

**HLF-3 Steering Committee meeting
World Bank Country Office, Accra, September 24, 2007**

Draft summary of the Discussions

The steering committee (SC) for the Third High Level Forum on Aid Effectiveness (Accra HLF-3) took place on Monday, September 24, 2007, in Accra, with the participation of Hon. Prof. Gyan-Baffour, MP, Deputy Minister of Finance and Economic Planning of the Republic of Ghana. Video links were set up with Washington, Ottawa, Managua and Hanoi, and an audio link with Paris. Annex lists the meeting participants. Mr Cedergren chaired the meeting.

1. Outcome of regional consultations

The World Bank presented a short synthesis report of the four partner countries consultation meetings (Mauritius June 21, Accra June 25, Copan Ruins August 23, and Manila September 17), where about 40 partner countries participated. The main messages are that there is varying progress across the partner countries, countries are keen to continue engagement in the process, and there is a strong interest to learn from each other's experience. An informal survey asked participants across the regions to list the themes that could be discussed in Accra. Among the themes most frequently listed in this survey were monitoring the implementation of the Paris commitments, aid predictability, harmonization and alignment action plans, experiences with budget support, untying aid, and strengthening ownership.

2. Logistics

The HLF-3 will take place in the Accra International Conference Center (AICC). The cost for leasing the AICC will be covered by the Government of Ghana. The AICC was visited by the members of the Steering Committee. The logistics team proposed that the main hall (800 to 1200 capacity depending on the seating arrangements) will accommodate the Day 1 plenary session and the Day 3 ministerial sessions as well as three Roundtable seminars. Two Committee Rooms (208 seats each) can host the other Roundtable seminars, which will limit the number of roundtables (over three half days) to nine.

Thanks to the excellent facilities offered by AICC, it will be possible to host the whole HLF event in one place. However, the AICC does not have the capacity to provide any internet access, and a cost estimate to install an operational system will be undertaken and reported to the Steering Committee for its final decision.

The government of Ghana is preparing for the event with great enthusiasm and considerable expertise. While the logistics team reported that there is a shortage of available rooms in 4-star hotels, the Deputy Minister took pains to stress that the Government of Ghana is prepared to help address this issue with government guest houses and possibly using private sector homes to accommodate HLF participants. He noted that in April 2008, Ghana will be hosting the UNCTAD conference, another major world event, with 2000 participants expected to attend. The government of Ghana noted that the availability of suitable accommodation should not limit the number of possible participants to the HLF. The total number of participants should exceed 800.

3.1 Marketplace

The concept note was accepted, and will be presented to the WP-EFF. Each country/agency will be allowed one single poster, and an indicative format will be provided, as well as some guidance. Diversity will be encouraged.

Action point: The World Bank will organize the establishment of a core team to prepare the marketplace. Volunteers among Steering Committee members were asked to contact the World Bank by **15 October**¹.

3.2 Roundtables

Out of the nine proposed roundtables, there was consensus on establishing four roundtables on core issues, reflecting the Paris principles:

- RT 1 : democratic ownership, capacities, and national leadership
- RT 2 : use, support and improvement of country systems (alignment)
- RT 3 : rationalization of donor practices in country (harmonization)
- RT 4: Merging proposed RT 8 and RT 9: management for results and Mutual Accountability.

In addition, it was also agreed that there needs to be a specific multi-stakeholder RT on Civil Society. For the other proposed RTs (4, 5, 6 and 7, i.e. international aid architecture, health as a tracer sector, cross cutting issues, and fragile states), further consideration is needed to come to a decision on how best to reflect these issues and the ongoing work. The various groups working on all RT issues will be contacted to gain their views and suggestions for outcomes and how best to use them. As there is room for nine RTs, the door is still open to decide upon the topics and structure for four of them, in addition to the five RTs already identified. This maintains flexibility in view of the ongoing preparatory work, including the regional preparatory events that are foreseen.

It was agreed that partner countries would be sought to prepare and lead each RT along with a donor agency.

Action point: An outline of roundtables planned for Accra, and draft terms of reference for their organization, would be provided at the next WP-EFF meeting in November (OECD-DCD)

3.3 Ministerial meeting and the AAA

The proposed 3-session Ministerial segment on day 3 was accepted:

1. Assessing progress in meeting PD commitments, associating CSO's perspectives on the process.
2. Addressing some critical "new" challenges, with a very short and concrete menu of important policy issues. This might include "new" issues of special interest to partner countries (e.g. predictability of aid), another one that is of special interest to donors (e.g. complementarity), and one that is of interest to both (e.g. mutual accountability).
3. Endorsing the AAA.

The strategy to prepare the AAA will be a hybrid between the comprehensive menu of options and a more directive approach later on. A first full draft of the AAA will be planned to be available by the end of March, to be presented in some important events like the HLM, the ECA Big Table, and the regional preparatory events that will pave the way to Accra. The SC also discussed the possibility of the draft AAA being discussed at the April 2008 Development Committee meeting. But in this case, the draft AAA would need to be in a form to be shared with the DC by early March. The development of the AAA should not be specifically guided by the DC dates.

Action point: The document "strategy and timeline for negotiating the AAA" will be reshaped in this way and presented to the WP-EFF (OECD-DCD).

4. Workstreams

¹ In addition, the World Bank will be corresponding with Working Party members asking for additional volunteers. Bilateral members of the SC can also advertise.

The US indicated that there is now a new task team focusing on Mutual Accountability. The total number of formal or informal groups whose work can be channelled for the HLF-3 is around fifty.

Action point: The chair will send a letter to each of the workstream managers, asking that following consultations with the participating partner countries, each indicate what can be delivered, and when.

5. Budget and fundraising letter

The budget will be updated and although the AG-CS related budget is not part of the HLF budget, it will be shown below the line to give a sense of overall costs for preparing such event. The fundraising letter will ask donors to pledge contributions for the estimated HLF costs as detailed in the draft budget, as well as for facilitating the participation of some partner country civil society representatives. Since a cost estimate for the internet wiring is not feasible now until an assessment is undertaken in Accra, it will be shown as a memo item in the HLF budget.

The secretariat will have to decide about the sequence of letters to the participants: invitation to Accra, fundraising, monitoring.

Action points: new budget (WB), decision about the succession of letters (chair).

6. Links with civil society organizations

Canada presented the activities undertaken in the framework of the AG-CS. It insisted on a strong WP-EFF member participation in the Ottawa international event, early **February 2008**. About the RT, Canada stressed that a specific roundtable on civil society shouldn't be restricted to civil society, but be a multi-stakeholder RT, as the AG-CS is.

After the steering committee, some members met with representatives of local and international CSOs, and learned that a parallel international Civil Society Forum will be held in Accra in the two days (August 31-September 1) before the HLF, with as many as 300 people attending. The SC was informed that the AG-CS has recommended that 75-100 representatives from civil society organizations be invited to HLF3 and that travel cost for half of them be covered by the HLF3 budget.

Action point: diffusion of main AG-CS documents to the WP-EFF members. A decision on the size of the CSO representation to the HLF3 will be taken at the next SC meeting.

7. Consultation strategy

The consultation document was welcomed by members of the SC. There is clear consensus on the need for a strong consultation and preparation process for the HLF3, including holding regional preparatory events, which the RDBs are asked to plan and manage.

The US and Nicaragua expressed concerns about the timing of these regional preparatory events. Due to the next monitoring survey, national coordinators will be extremely busy during the first quarter of 2008. The UNDP is considering the possibility of organizing regional caucuses to train and orient the national coordinators at the beginning of the year. So it would be preferable to have all regional preparatory events later, during the second quarter of 2008.

Action point: The secretariat will make a proposal for coordinating events in a timely way.

8. Communication strategy

The communication strategy document was welcomed, but various participants pointed out the lack of reference to the DAC communication network, which is ready and willing to be broadly associated to the HLF-3 communication process. The WB pointed out the need to fully associate the partner countries, which are not in the DAC network. They must be part of the CCC.

Action point: World Bank was asked to communicate to WP members to ask for volunteers to serve on the CCC. The HLF-3 core group will decide on the following steps.

9. Progress report

A first draft will be prepared by the end of March, in parallel with the first draft of the AAA. The finalised document should be presented to the 2008 June WP-EFF.

10. Next meeting

The next steering committee meeting will take place on the Friday 30 November, following the WP-EFF (28-29 November).

**ANNEX:
ACCRA HLF STEERING COMMITTEE MEETING – SEPTEMBER 24, 2007
PARTICIPANTS' LIST**

From Accra:

Name	Title/Affiliation
Ambassador Jan Cedergren	Chair, Working Party on Aid Effectiveness
Hon. Prof. G. Gyan-Baffour	Deputy Minister, Finance & Economic Planning, Government of Ghana
Ms Mary-Anne Addo Mr. Nyampong Mr. Samuel Aggrey	Ghana
Mr. George Carner	USA
Mr. Pierre Belanger	CIDA, Canada
Mr. Ikufumi Tomimoto	JICA, Japan
Mr. Shunsuke Sakudo	MOFA, Japan
Mr. Hitoshi Shoji	JBIC, Japan
Mr. Roland Fox	UK
Ms. Helen Wedgwood	UK
Mr. Athanassios Theodorakis	EC
Mr. Charles Muthuthi	AfDB
Mr. Alieu Jeng Mr. O. Fajana	AfDB
Ms. Dasa Silovic	UNDP
Mr. Artemy Izmetiev	UNDP
Mr. Richard Carey	Director, Development Cooperation Directorate, OECD-DAC
Ms. Brenda Killen	OECD-DAC Secretariat
Mr. Simon Mizrahi	OECD-DAC Secretariat
Mr. Hubert de Milly	OECD-DAC Secretariat
Mr. Chris Hall	World Bank
Mr. Soe Lin	World Bank
Ms. Bee Ean Gooi	World Bank

From Paris:

Name	Title/Affiliation
Mr. Richard Manning (via phone) Dia Timmermans Stéphanie Baile Elizabeth Sandor Paul Isenman	OECD/DAC Chair UNDG OECD/DCD OECD/DCD Consultant to the World Bank

From Canada:

Name	Title/Affiliation
Ms. Diane Vincent (via VC) Norman Macdonnell, and Réal Lavergne	Chair of Advisory Group on CSO and Aid Effectiveness

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From Vietnam:

Name	Title/Affiliation
Mr. Cao Manh Cuong (via VC)	Ministry of Planning and Investment, Vietnam

From Managua:

Name	Title/Affiliation
Ms. Deborah Sequeira (via VC)	Ministry of External Relations, Nicaragua

From Washington DC (via VC):

Name	Title/Affiliation
Mr. Brice Quesnel	World Bank
Ms. Hannah Cooper	World Bank
Ms. Margarita Puerto Gomez	World Bank
Mr. John R. Mitchell	World Bank
Ms. Elizabeth J. Ashbourne	World Bank
Ms. Jody M. Lehner	World Bank