



OCP Governing Board Virtual Meeting 15 November 2021 Public Minutes

Objectives of the Meeting

- Review progress on OCP's annual organizational targets **(for discussion)**
- Agree on potential new Governing Board members **(for decision)**
- Review progress and make decisions with regards to the spin off **(for decision)**
- Review and approve the FY21 close out report from FCNY and the planned budgets for the remaining FY21 and FY22 **(for decision)**

Attendance

Governing Board

- Attending: Jennifer Bradley, Alan Detheridge, Sally Guyer, Max Nefyodov, Michael Owh
- Sent apologies: Mukelani Dimba

OCP

- Attending: Kathrin Frauscher, Gavin Hayman, Lindsey Marchessault, Steve Chaplain

Decisions

The Governing Board approved:

- The [minutes](#) of last Advisory Board meeting on July 28 2021
- Appointment of Max Nefyodov to the Governing Board
- Outreach to two potential new Board members (names will be shared if they accept the invitation and after formal appointment)

- OCP's [FY21 Close Out Report](#) from FCNY from October 1 2020 to September 30 2021
- OCP's planned budget for October through December 2021 and from January 2022 to December 2022 as the new OCP's fiscal year aligns with the calendar year
- A 2% inflation adjusted salary/fee award for the whole team (ie. employees and LTSA contractors) starting in March if they don't receive an increase through the annual review process
- The [updated risk register](#), which now refers to OCP instead of FCNY for all risks and with annual audit to risks moved to the financial controls section (vs governance risks previously)
- OCP's new [privacy policy](#), following Board discussion and advice

Actions

The following actions came out of the Board meeting:

- Board Package: For the next Board package, the OCP team will include a 'heat map' of how countries and regions are making progress towards open contracting
- Appointment Letters for Governing Board Members: before the next board meeting, all governing board members will sign formal appointment letters
- Board Manual: OCP will include a summary of insurance policies in the Manual, likely in the risk register section

Summary of Discussions

Progress Update

OCP gave a comprehensive overview of its progress towards its annual organizational strategy targets and provided updates of work in key countries and programs.

Highlights from the updates and discussion with the Board include:

- **Strategy Targets:** OCP is on track to meet all of its targets. The team flagged that we still have to publish several progress stories and that there is a risk of falling behind in publishing them by year end [Update in Jan 2022: they are all to be published as planned]. OCP overshot its target of two impact stories and published three so far ([Buenos Aires](#), [Chile](#), [Ukraine's state medical procurement agency](#)) with one more coming from [Moldova](#). OCP will meet its goal of six impact stories - we published five before the end of 2021: [Nuevo Leon](#), [Paraguay](#), [Lithuania](#), [Kosovo](#), [Ukraine Defense Procurement](#), with the decisions to award the Ecobici contract in Mexico City happening on December 29th meaning that it will be documented in January 2022, although attributed to 2021.

- **Implementation:** OCP gave the Board regional updates, highlighting the progress in the EU, ECA, Asia and at the US city level. OCP pointed out that countries in LATAM, such as Chile, Paraguay, or Colombia, are continuing to improve their data publication, use and engaging in systemic reforms. In 2022, OCP will especially focus on supporting more CSO efforts for monitoring and advocacy. We've also been pleased to see a big jump in engagement in Africa and Asia, although reforms are at a much earlier and more fragile stage. The Board asked questions about the US federal level and opportunities in the UK. The OCP team agreed that engagement at the US federal level has been slow and that this was a priority for 2022, especially as the US leads on the Summit for Democracy process. The team also reiterated the importance of showing significant progress in a G7 country, which could be the UK or Italy.
- **Advocacy:** OCP had two important high level wins on advocacy in 2021. The [G7 Statement Against Corruption and Kleptocracy](#) had the [best and fullest endorsement of OCP's vision so far](#) by the international community. For 2022, OCP will target the G20 and the US Summit for Democracy.
- **Data:** OCP saw a huge jump in data publishers to 66 and 15 publishers improved their data quality (the target was 13). Looking ahead, OCP will be revamping its data support offer to meet partners where they are and help to achieve measurable progress faster and smarter, especially around non standardised open data. For the first time in two years, OCP is also retendering its helpdesk contracts and is thinking carefully about which services it might want to host in-house, and which it might want to outsource.
- **Community Building:** OCP began to see results from its [new community strategy](#) and its shift to more regional engagement, as well as its increased staffing capacity on the communications team. The U.S. and ECA regional communities have taken off, and OCP's empowerment scores from specific events remain strong with an average of 8.52 out of 10. The big push until the end of the year will be the annual feedback survey which will check these scores more generally across our network.
- **Team:** OCP has hired five team members in 2021 and is planning to hire a new Head of Africa as the current Senior Manager for Africa is moving to San Francisco for family reasons. Under a new grant OCP also plans to hire a program manager for health. OCP will continue to implement and further improve its DEIB practices, including working with a coach. It has been a long year with the ongoing pandemic but team morale remains high. We will be checking this in our Annual belonging survey in January.

The Board discussed how OCP could best balance reaching impact and scale. OCP received feedback from one potential funder that its current approach was not productized enough to achieve massive scale and too reliant on high-intensity and tailored engagements, like Lift. The Board had an interesting discussion about this tension with some suggestions that OCP could work more in a cohort model, offering more standardized products and services to partners that

have similar needs and capacities. Other Board members thought that implementing systemic procurement reforms will always require some more customized support. The group also discussed the opportunity for OCP to do more with regards to green or sustainable procurement. This is a big investment for OCP in 2022.

Spin Off Updates

OCP has been operating as an independent organization since October 1st. It has been a huge achievement and a lot of work for the team. OCP gave a detailed update on what has been completed and a few matters that OCP is still working on or improving. Generally the spin off has gone well, most new systems and processes are up and running and most grants have been transferred from Fund for the City of New York to the new independent OCP.

The management team discussed some lessons where they felt that they could have done better, including some challenges with the transition of employment and contractor contracts, difficulties with Employment of Record organizations and with the US' clunky and old school financial and insurance systems where faxes were still needed and pandemic bottlenecks very much in evidence. We also felt we should have acted on some warning signs earlier that processes were going to be slow and found alternative providers quicker.

FY21 Close Out Report

The Board approved OCP's preliminary financial report covering October 1, 2020 to September 30, 2021 ([pls see tab 1 "FY21 Executive Summary"](#)).

OCP expected an income of \$6.4m and received \$5.8m or 91% of its expected income. The difference is that anticipated funding from Hewlett (\$330K), the Global Fund (\$40K) and UNODC (\$58K) were received after September and therefore not recorded in FCNY's FY21.

OCP planned for a budget for \$6.1m. OCP spent \$5.8m or 95% of that. Most of the underspend is explained by the delay in receiving funding from UNODC and from GIZ which arrived right at the end of the year, meaning OCP pushed those activities out of the FY. The OCP team explained that some of the underspend was due to being overambitious in our planning, especially with the spin out and partly due to a delay in funding from some new donors meaning their activities have not started yet.

The retained revenue was \$672K.

October through December 2021 Budget

OCP's new fiscal year runs from January through December. OCP therefore prepared a budget from October 2021 through December 2021. Please find the budget [here](#) (tab 2 called 3-month Budget Summary). OCP plans to spend \$1.5m from October 1 2021 to December 31 2021. The Governing Board approved the 3 month budget.

The OCP noted that it had set aside funds for a potential goodwill contribution to support a core group of open government reformers from Afghanistan who with the support from OGP (and OSF's) have made it to North Macedonia and hope to find asylum in Canada. The Board approved that OCP can make a contribution in this particular case.

OCP is also planning for a mini audit to cover this period. The Governing Board delegated the decision for the selection of auditor to the Executive Committee.

Planned FY22 budget

For FY22 OCP is planning for an income of \$5.7m and for expenses of \$5.5m, decreases of 12% (income) and 6% (expenses) respectively. [Please see the third tab, titled FY22 Budget Summary.](#) OCP anticipates retained revenues to FY23 of approximately \$275K, as well as its reserves of \$904K.

The \$5.7m in planned revenue includes \$1.65m of likely and prospective revenue. OCP is very confident that it can raise these funds as they should come from anticipated renewals. Yet as this is a higher fundraising amount than in the past few years, OCP revised its planned spending down for FY22.

People are OCP's core resource and OCP is not planning to make any cuts to the team. Therefore OCP is planning a reduction in external spending, particularly on helpdesk (this line is now called: "Data Products & Support Services") down to \$519K (down 22%) and implementation down almost a third to c. \$904K. These two items are OCP's biggest investments outside of personnel.

The Governing Board had a good conversation about OCP's fundraising pipelines and its predictions to close the funding gap.

UK and LTSA Health Insurance

After OCP raises some more money, it would like to offer a \$150/month health insurance benefit to everyone outside of the US and Canada where we already support healthcare as part of the contract. This would cover both LTSA contractors and UK employees. The Governing Board was supportive of this plan and OCP will loop back in due course to get formal Board approval.

Privacy Policy

The Board approved OCP's new [privacy policy](#), following discussion and advice, especially to make sure the OCP management team now keeps a focus on operationalizing this and other policies across the team.