MA Paper 5b

DRAFT Terms of Reference
IATI Standard 2.04 Working Group:

Introduction:

IATI Working Groups (WGs) are advisory in nature and report to the Governing Board and as such, any changes to the scope and duties of the WG laid out below will require the approval of the Board. Upon completion of the WG's initial term, a review should take place to assess whether mandated work has concluded, or if the WG's term should be extended. An official closing report outlining findings, lessons learned, and as appropriate, recommendations, should be submitted to the Board and made public on the IATI website as part of this process.

The WG should elect a Chair during its first meeting, who is responsible for proposing meeting agendas, keeping a digital working log of the WG's activities and monitoring any potential risks / conflicts of interest, and communicating the progress of the group to the Governing Board, with the support of the Secretariat. Additional information on the agreed procedures for WGs can be found in the IATI SOP.

Name of Working Group:

IATI Standard 2.04 Working Group

Background / Context:

1. The IATI Standard (which encompasses the core schema, codelists and rulesets) has not been formally upgraded since version 2.03, completed in February 2018;
2. Improved tooling such as the validator and datastore has surfaced a range of bugs, inconsistencies and issues since that time.;
3. The Standard upgrade process was revised during version 2.03, to encompass three change possibilities: patch; minor; major, laying the foundation for clearer, quicker and more responsive change control of the IATI Standard.

Issues

4. However, the revised change process is unclear as to where a "bug fix" is resolved, as *both* are cited in the patch and minor upgrade descriptions in the IATI Standard documentation.

Risks

5. In this context, it is unclear how to *purposefully* make changes to the IATI Standard, and this lack of clarity results in the following risks:
   a. Risk to the integrity of the IATI Standards, should changes be made outside any assumed scope;
   b. Difficulty to chart a road map for future versions and community involvement;
   c. Ability to safeguard the long term relevance of the IATI Standard to its stakeholders.

Purpose / role of the Working Group:

The Governing Board proposes to establish a formal **IATI Standard 2.04 Working Group** to undertake the following:

   a. Agree and document the parameters for patch and minor upgrades;
   b. Advise on the appropriate documentation, communication and consultation for both change processes.

Approach

2. To support this Working Group, the Secretariat will provide the following assistance:
   a. Provide analysis of the current issues relating to the IATI Standard;
   b. Provide example workflows and processes that exist in other open data standards.
   c. Make recommendations to the Governing Board in terms of changes to the documented change process.

Outcome

3. This work will ensure the IATI Standard will benefit from the following:
   a. A robust and realistic change management process;
   b. A roadmap and associated material for any upcoming changes.

Membership:

This Working Group is open to community members with working knowledge & some experience of:

- The technical contents IATI Standard (schema; codelists; rules)
- The change control processes that support the IATI Standard

Time frame and level of commitment:

This WG will operate until Q1 2025 (March 31st 2025), with the following expectations:

● Working Group established; Secretariat to collate and share analysis;	Q2 / 2024
● Analyse data and processes; run through case studies;	Q3 / 2024
● Draft recommendations to the Governing Board.	Q4 / 2024
● Approval by members for Inclusion in Standard Operating Procedures	Q4 / 2024 - Q1 / 2025

A member of the WG would be expected to join one call per month for this period, of at least one hour.

In between these calls, there will be opportunity for further engagement, should WG member capacity and schedule permit.

Working methods / ways of working:

- All Working Group meetings will be held virtually;
- A space will also be established on IATI Connect, for members to communicate with one another and to ensure members of the community are aware and informed of developments.

Conflict of Interest Policy:

A member of the WG believing they may have an actual, potential or apparent conflict of interest concerning a proposal to be discussed by the group shall recuse themselves from that discussion and inform the Chair accordingly. They must abstain from communicating with other WG members regarding the subject. The Working Group must make a strong collective commitment to upholding recusal practices.