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UK Aid Match International Aid Transparency Initiative Guide

Matching your donations with UKaid

mannion daniels

What is the International Aid Transparency Initiative (IATI)?

IATI (opens in new window) is a global, open data initiative that provides information on aid spending and effectiveness in one common standard of structure and format. A wide range of organisations use it, from donors and governments, to aid practitioners and project partners, to track aid spending.

The goal of IATI is to transparently reflect to the public, the development activities being undertaken across the delivery chain. The overarching purpose of IATI is to ensure that development resources are used more effectively and efficiently in reducing poverty, and recipient governments often use the data to map and plan what development activities are occurring or needed in their countries. Therefore, grant holders should consider their role and responsibilities within the development setting and how important it is that they are transparent and accountable to donors, taxpayers, and beneficiaries.

The following film helps to explain what IATI is and why donors require grant holders to publish to IATI (opens in new window).

Compliance with a Foreign, Commonwealth & Development Office (FCDO) accountable grant

FCDO places great importance on transparency compliance, and project information must be published every quarter, in line with the IATI standard (opens in new window) and FCDO's minimum requirements for publishing.

As Fund Manager for the UK Aid Match grant, we are required to monitor and provide support to ensure that UK Aid Match grant holders are IATI compliant over the project implementation period. This is built into the Accountable Grant Arrangement with FCDO (Condition 40):

> The Partner will publish to the International Aid Transparency Initiative (IATI) standard on all its FCDO funding within six months of the start of this Arrangement. FCDO expects the Partner to publish to the IATI standard on all its non-FCDO funding and for Downstream Partners to publish to the IATI standard on their funding. The intention of this commitment is to allow traceability throughout the delivery chain.

A downstream partner is an organisation that receives disbursements from the main UK Aid Match grant holder for the implementation of project activities.

It is important to note that the first sentence in this transparency clause is contractually binding and MannionDaniels will be monitoring grant holder's timely publishing of their data on their UK Aid Match grant in line with FCDO's minimum requirements.

While it is also expected that grant holders publish IATI data on their non-FCDO funded projects, this will not be monitored by MannionDaniels.

How this is monitored

Grant holders will be required to fill out a quarterly compliance statement as part of the quarterly claim submission and reporting process. This compliance form requires organisations to self-report their last date of publishing and provide the URL link to the relevant data set. MannionDaniels will use this compliance form to check the project data is up-to-date and meets FCDO's minimum standards. Non-compliance could result in suspension of grant payments until IATI compliance is achieved.

It is expected that grant holders support their downstream partners to publish where possible. Grant payment suspensions will not, however, occur for non-compliance of downstream partners. Grant holders are expected to consider the context in which their partners are working and detail whether there are any factors that will specifically prevent or limit the downstream organisation from publishing their data. MannionDaniels will make a note of these contextual details, as well as the ways in which the grant holder plans to support their downstream partners to publish and will share with FCDO for their records.

How IATI publishing can be beneficial to grant holders

When data is published correctly it will be visible on D-Portal (opens in new window) and DevTracker (opens in new window), FCDO's development portal. This has many benefits:

- IATI data is visualised in a more user-friendly format allowing for better accessibility to the wider public
- Using the D-Portal's search function, organisations working in similar sectors or countries can be found for potential networking opportunities. It also could identify new streams of funding,
- DevTracker is used by journalists when writing about development. The more accurate the data available, the more well-informed the public is about the development sector.

How to start publishing your data

All IATI data must be in the XML file format. There are several ways in which you can convert your data into an XML file. MannionDaniels recommends using AidStream (opens in new window). AidStream provides a simple form structure to be filled out by publishers which can be then saved within the system, converted to XML and sent directly to the IATI registry.

Setting up your accounts

Bond provides the following useful resources for understanding and completing the first steps of IATI publishing:

- how to set up an account with IATI (opens in new window)
- how to set-up and link your IATI Registry and AidStream accounts (opens in new window)
- Bond's guidance resource on IATI identifiers - you will need to register both accounts with a unique organisation identifier code based on your organisation's registration details.

As all published IATI data exists in the public domain it is important that grant holders ensure that any sensitive or personal data is excluded to ensure the safety and privacy of individuals and organisations. This includes ensuring that the IATI data published for your project is compliant with General Data Protection Regulation (GDPR).

Guide for publishing your data using AidStream

Below is a step-by-step guide for completing the publishing process through AidStream highlighting what information should be inserted under each heading. It is recommended this guide is followed the first time an organisation publishes their data to IATI as it is includes specific codes that must be used to correctly reference MannionDaniels and the FCDO.

Please refer to this document for the complete set of mandatory activity fields required under FCDO's Publishing Guidelines.

Identification

Activity identifier: Use your allocated UK Aid Match component number or any other group of numbers that uniquely reference your project.

Basic activity information

Project title: It is recommended that you use the title recorded on your accountable grant arrangement.

Description: Paragraph describing the project, programme or country activities relating to the information in the activity file. It is recommended to use the description recorded in your grant proposal. Choose 'General' as the description type.

Activity status: Choose 'Implementation' for the duration of the project and change the status to 'Completion' once retention payment has been paid and recorded in your IATI data.

Start date: Record the date the project started and select '2 – actual start' in the drop-down menu.

End date: While the project is active, the anticipated date the project will close and select '3 – planned end' from the drop-down menu. When the project ends, and the status is changed to 'completion', you will also need to revise this entry to '2 – actual end'.

Contact info: An email address, or other details, for someone who can be contacted with any enquiries about the activity. Ensure that the person has agreed for their name and email address to be made public through the activity file and update as staff changeover occurs.

Participating organisation

The participating organisations directly above and below you in the project delivery chain will need to be recorded at the Participating Organisation level. This will include the Fund Manager, your organisation, and any downstream partners. You can add additional organisation lines by pressing on the 'add more' + sign.

Participating organisation: funder

As the FCDO provides funding for your project but is not directly above you in the delivery chain, you will need to reference them without linking to their IATI activity codes.

Only the fields listed below need to be filled for this participating organisation. Please do not assign any 'Activity ID' codes to this entry for the FCDO.

Role: 1 – Funding
Identifier: GB-GOV-1
Type: 10 – Government
Narrative: FCDO

Participating organisation: fund manager

While the FCDO provides funding for your project, MannionDaniels is responsible for disbursing the funds to your project. Therefore, MannionDaniels needs to be named in the participating organisation section.

All the fields listed below need to be filled for this participating organisation.

Role: 3 – Extending

Identifier: GB-COH-04105827
Type: 70 – Private Sector
Activity ID: GB-COH-04105827-AIDMATCHII
Narrative: MannionDaniels

Participating organisation: your organisation

Your organisation needs to be recorded as a participating organisation in the delivery chain. Refer to the description of role codes to decide which code(s) is relevant for your organisation's context.

All the relevant fields need to be filled for this participating organisation. Write your organisation's name in the 'narrative' field.

Participating organisation: downstream partner(s)

Any organisation(s) that is/are acting as a downstream partner and receiving funds to implement project activities within your project needs to be recorded as an implementing organisation in the delivery chain.

If the organisation is not yet publishing or publishing for your project, leave the identifier and activity id sections empty. The 'Role' should be listed as '4 – implementing' and the organisation's name should be listed under 'Narrative'.

Participating organisation: match funder(s)

Any organisation that is providing match funding to your project needs to be recorded as a funding organisation in the delivery chain.

If the organisation is not yet publishing or publishing for your project, leave the identifier and activity id sections empty. The 'Role' should be listed as '1 – funding' and the organisation's name should be listed under 'Narrative'.

Geopolitical information

Recipient country: The country or region where the activity is taking place. For multi-country projects, allocate the relevant percentage to each country. Only publish 'recipient country' or 'recipient region', not both.

Location: Add more detailed information on the precise location of your project activities using the preferred fields available. If possible, add geo-code coordinates.

Classifications

Sector: The sector in which the project operates will need to be recorded by choosing the relevant code from the drop-down list title ‘sector code’.

Choose the sector vocabulary form the drop-down list: ‘1- OECD DAC CRS Purpose Codes (5 digit)’

Policy marker: Choose the relevant policy marker associated with your project from the drop-down list title ‘policy marker’.

Default flow type: Choose the classification of the resource flow.

Default finance type: Choose the financing mechanism – grant/loan/capital/export credit

Default aid type: Choose type of assistance provided

Default tied status: Choose whether there are restrictions on the aid.

Financial – budget

Budgets record 12-month periods of total project funding. If the project is in operation for three years, you are expected to have three budgets broken down according to the annual total for the three respective financial years. Enter the budget for each year in GBP.

You can add additional budget lines by pressing on the ‘add more’ + sign.

Financial - transactions

Transactions need to be published according to a quarterly schedule and on a quarterly basis. These transactions represent the financial flows in and out of your project. Click on the top right blue button titled ‘Add new transaction’ to input each new transaction record.

The transaction fields after Receiver Organisation are not required to be filled out in FCDO’s technical guidance. The FCDO encourages organisations to publish to the full standard where possible. Please note that if you add sector codes at the transaction level, every recorded transaction will need to be allocated a code.

Transaction: incoming fund

Details on incoming payments to the project from the FCDO or any match funder(s) are to be recorded on a quarterly basis.

The reference code, amount, transaction date, value date, currency, and description will likely change each quarter according to your records.

The narrative description should reference the relevant financial year, the quarter of the payment in question and the provider organisation codes of any match funders if know/applicable.

The codes below will need to be entered into the respective fields of each recorded incoming funds transaction.

Type: 1 – Incoming Funds
Provider org identifier: GB-COH-04105827
Provider activity id: GB-COH-04105827-AIDMATCHII
Type: 70 – Private sector
Narrative: MannionDaniels
Receiver org identifier: <insert identifier>
Receiver activity id: <insert id>
Type: <insert type>
Narrative: <insert narrative description>

Transaction: disbursement
A disbursement is funds disbursed by your organisation to another organisation for use in implementing the activity, so for example your partner organisation/s.

The reference code, amount, transaction date, value date, currency, and description will likely change each quarter according to your records.

Use your IATI codes in the provider section. The narrative description should reference that the transaction is a disbursement to a project partner.

Insert the receiver information if known.

Transaction: expenditure
Expenditure represents funds spent by your organisation on the direct purchase of goods and services by your organisation in administering, coordinating or implementing the activity. The narrative description should reference that these are project costs.

The reference code, amount, transaction date, value date, currency, and description will likely change each quarter according to your records.

The narrative description should reference that these are project costs for a given year and quarter. The date of the expenditure will usually be the end of the reporting period aggregated into one figure per quarter. Use your IATI codes in the provider section.

Transaction: commitment

The commitment is the total amount promised for this activity over the lifetime of the activity. This includes FCDO funding and match funding and any other funding that you will be reporting on.

State the total project budget in the value amount field and the project start date in the transaction and value date fields.

Document link

Provide links to documents relevant to the activity. For example, project documents such as the logframe, theory of change, annual report, case studies, mid-term review, evaluation, project completion report. Documents need to be hosted online as you will need the url link to complete this section. A link to the website of the organisation publishing the data also counts as a supporting document. The minimum standard requires you to link to at least one document.

It is important that any uploaded documents do not contain personal information such as names, email addresses, telephone numbers or any other personal data that would be against personal privacy and data protection as required under General Data Protection Regulation (GDPR) compliance. It is advised that you do not upload any project documents that have standard fields containing personal data.

Relations

The relations section allows you to link your project activity file to any other related published projects within your portfolio. Related projects may have parent, sibling, or child relations to your project in question. For example, a sibling activity is a sub-component of a common parent activity.

Results

The FCDO does not currently require organisations receiving funding to publish their results data, however, they do encourage organisations to publish to the full standard where possible.

Further support

MannionDaniels

Contact Stephanie Schlipper (stephanie.schlipper@manniondaniels.com) for any IATI enquiries.

Bond

Bond, the UK network for organisations working in international development, offers a range of IATI publishing support resources:

- two hours of free 1-2-1 support via telephone or Skype. To arrange the free 2 hours support email: support@iatistandard.org
- one-day face-to-face introductory workshops on publishing to IATI in their London office every second month. More information on this workshop (opens in new window).

Bond has also recently set up a flexible online IATI publishing training course that runs for around 8 hours over 2 weeks. This online course is particularly useful for organisations based in more remote regions or southern countries. More information on this course (opens in new window).

IATI Registry

If you have a question or issue with registering or publishing on the IATI Registry contact support@iatistandard.org.

AidStream

If you have a question or issue with registering or publishing through AidStream contact support@aidstream.org.