/FSS.

Information Item	Detailed information / Definitions (See Part IV on code lists for further details)	Status	Publication date	Publication notes, including any field level thresholds or exclusions and definitions specific to publishing organisation
Reporting Organisation	Does your system allow publication of the name and unique identifier of the organisation publishing the	Fully compliant		fully reported under CRS
Standard activity identifier	Does your system allow publication of a globally unique identifier for your activities? This should be in the form of the CRS ID or the IATI Organisation Identifier (for the reporting organisation) concatenated to that organisation's activity identifier.	Fully compliant		fully reported under CRS
Other activity identifiers	Does your system allow publication of other activity identifiers, which can be used to identify an activity for multiple organisations? This can for instance be a donor's own project number.	Fully compliant		fully reported under CRS

Information Item	Detailed information / Definitions (See Part IV on code lists for further details)	Status	Publication date	Publication notes, including any field level thresholds or exclusions and definitions specific to publishing organisation
Basic Activity Information				
Activity Title	Does your system allow publication of a title of your aid activities (preferably official name used in project documents)?	Fully compliant		Fully reported under CRS in English. Pubslishing in recipient's language is impossible due to the technical constraints.
Activity Title (in recipient's language)				
Activity Description	Does your system allow publication of long descriptions summarising the specific purpose or objective of your activities?	Fully compliant		Fully reported under CRS in English. Pubslishing in recipient's language is impossible due to the technical constraints.
Activity Description (in recipient's language)				
Activity Status	Does your system allow publication of the current stage of the aid activity at the time the information is published/updated? The stages are based on an activity lifecycle, *e.g.* pipeline, implementation, completion etc.			JICA is considering to update its system.
Activity Dates (Start Date)	Does your system allow publication of expected/planned/actual start dates of your activities? Please specify in publication notes field if it is expected/planned start date for the project or actual start date (i.e. the date the physical progress of the project begins). Note that CRS only includes expected/planned start dates.	Fully compliant		Start dates of activities are currently reported, but further efforts will be made regarding accuracy of exact dates.
Activity Dates (End Date)	Does your system allow publication of expected/planned/actual completion dates of your activities? Please specify in publication notes field if it is expected/planned completion date for the project or actual completion date (i.e. the date the physical project ends). Note that the CRS only includes expected/planned completion dates.	Fully compliant		End dates of activities are currently reported, but further efforts will be made regarding accuracy of exact dates.
Activity Contacts	Does your system allow publication of contact details for your activities? This can either be a generic contact or specific individual providing there are no privacy concerns and there is an automatic update when individual changes job.			JICA is considering to update its system to give information regarding project contacts.
Participating Organisation (Funding)	Does your system allow publication of the identity and role of each organisation in activities (including the reporting organisation)?	Fully compliant		Information will be further improved with database system upgrading.
Participating Organisation (Extending)				
Participating Organisation (Implementing)				
Participating Organisation (Accountable)				

Information Item	Detailed information / Definitions (See Part IV on code lists for further details)	Status	Publication date	Publication notes, including any field level thresholds or exclusions and definitions specific to publishing organisation
Geopolitical Information				
Recipient Country	Does your system allow publication of the country(ies) for whose benefit aid flows are provided (if applicable)?	Fully compliant		
Recipient Region	Does your system allow publication of supra-national areas for whose benefit aid flows are provided (if applicable)? This includes geographical or administrative regions grouping various countries (*e.g.* Sub-Saharan Africa) or 'global' for activities benefiting substantially all developing countries.			Categorization of region varies by country or even by organization, and responding to this requirement is not cost-effective.
Sub-national Geographic Location	Does your system allow publication of sub-national geographical identification of the target locations of your activities? These can be described by coordinates, administrative areas or a textual description. Note that the CRS allows for a textual description, while publication through IATI builds upon the UCDP/AidData geocoding methodology.	Fully compliant		
Classifications				
Sector (DAC CRS)	Does your system allow publication of the specific sector(s) of the recipient's economic or social development that the transfer intends to foster, known as "purpose codes" in the CRS.	Fully compliant		For "Sector (Agency specific)," JICA publishes them on its web-site but is considering to update its system to be able to show on the database.
Sector (Agency specific)	Does your system allow publication of agency-specific sector codes for the recipient's economic or social development that the transfer intends to foster.	Fully compliant		
Policy Markers	Does your system allow publication of indicators tracking key policy issues, notably the CRS policy markers? This can be also used for donor specific thematic	Fully compliant		
Collaboration Type	Does your system allow publication of identifiers to show the type of collaboration? For official donors, it would show if activities are bilateral; earmarked multilateral; core multilateral; core contributions to NGOs; core contributions to PPPs; or multilateral outflow. Other types may apply to foundations and NGOs.	Fully compliant		
Default Flow Type	Does your system allow publication of identifiers to show the classification of the flow? For official donors this means if activities are Official Development Assistance (ODA), or Other Official Flows (OOF) [non-concessional but developmental, i.e. excluding export credits]. Other types can be specified for other donors.	Fully compliant		

Information Item	Detailed information / Definitions (See Part IV on code lists for further details)	Status	Publication date	Publication notes, including any field level thresholds or exclusions and definitions specific to publishing organisation
Default Finance Type	Does your system allow publication of identifiers to show the financing mechanism of the aid activity (e.g. grant, loan, capital subscription, export credit, debt relief, equity)? Other types can be specified for other donors.	Fully compliant		
Default Aid Type	Does your system allow publication of identifiers to show the type of assistance provided. For official donors broad categories are budget support, pooled funds, project-type interventions, experts, scholarships, debt relief, administrative costs)? Other types can be specified for	Fully compliant		
Default Tied Aid Status	Does your system allow publication of amounts by degree of restriction on where procurement of goods or services can take place, classified as untied (open procurement), partially tied (donor and developing countries) and tied (donor or group not including most developing countries).	Fully compliant		Reported in accordance with the 2001 DAC Recommendation on Untying Aid
Financial				
Activity Budget	Does your system allow publication of planned budgets (by quarter or annual) for the lifetime of your activities?			Under the current national budget system (single annual budget), it is impossible to publish such data. However, Japan can share indicative information at the field level to meet the requests from the recipient government and other donors.
Planned Disbursements	Does your system allow publication of planned disbursements and expenditures for your activities? Note that the FSS requests this information by calendar year while IATI recommends this to be specified by the financial year of the recipient country.			Under the current national budget system (single annual budget), it is impossible to publish such data. However, Japan can share indicative information at the field level to meet the requests from the recipient government and other donors.
Economic Classification (Capital/Recurrent)	*Format still to be finalised by IATI Steering Committee*	Not applicable		
Recipient's Administrative/Functional budget classification	*Format still to be finalised by IATI Steering Committee*	Not applicable		
Financial Transaction				
Financial transaction (Commitment)	Does your system allow publication of commitments? A commitment is a firm written obligation by the donor to provide resources of a specified amount under specified financial terms and conditions and for specified purposes for the benefit of the recipient.	Fully compliant		
Financial transaction (Disbursement & Expenditure)	Does your system allow publication of disbursements and/or expenditures? A disbursement is the amount placed at the disposal of a recipient country or agency (in the case of internal development-related expenditures, the outlay of funds). An expenditure is the outlay by the implementing agency on goods and services. Please specify in the publication notes if you can publish disbursements and expenditures separately or only publish these jointly.	Fully compliant		

Information Item	Detailed information / Definitions (See Part IV on code lists for further details)	Status	Publication date	Publication notes, including any field level thresholds or exclusions and definitions specific to publishing organisation
Financial transaction (Reimbursement)	Does your system allow publication of reimbursements? Reimbursements are disbursements that repay funds already spent by the recipient, as agreed in the terms of the loan or grant.			It is currently not technically feasible and less-cost-effective to meet the requirement.
Financial transaction (Incoming Funds)	Does your system allow publication of incoming funds? These are funds received from an external funding source (*e.g.* a donor).	Not applicable		
Financial transaction (Loan repayment / interest repayment)	Does your system allow publication of loan repayments? Loan repayments are the actual amounts of principal (amortisation) repaid, including any arrears; Interest Repayments are the actual amount of interest repaid.	Fully compliant		
Related Documents and Links				
Activity Documents	Does your system allow publication of published documents that are related to your activities?	Fully compliant		
Activity Website	Do you have websites with more information about individual activities?	Fully compliant		
Related Activity	Does your system allow publication of links to other activities related to your activities; for example for multi-funded projects?			Under consideration by JICA (depending on technical feasibility)
Performance				
Conditions attached Y/N	Does your system allow publication of whether there are any special conditions attached to your individual activities (yes/no), and if so, the exact details of the conditions (optional)?			Clarification of the definition of "conditions" should be made clear.
Text of Conditions				
Results data	Does your system allow publication of generic frameworks for the reporting of indicator-based targets and outcomes. Please note that there are no restriction on the choice of indicators, measures or baselines.			Clarification of the definition of "results data" should be made clear.

Annex C: DAC and IATI Code Lists

See also: DAC Glossary of Key Terms and Concepts http://www.oecd.org/document/32/0,3343,en_2649_33721_42632800_1_1_1_1,00.html

Name	Description	Comment
Classifications that equate to, or can be mapped to, DAC/CRS codes		
Aid Type	DAC/CRS classification of type of aid (Type of aid tab in DAC codelist)	
Collaboration Type	DAC/CRS classification of bi/multi; contributions to NGOs and private bodies; and multilateral outflows (Bi/multi tab in DAC codelist)	
Country	All countries in world using 2-character ISO code Link to DAC authority list once this is on the web	DAC/CRS lists only ODA-eligible recipient countries using 3-digit numeric code that can be mapped to ISO codes (Annex 7 of CRS++ Guidelines)
Currency	Currency used for all transactions and budgets	DAC use 3-digit codes, but can be mapped to ISO codes. Only allow reporting in USD or currency of a
Finance Type	DAC/CRS type of finance, distinguishing between grants, loans, debt relief, etc. (Type of finance tab in DAC codelist)	
Flow Type	DAC/CRS type of flow, distinguishing ODA (official development assistance) and other types of resource flow (Annex 1 of CRS++ Guidelines).	
Organisation Identifier	The IATI Technical Advisory Group is involved in ongoing work, supported by Guidestar International, to create a system of universal coding rules to uniquely identify any organisation in the world, be it government or NGO, public or private. These codes will supplement the OECD DAC code lists for donor agencies and channels of delivery which are linked to below.	
Organisation Identifier	DAC/CRS classification of bilateral aid agencies in DAC member countries (Agency tab in DAC codelist), with 2-character country code suffix.	
Organisation Identifier	DAC/CRS classification of multilateral organisations (Annex 6 of CRS++ Guidelines)	
Organisation Identifier	DAC/CRS classification of INGOs, PPPs and Networks (Annex 6 of CRS++ Guidelines)	
Organisation Role	The role played by a participating organisation (funding, extending, implementing, accountable).	DAC distinguish extending and implementing agency.
Organisation Type	Type of organisation (e.g. government, multilateral, NGO, PPP, foundation, private sector, academic)	Equivalent to categories in Annex 6 of CRS++ guidelines
Policy Marker	DAC/CRS policy markers of objectives addressed by the activity (Annex 6 and 7 of CRS reporting directives).	IATI allows for addition of other donor-specific markers should a donor wish to publish them.
Policy Significance	DAC/CRS scores for not targeted, significant objective, principal objective (Annex 6 and 7 of CRS reporting directives).	
Region	DAC/CRS region codes using 3 digit DAC codes (Recipient tab in DAC codelist)	IATI allows for other regional classifications to be used should a donor wish to publish them.
Sector	DAC/CRS purpose codes classification (Purpose code tab in DAC codelist)	
Tied Status	DAC/CRS classification of tying status: Tied, Partially tied or Untied (page 8 of CRS++ Guidelines)	
Additional classifications of IATI that are not covered by DAC/CRS data		
Activity Date Type	Planned and actual start and end dates for activities.	
Activity Status	Tracking the status of an activity from 1) pipeline/identification, 2) Implementation, 3) Completion, 4) Post-completion and 5) Cancelled	
Administrative Area (First-level)	The first-level breakdown of sub-national geographic sub-divisions (to come)	
Administrative Area (Second-level)	The second-level breakdown of sub-national geographic sub-divisions (to come)	
Budget Type	Flag for 1) original or 2) revised budget	
Condition Type	Flag for 1) policy or 2) performance condition	
Description Type	Activity description types. (General, objectives, etc.)	
Disbursement Channel	Flag for how money is disbursed: 1) through central Ministry of Finance or Treasury or 2) directly to the implementing institution and managed through a separate bank account, aid in kind: 3) donors utilise third party agencies, e.g. NGOs or management companies or 4) donors manage funds themselves	
Document Category	Categories of information included in published documents (e.g. objectives, beneficiaries, MoU, results, strategy paper)	
File Format	File format of published documents (e.g. Word, Excel, PDF, XML, text)	
Gazetteer Agency	An online resource that holds coordinates and descriptions of geographic locations	
Geographical Precision	A system for clarifying the accuracy and usage of geographical coordinates	
Indicator Measure	Units for results indicators: 1) Unit or 2) Percentage	
Language	To specify the language of titles, descriptions and documents (ISO 2ch code and language name)	
Location Type	Type of location for geographical locations (e.g. Administrative division, farm, reserve, capital)	
Publisher Type	Type of organisation publishing: 1) Aid provider, 2) Aid recipient, 3) Aggregator	
Related Activity Type	To allow for hierarchical activities (1) parent, 2) child, 3) sibling) and activities funded by more than one donor (4) multifunded).	
Result Type	Type of result indicator: 1) Output, 2) Outcome, 3) Impact	
Transaction Type	Flag for the type of each transaction: C) Commitment, D) Disbursement, E) Expenditure, IF Incoming Funds, IR Interest Repayment, LR Loan Repayment, R	
Verification Status	To indicate if data are 0) not verified (management information subject to change) or 1) verified (audited or annual statistical report)	
Vocabulary	To show the vocabulary associated with some codes (e.g. OECD-DAC, ISO, the Reporting Organisation, World Bank, AidData, COFOG). Allows for donors to enter their own internal sector and policy codes. But where they have a mapping to the DAC standard (e.g. DAC members, WB, Reg Banks, UN agencies) should also record DAC purpose and policy codes for international comparability.	