DEVELOPMENT CO-OPERATION DIRECTORATE
DEVELOPMENT ASSISTANCE COMMITTEE

Cancels & replaces the same document of 29 May 2002

DAC Task Force on Donor Practices

ANNOTATED AGENDA OF THE FOURTH PLENARY MEETING

To be held on Wednesday 12 June 2002 at 10:00, closing on Thursday 13 June at 17:00, at the OECD, Château de la Muette, Paris.

Please note the change in the order of agenda items on Wednesday 13 June.

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ANNOTATED AGENDA OF THE 4TH PLENARY MEETING OF THE TASK FORCE ON DONOR PRACTICES

WEDNESDAY 12 JUNE, 2002

1 Adoption of Agenda and Summary Records
   (10:00 - 10:15)

2 Update on Recent Events and Outstanding Issues
   (10:15 - 10:30)

3 Good Practice Reference Papers (10:30 - 12:30)
   a) Editorial guidelines (purpose, format & process of elaboration);
   b) The Papers’ introductory statement’.
   *Room Document 3
   Lunch (12:30 - 13:30)

4 Subgroup on Reporting and Monitoring (13:30 - 14:30)
   a) Principles of good practices on reporting and monitoring;
   b) Harmonisation process in Vietnam;
   c) Berlin Experts meeting.
   *Room Document 4

5 Subgroup on Pre-Implementation Phase (14:30 - 15:30)
   a) Overview;
   b) Delegated Co-operation;
   c) Risk Analysis.
   *Room Document 5
   Coffee Break (15:30 - 16:00)

6 Joint Work of Subgroups (16:00 - 17:00)
   a) Inception Report on Good Practices;
   b) Needs Assessment Survey.
   *Room Document 6
THURSDAY 13 JUNE, 2002

7 Subgroup on Financial Management and Accountability (09:00-11:00)  *Room Document 7
   a)  Fiduciary Standards;
   b)  IFAC/PSC’s proposal on standards for development assistance;
   c)  Collaboration on Diagnostic Work;
   d)  Financial Reporting and Auditing

Coffee Break (11:00 - 11:30)

8 Related DAC work (11:30 - 12:30)  *Room Document 8
   a)  DAC Working Party on Financial Aspects;
   b)  DAC Working Party on Aid Evaluation.

Lunch (12:30 - 14:00)

9 Harmonising the Harmonisation Process (14:00 - 16:00)  *Room Document 9
   a)  The United Nation’s systems;
   b)  The World Bank (report on High Level Forum);
   c)  The Multilateral Development Banks;
   d)  SPA / ECA / Nepad.

10 Conclusions and next steps (16:00 - 17:00)  *Room Document 10

* Documents available online: www.oecd.org/dac/donorpractices.
AGENDA ITEM 2: UPDATE ON RECENT EVENTS AND OUTSTANDING ISSUES

The Chair of the Task Force and the Secretariat will update Members on the work undertaken since the last meeting and discuss outstanding issues.

AGENDA ITEM 3: GOOD PRACTICE REFERENCE PAPERS

Under this item Member’s will be examining generic issues related to the elaboration of the Good Practice Reference Papers. Specific substance related issues will be discussed in the Subgroups’ reports.

- Item 3a: Editorial guidelines — The Secretariat will be presenting a document aimed at providing editorial guidance to the authors of the Papers: purpose, readership, format and the process of elaboration;

- Item 3b: The Papers’ ‘Introductory Statement’ — The Secretariat will be presenting for discussion purposes a first draft of the introductory statement of the Good practice reference papers.

AGENDA ITEM 4: SUBGROUP ON REPORTING & MONITORING

- Item 4a: Principles of good practices on Reporting & Monitoring — The Chair of the Subgroup (Mr Christoph Graf) will be presenting for discussion purposes a set of guiding practices to be incorporated in the Good practice reference paper.

- Item 4b: Harmonisation process in Vietnam — Following the Task Force cross-learning mission to Vietnam, the representative from Vietnam will be reporting on the harmonisation process;

- Item 4c: Berlin Experts meeting — The representative from Germany (Ms Martina Kampmann) will be briefly updating Members on the Expert meeting on Reporting & Monitoring held in Berlin (26-27 March);

AGENDA ITEM 5: SUBGROUP ON THE PRE-IMPLEMENTATION PHASE OF THE PROJECT CYCLE

- Item 5a: Overview — The Chair of the Subgroup (Mr Richard Teuten) will be presenting for discussion purposes a set of guiding practices on country analytical work to be incorporated in the Good practice reference paper;

- Item 5b: Delegated Co-operation — At the last Subgroup meeting it was agreed that a Good Practice Reference Paper on Delegated co-operation would be elaborated. To this end, a study is being commissioned to survey document and analyse cases in which bilateral donors have acted as agents and/or financing channels for other bilateral donors. The representative from Australia will be presenting this study;
• **Item 5c: Risk Analysis** — At the last Subgroup meeting Members agreed to carry out a study looking at risk analysis in the context of harmonising donor practices. The representative from Norway will be presenting the study.

**AGENDA ITEM 6: JOINT SUBGROUP WORK**

Under this item Members’ will be examining work that is common to more than one Subgroup:

- **Item 6a: Inception Report on Good Practices** — Birmingham University will be presenting their inception report on good practices on reporting & monitoring and the pre-implementation phase of the project cycle.

- **Item 6b: Needs Assessment Survey** — The consultants (Birmingham University) commissioned to conduct the Survey on partner’s perspective and prioritise on harmonising donor practices will be reporting on the progress of the work;

**AGENDA ITEM 7: SUBGROUP ON FINANCIAL MANAGEMENT & ACCOUNTABILITY**

- **Item 7a: Fiduciary Standards** — A Good Practice Reference Paper on Fiduciary standards is planned for the fourth quarter of 2002. Under this agenda item the Task team leader will be discussing the main issues under consideration.

- **Item 7b: IFAC/PSC** — The Public Sector Committee (PSC) of IFAC has agreed to take forward work financial standards for development assistance. The Chairman of PSC will be presenting a proposal and answering Members’ questions.

- **Item 7c: Diagnostic Work** — A Good Practice Reference Paper on Diagnostic Work is planned for the fourth quarter of 2002. Under this agenda item the Task team leader will be discussing the main issues under consideration.

- **Item 7d: Financial Reporting and Auditing** — A Good Practice Reference Paper in this area is planned for the fourth quarter of 2002. Under this agenda item the Task team leader will be discussing the main issues under consideration.

**AGENDA ITEM 8: DAC RELATED WORK**

- **Item 8a: DAC Working Party on Financial Aspects** — The Working Party Secretariat (Mr William Nicol) will be discussing issues related to procurement and the scope for interaction with the Task Force.

- **Item 8b: DAC Working Party on Aid Evaluation** — The Working Party Secretariat (Mr Hans Lundgren) will be briefly presenting the glossary developed by the Working Party and will report on joint evaluation work.
AGENDA ITEM 9: HARMONISING THE HARMONISATION PROCESS

- **Item 9a: The United Nation’s systems** — The UN representative will be describing the efforts accomplished to harmonise within and across the United Nation's system.

- **Item 9b: The World Bank** — The representative from the World Bank will update Members on the report to the Development Committee and the initiatives the Bank is taking to promote harmonisation of donor practices. This includes the organisation of a High Level Forum on harmonisation to be organised in the first quarter of 2003.

- **Item 9c: The Multilateral Development Banks (MDBs)** — MDBs have been actively developing a harmonisation agenda between themselves in different areas that are of relevance to the Task Force (diagnostic work etc.). A representative from the MDBs will be reporting on progress accomplished.

- **Item 9d: SPA/ECA/NEPAD** — Relevant issues to be discussed by various representatives.

AGENDA ITEM 10: CONCLUSIONS AND NEXT STEPS

It is envisaged that Task Force members should discuss the handling of the final two meetings (proposed for 8-9 October and 26-27 November) and have an initial exchange on the nature of a final report to the DAC.

The two year mandate of the DAC Task Force on Donor Practices will be completed by December 2002 at which date six Good Practice Reference Papers are expected to have been produced. Members are invited to reflect on the following question: are there further issues with regard to harmonisation that would merit an extension of the current mandate of the Task Force? Please refer to room document 10 for more information.