**DRAFT MINUTES**

**Lead Stewards Meeting**

10 August 2021 | Thursday | 8:00 – 9:00 AM EDT

Via Zoom Teleconference

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| **Attendee name** | **Organisation** |
| Usec. Rolando Toledo, Claire Bautista, Robin Gumasing | Department of Budget and Management (DBM), Philippines |
| Warren Krafchik, Vivek Ramkumar | International Budget Partnership (IBP) |
| Sailendra Patannayak, Torben Hansen | International Monetary Fund (IMF) |
| Lorena Caballero | Secretaría de Hacienda y Crédito Público (SHCP), Mexico |
| Juan Pablo Guerrero, Raquel Ferreira, Aura Martinez, Marianne Fabian, Albertina Meana | Global Initiative for Fiscal Transparency (GIFT) |

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| **1.0 Welcome & brief updates around the table** | |
| 1.1 | Juan Pablo welcomed everyone and facilitated a round of introductions. Apologies were received from the World Bank, IFAC and the Ministry of Finance, Brazil. |
| 1.2 | The following meeting agenda was adopted:   1. Welcome & brief updates around the table 2. Stewards General Meeting, an overview 3. GIFT Network subnational government membership (Guidelines) 4. City of Bogota's application for stewardship |
| **2.0 Stewards General Meeting, an overview** | |
| 2.1 | Marianne Fabian presented an overview of the agenda of the upcoming 2021 Stewards General Meeting, scheduled on August 24-27, 2021. She highlighted the 10 Year anniversary celebration of the GIFT Network. |
|  | Juan Pablo highlighted the following sessions where Lead Stewards’ presence is important:   * 10 Years of Advancing Fiscal Transparency, Tuesday, August 24, 10:30 AM - 12:00 PM EDT * Transparency Principles on Tax Policy and Administration, Wednesday, August 25, 8:00 - 9:30 AM EDT * Stewards General Meeting (Assembly), Friday, August 27, 8:30 - 9:30 AM   Lead stewards requested that the schedule for all of the SGM sessions be sent out as soon as possible to enable them to reserve the relevant time slots in their calendars. The GIFT team committed to sending a complete provisional 2021 SGM week schedule after the meeting.  Looking at the wide range of sessions that the SGM offers, Vivek Ramkumar suggested that some of the sessions be opened up to organizations/representatives outside of the network (e.g. potential donors and partners). Juan Pablo Guerrero welcomed the suggestion and encouraged Lead Stewards to forward any additional contacts that they would like to be invited to the SGM.  Usec. Rolando Toledo of the DBM Philippines also requested more information on the session on tax principles. The GIFT team committed to sending a copy of the session details soon. |
| **3.0 GIFT Network subnational government membership (Guidelines)** | |
| 3.1 | Juan Pablo Guerrero discussed the proposed guidelines on subnational government membership in the GIFT Network. A copy of the document discussed can be accessed [here](https://docs.google.com/document/d/14ntm3opFj8gz0WEQkLIpHjFaSrB74nmp/edit?usp=sharing&ouid=113920636991068090627&rtpof=true&sd=true). |
| 3.2 | After the presentation of the proposed guidelines, Sailendra Pattanayak posed the following questions:   * Is GIFT opening up membership to all kinds of subnational governments? What is the targeted level of representation? Is it supposed to be a MoF or alternatively any agency representing a subnational government? * How will GIFT deal with potentially receiving multiple applications from different institutions in the same country/region? Will there be a cap on the number of institutions per country/region? * How will potential conflicts between institutions in the same country be dealt with? * Applications will be open for a year. Does this mean that a government admitted towards the end of this period will have a short implementation period before the assessment of the pilot phase is conducted?   Warren Krafchik added that it would be useful to elaborate more on the criteria by, for instance, defining the targeted type of subnational government and their potential value-add for the GIFT network. More defined goals for piloting this effort should assist in narrowing the list of potential pilot local government members. In reviewing applications for membership, diversity should also be considered.  In response, Juan Pablo Guerrero agreed that the Network should regionally diversify membership as far as possible within the limited membership for the pilot phase, balancing this with the inherently inclusive nature of the Network. He added that applications will be open to all levels of budget/fiscal agencies belonging to subnational governments, but limited to those that actually work on fiscal transparency and public participation in fiscal policies. All applications for the pilot phase will be put forward for the consideration of the Lead Stewards. Regarding the length of the application period, he suggested that the timeframe for receiving applications be reduced to six (6) months, so that the pilot phase will run for at least 18 months before the evaluation period. |
| 3.3 | According to Warren Krafchik, looking at the assessment guidelines, the focus will be on subnational government performance. He suggested adding additional criteria on how subnational governments add value to the GIFT network.  Regarding this, the GIFT coordination team cited the following as potential focal areas where subnational governments tend to add value:   * Innovative practices on fiscal transparency and public participation * Learning on the experience of the proximity of citizens for engagement in budget implementation and inclusive practices * Use of the open fiscal data schema |
| 3.4 | Vivek Ramkumar relayed that he sees great potential in this area, particularly because there haven’t been a lot of resources invested in peer-learning for fiscal openness at the local level. In the pilot phase, it makes sense to keep it small, but diversified. He mentioned that it may also be good to add a learning lens to the pilot assessment that can explore the extent to which the subnational focus impacts the GIFT network. If the subnational process is going to show potential, GIFT can map out a 5 to10 year perspective on what this means for its work going forward.  Juan Pablo Guerrero stated that the GIFT focus is likely to remain on national governments given that the local government presence will be limited in the pilot phase, but stressed that despite this they will bring important considerations to the network in terms of advocating for inclusion, innovation, and collaboration between different levels of government. Currently, governments such as Bogota in Colombia and Guanajuato in Mexico are interested, but in other nations where institutional capacity is an issue, he sees that there are less opportunities for reaching out to local governments. |
| 3.5 | The meeting confirmed that there is general consensus in moving forward with the pilot phase of local government membership.  Juan Pablo Guerrero relayed that the Coordination Team will consolidate inputs and consider the recommendations of the Lead Stewards in updating the proposed guidelines for local government membership. He noted that Lead stewards are looking for more precision in the guidelines and a clearer expression of the value proposition of having subnational members in the GIFT network.  An updated and amended proposal will be sent to Lead Stewards for their consideration in the coming week. Any objection or amendment can be proposed via email, with a meeting being called if necessary. |
| **4.0 City of Bogota's application for stewardship** | |
| 4.1 | Juan Pablo Guerrero sought approval from the Lead Stewards to accept the application of Bogota, Colombia to be one of the pilot subnational members of the GIFT network. The application has been pending for quite a long period of time.  Aura Martinez discussed the following relevant activities of Bogota in promoting fiscal openness, which also supports their application to become a GIFT steward:   * Participation in regional peer-exchange on financial management, open data and use of technology to advance fiscal transparency * Conduct of Dataquest for Sustainable Development   + Online tutorials to introduce the data and potential use   + Contest on data use * Initial work for data standardization on the Open Fiscal Data Schema structure   The Lead Stewards approved the City of Bogota’s application to become a pilot subnational government GIFT Steward. |
| **5.0** | **Action Items from the meeting** |
| 5.1 | The summary of action items from the meeting are as follows:   * The GIFT team will send Lead Stewards the provisional annotated agenda for the upcoming 2021 Stewards General Meeting. * Based on the recommendations made during the meeting, the GIFT team shall update the proposed guidelines on the membership of subnational governments in the GIFT Network. An amended proposal will then be sent to the Lead Stewards for their consideration. * The GIFT team will inform the City of Bogota about it being accepted as a new GIFT pilot steward. |
| 5.2 | Juan Pablo Guerrero thanked all participants for attending the meeting and contributing to fruitful discussions. The meeting was adjourned at 9:10 AM, EDT. |