



**IATI Implementation Schedule for:**

WaterAid GB

**IATI Organisation Identifier:**

GB-CC-288701

(Click on hyperlink above for more information on IATI Organisation Identifiers)

**Version:**

1.1.0

**Date:**

29/08/2012

**This document provides a publication plan which covers:**

1. When will data be published? Timetable and frequency of publication
2. Exclusions and constraints: Overview of exceptions, thresholds & constraints
3. How will data be published? How published data will be presented to users
4. What data will be published? Overview coverage. For each area of the standard:
  - a. Timetable for publication
  - b. Terminology used within the data provider's systems
  - c. Exceptions, thresholds & constraints

**Instructions for completion:**

The Implementation Schedule is divided into three tabs, with mirrored guidance tabs providing more help in completing the schedule (which should be deleted prior to submitting a completed Implementation Schedule):

1. Publishing Information
2. Organisation Data
3. Activity Data

**Publishing Information**

This provides space to provide more detailed information about what data will be published, whether there will be any exclusions, and how the data will be published.

This is made up of a mixture of boxes for extracting specific information and text boxes for providing more detailed information.

Many of the boxes for specific information consist of drop-down menus where you will need to select the most appropriate category that fits with the qualitative information you provide in the adjacent text box.

Some require a typed entry:

e.g. Numeric entry for % of total budget (/ODA) and date entries for publication timetable (this should appear in mmm-yy format - e.g. Jan-12).

The purpose of these boxes is to make it easier for users to extract the most pertinent information, whereas the text boxes expand on this to provide more detailed information.

**Organisation Data and Activity Data**

Although each of these has its own worksheet, the format for completing each is the same.

Each is made up of a table consisting of seven columns:

- 1) Information Area, 2) Status, 3) Publication date, 4) Exclusions & Thresholds, 5) Exclusion category 6) Data provider definition, and 7) Publication notes.

**1) Information Area -**

this identifies the data item.

**2) Status -**

this provides a traffic light rating on the readiness of data to be published and is based on the following key:

Fully compliant	Publishing in full compliance with the IATI Standard
Partially compliant	Publishing some data required by the IATI Standard
Future publication	Data will be published at a future date
Under consideration	No current plans to publish, but could be considered
Unable to publish	Information not available or collected, or not relevant to organisation

(The colour coding is auto-generated through use of the drop-down menu.)

For anything less than full compliance, further information should be provided in the publication notes. This includes:

- dates for full compliance if partial compliance is expected initially
- information on future publication of data items - e.g. potential dates or what it is dependent upon (e.g. new management systems)
- under what conditions data items under consideration could be published (e.g. implementing geo-coding or collecting of results data)
- reasons for being unable to publish (e.g. not relevant to the organisation, not part of the organisation's business model, etc.)

**3) Publication date -**

identifies when data can start being published (this will be based on the overall timetable for publication identified in the 'Publishing Information' tab, and should indicate when in the publication timetable this date item will be published).

The date should appear in mmm-yy format (e.g. Jan-12). If any additional information needs to be provided about the date, this should be added in the 'Publication notes'.

**4) Exclusions & Thresholds -**

highlights any specific thresholds or exclusions for the data item.

**5) Exclusion category -**

identifies the reason for the exclusion using the following drop-down menu:

n/a	No exclusions
a	Not applicable to organisation
b	A non-disclosure policy
c	Not currently captured and prohibitive cost
d	Other (please specify within the 'Exclusions & Thresholds narrative)

**6) Data provider definition -**

provides the terminology used within the organisation's internal systems (this demonstrates how internal terminology maps to IATI).

**7) Publication notes -**

provides additional information, such as reasons for amber or red coding, or relevant information which is not covered in the preceding columns or requires further clarification.

**Support available:**

**Knowledge Base**

The Knowledge Base has a number of forums that provide additional information about getting started and implementing IATI, including discussions on tools, information for NGOs and some technical information.

Information on communication support can also be found here to help in promoting your IATI publication (including examples of existing news releases, templates and contacts).

The Knowledge Base can be found at:

<http://support.iatistandard.org/forums>

**Further support**

If you require any further support or there are any areas of information you would like to see added, please contact Joni Hillman at:

[jhillman@bond.org.uk](mailto:jhillman@bond.org.uk)

## 1. When will data be published?

Timetable and frequency of publication		
<b>Which organisations/agencies/programmes will your IATI data cover?</b> (What % of your total development flows does this cover? What is missing?)		
<i>Percentage of total budget / ODA</i>	<i>Narrative</i>	
77%	<p>WaterAid's IATI data will cover 100% of WaterAid's charitable activities. It will not include WaterAid Fundraising and Governance costs and activities.</p> <p>WaterAid has a PPA with DFID which is unrestricted funding supporting WaterAid's overall strategy. Therefore in order to comply with the requirements of the PPA WaterAid is planning towards IATI implementation for all its charitable activities.</p>	
<b>Overall timetable for publication</b> (Provide a date for when these organisations will publish (a) an initial (incomplete) set of IATI data and (b) full IATI implementation)		
<i>Date of initial implementation</i>	<i>Date of full implementation</i>	<i>Narrative</i>

Aug-12	Sep-14	<p>WaterAid has a number of initiatives in place currently focusing on Aim 4 of our global strategy: “We will further develop as an effective global organisation recognised as a leader in our field and for living our values.”</p> <p>We are therefore developing our Global Programmes Management Information Systems (GPMIS), which focus on reporting and analysis of data. Our timeline for full rollout of WaterAid’s revised GPMIS is September 2013. We are also focusing on further embedding our Planning, Monitoring and Evaluation framework within all our activities.</p> <p>Compliance with the IATI standards is an integral part of this review and other internal effectiveness processes (e.g. development of our new website platform). Therefore to ensure we are publishing accurate information our timeframe towards full IATI implementation aligns to the timelines of these efficiency initiatives.</p> <p>WaterAid will publish the following data:</p> <p><b>Data from April 2010 onwards (Down to Country Programme granularity):</b></p> <ul style="list-style-type: none"> <li>• Organisational income (by funder), spending (by Country Programme) and the names of key partners (organisations that have been a top 50 partner (by disbursement from WaterAid) for a given year since 2010-11).</li> </ul> <p><b>Additional data from April 2012 onwards (Down to Country Programme granularity):</b></p> <ul style="list-style-type: none"> <li>• Summary of 3 year organisational forward planning budget data,</li> <li>• 1 year forward planning information by Country Programme.</li> </ul> <p><b>Additional data from April 2013 onwards (Down to project granularity):</b></p> <ul style="list-style-type: none"> <li>• Project data that includes expenditure and disbursements for a sample of Country Programmes and Country Programme data for remaining Country Programmes.</li> </ul> <p><b>Additional data from April 2014 onwards (Down to project granularity):</b></p> <ul style="list-style-type: none"> <li>• Project data including expenditure and disbursements for all WaterAid charitable activities.</li> </ul>
<b>Timeliness and frequency of publication</b> (How soon after data is captured and available internally will data be published? How frequently will data be published?)		
<i>Frequency of publication</i>	<i>Timeliness of publication</i>	<i>Narrative</i>
Quarterly	1 quarter in arrears	Initially in August 2012 for 2010/11 data then on an annual basis in September for subsequent years; Additional data from April 2013 onwards will be on a quarterly basis, one quarter after quarter close;
<b>How early in lifecycle will activity details be published?</b> (Will activity details be published during the pipeline/identification stage or not until they are approved and in the implementation stage)		
<i>Lifecycle status at publication</i>		<i>Narrative</i>
Implementation		From 2013/14 (a sample of Country Programmes) and 2014/15 (all charitable activities) details will be published once funding is secured and an activity is in implementation stage.

<b>Data quality status</b> (Do you want to identify the status of the quality/audit/statistical verification of data that is published in registry? Please indicate whether you anticipate doing this, and the likely timing of moving from unverified data to verified data)	
<i>Data quality</i>	<i>Narrative</i>
Unverified	<p>Data will be quality assured as part of the data capture process and WaterAid will not seek to differentiate between data published as unverified or verified.</p> <p>The data will go through an internal process of quality and statistical verification. This is likely to be manual initially, but will develop as systems evolve to enable digital approval processes and automated data publication.</p>
<b>Approach to publication</b> (Please outline what staff and system resources are being made available to implement IATI, any relevant organisational structures e.g. working groups, and who is leading on IATI implementation)	
<i>System resource</i>	<i>Narrative</i>
Other	<p>WaterAid's IATI steering committee comprises of the Heads of; Finance, Programme Funding, Programme Effectiveness and Communications. These roles all report into Director level.</p> <p>Decisions on the IATI process will ultimately be made at the Directorate level.</p> <p>A working group has been established with leads from each of the above teams. The working group is responsible for mapping data to IATI standards and presenting recommendations for action to the Steering committee.</p> <p>A member of Programme staff from each pilot Country Programme and Regional Team will also be part of the working group.</p> <p>Implementation will be carried out by the Programme Effectiveness Unit, finance, Regional Teams and Country Programme staff with support from the other working group members. Our IT and communications department will also support prior to publication. We may require additional resources for initial implementation.</p>
<b>Other notes</b>	
As mentioned above, WaterAid is in the process of developing its systems to improve effectiveness. In 2010/11 WaterAid rolled out a new Global Accounting System in all of its 17 established Country Programmes. The second phase of this system review is to build a more robust Global Programmes Management Information System that will enable higher quality and timely information sharing both internally and to our external audiences.	

## 2. What are the exclusions from publication?

**Exceptions and constraints:** general rules that exclude activities from being published. *Any specific data item exclusions should be listed in the data tables (Organisation data tab and Activity data tab).*

**Thresholds** *(are there any thresholds on the value of activities or transactions to be published. Please specify what the general threshold limits are for*

For Incoming funds WaterAid will only publish grants funding specific charitable activities that are above £50k and unrestricted grants above £1m.

Transactions will be aggregated either annually or by quarter per activity.

**Exclusions** *(Please identify any rules for excluding data or information that will either be applied automatically or used as a basis to manually exclude*

For security or commercial reasons a small number of exclusions may apply in order not to harm WaterAid's work or staff. These are based on the key principles of the UK's Freedom of Information Act and are as follows:

- **International relations:** Information that may harm WaterAid's relations with other institutions or governments.
- **Security and safety:** Information that may jeopardise our ability to function in a specific country or area, pose a risk to the security or safety of any individual, including WaterAid or partner staff/assets, contractors and beneficiaries.
- **Personal information:** Information that intrudes on the privacy of a person or could contravene confidentiality.
- **Commercially sensitive information:** Information that does harm to WaterAid's or WaterAid's partners or suppliers commercial interests.
- **Information that is exempt from disclosure under WaterAid's policies or regulations:** Where a donor has requested Anonymity or expressed privacy concerns.

In addition the following data will be excluded:

- WaterAid forms part of a federation which comprises 4 members currently WaterAid (i.e. WaterAid registered in England & Wales and Scotland), WaterAid America, WaterAid Sweden and WaterAid Australia. Only the information that is relevant to WaterAid will be published.
- Non charitable expenditure

#### **Any general issues or other constraints**

WaterAid will be conducting a more comprehensive mapping of internal data and processes to the IATI Standard through our Country pilots to determine our current ability to fully comply with the standard. This work will inform the design of the WaterAid GPMIS and review of our internal processes.

### 3. How will data be published?

#### **Information for prospective users of information**

**Licensing** (Under which license will data be published: public domain or attribution? If the license does not meet the IATI standard please specify why. Please state whether you intend to use the IATI authorised license or another)

*Licence type*

*Narrative*

Attribution-only	WaterAid's IATI licence was created from the template attribution-only licence on the IATI standard website, tailored to WaterAid's requirements.
<b>Definition of an activity and multi-level activities</b> (How is an activity defined e.g. projects and programmes, or some other structure? Do you have multi-tiered project structures e.g. projects and sub-projects or components? At which level do you intend to publish details (e.g. transactions)?)	
<i>Multi-level activities reported?</i>	<i>Narrative</i>
Yes	<p>WaterAid follows a programmatic approach with the following hierarchical structure:</p> <ul style="list-style-type: none"> <li>• Organisation,</li> <li>• Region,</li> <li>• Country Programme,</li> <li>• Project.</li> </ul> <p>Initially data will be aggregated to the organisation and country level From 2013/14; activity will also include project level activities.</p>
<b>Segmenting data for publication</b> (The recommendation is to publish data segmented by country i.e. one data file for each country. Duplicate project data must not exist within different files, so projects targeting multiple countries or regional/worldwide by nature should be held within a non-country specific file(s). Is this a practical suggestion for your programme? How many projects are not specific to one country and what non-country files best suit your programme?)	
<i>Segmentation</i>	<i>Narrative</i>
By country / region	<p>Initially WaterAid will provide one activity file with activities at organisation and country Level. Ultimately we are aiming to segment according to:</p> <ul style="list-style-type: none"> <li>• One activity file per country (23), or more where there are a large number of activities,</li> <li>• One activity file for non-specific country activities.</li> </ul>
<b>Do you intend to provide a user interface in addition to raw (XML) IATI data?</b> (Will IATI data be accessible for end users through an existing or a new user interface on your website? [Note: this is not an IATI requirement])	
<i>User interface?</i>	<i>Narrative</i>
Under consideration	We have no plans currently to provide a user interface, however we are in the process of developing a new global website platform, and ultimately presentation of our IATI data in a user friendly format would be beneficial to enable us to share information with our stakeholders and audiences.

## Organisation

**Note:** definitions and code lists can be found at:  
<http://iatistandard.org/organisation-standard>

**Note:** For further information or support please go to the Knowledge Base:  
<http://support.iatistandard.org/forums>

Information Area	Status	Publication date	Exclusions & Thresholds	Exclusion category	Data provider definition	Publication notes
Annual forward planning budget data for agency	Fully compliant	Sep-12			WaterAid 3 year Business Plan.	
Annual forward planning budget for funded institutions	Unable to publish			a) Not applicable to organisation		WaterAid centrally plans at the Country Programme Level, of which Funded Institutions form a part of this.
Annual forward planning budget data for countries	Fully compliant	Sep-12			WaterAid 1 year Country Programme Plans.	
Organisation documents	Fully compliant	Sep-12				General documents about WaterAid.

## Activities

**Note:** definitions and code lists can be found at:

<http://iatistandard.org/activities-standard>

**Note:** For further information or support please go to the Knowledge Base:

<http://support.iatistandard.org/forums>

Information Area	Status	Publication date	Exclusions & Thresholds	Exclusion category	Data provider definition	Publication notes
<b>Identification</b>						
Reporting Organisation	Fully compliant	Aug-12			WaterAid	
IATI activity identifier	Fully compliant	Aug-12			WaterAid IATI ID + Unique WaterAid Code	
Other activity identifiers	Under consideration			c) Not currently captured and prohibitive cost		WaterAid will review this when more organisations report data on WaterAid related activities.
<b>Basic Activity Information</b>						
Activity Title (Agency language)	Fully compliant	Aug-12				English is the base language for all reports.
Activity Title (Recipient language)	Unable to publish			c) Not currently captured and prohibitive cost		English is the base language for all reports.
Activity Description (Agency language)	Fully compliant	Aug-12				English is the base language for all reports.
Activity Description (Recipient language)	Unable to publish			c) Not currently captured and prohibitive cost		English is the base language for all reports.
Activity Status	Fully compliant	Aug-12			2: Implementation, 3: Completion, 4: Post-completion, 5: Cancelled	
Activity Dates (Start Date)	Fully compliant	Aug-12			Agreed start date for activity.	

<b>Activity Dates (End Date)</b>	Fully compliant	Sep-13			Agreed end date for activity.	
<b>Activity Contacts</b>	Fully compliant	Aug-12				
<b>Participating Organisation (Funding)</b>	Fully compliant	Aug-12				Reported at the organisation level.
<b>Participating Organisation (Extending)</b>	Unable to publish			a) Not applicable to organisation		Donor centred term. WaterAid funds are managed centrally.
<b>Participating Organisation (Implementing)</b>	Fully compliant	Aug-12			Initially organisations that have been a top 50 partner (by disbursement from WaterAid) for a given year since 2010-11. From Sept 2013 partners will also be linked to project level activities.	
<b>Participating Organisation (Accountable)</b>	Under consideration					WaterAid are awaiting further advice from BOND.
<b>Geopolitical Information</b>						
<b>Recipient Country</b>	Fully compliant	Aug-12				
<b>Recipient Region</b>	Fully compliant	Aug-12				Used when activity spans multiple countries, otherwise "Recipient Country" will be used as more accurate.
<b>Sub-national Geographic Location</b>	Under consideration			c) Not currently captured and prohibitive cost		WaterAid will review this inline with developing our Global Programmes Management Information System.
<b>Classifications</b>						
<b>Sector (DAC CRS)</b>	Fully compliant	Aug-12			DAC: 140 Watsan	
<b>Sector (Agency specific)</b>	Unable to publish			a) Not applicable to organisation		WaterAid will use the DAC CRS codes.

<b>Policy Markers</b>	Unable to publish			a) Not applicable to organisation		Donor centred term.
<b>Collaboration Type</b>	Unable to publish			a) Not applicable to organisation		Donor centred term.
<b>Default Flow Type</b>	Fully compliant	Aug-12			30: Private grant	
<b>Default Finance Type</b>	Fully compliant	Aug-12			110: Aid Grant excluding debt reorganisation	
<b>Default Aid Type</b>	Fully compliant	Sep-13			Organisation level: B01: Core support to NGOs, other private bodies, PPPs and research institutes. Country Programme level and below: C01: Project-type interventions.	
<b>Default Tied Aid Status</b>	Fully compliant	Sep-13			Majority 5: Untied, although some is 3: Partially tied.	
<b>Financial</b>						
<b>Activity Budget</b>	Fully compliant	Sep-12				Reported at the organisation and Country Programme level, annually.
<b>Planned Disbursements</b>	Unable to publish			c) Not currently captured and prohibitive cost		
<b>(UNDER DEVELOPMENT) Recipient Country Budget Identifier</b>	Under consideration					WaterAid will review this on receiving further information.
<b>Financial Transaction</b>						
<b>Financial transaction (Commitment)</b>	Under consideration					WaterAid will review this inline with developing our Global Programmes Management Information System.
<b>Financial transaction (Disbursement &amp; Expenditure)</b>	Fully compliant	Sep-13				
<b>Financial transaction (Reimbursement)</b>	Unable to publish			a) Not applicable to organisation		

<b>Financial transaction</b> (Incoming Funds)	Fully compliant	Aug-12	WaterAid reporting threshold is £50k for restricted grants and £1m for unrestricted grants.			Reported at the organisation level.
<b>Financial transaction</b> (Loan repayment / interest repayment)	Unable to publish			a) Not applicable to organisation		
<b>Related Documents</b>						
<b>Activity Documents</b>	Fully compliant	Sep-12			General WaterAid documents will be provided as part of the organisation file. Activity documents shall be provided inline with our exclusion policy and as and when they are published.	
<b>Activity Website</b>	Fully compliant	Aug-12			WaterAid has a website for each country in which it operates in.	
<b>Related Activity</b>	Fully compliant	Aug-12			Links to Parent, Children and related siblings in the WaterAid hierarchy of activities.	
<b>Performance</b>						
<b>Conditions attached Y/N</b>	Unable to publish			a) Not applicable to organisation		Donor centred term.
<b>Text of Conditions</b>	Unable to publish			a) Not applicable to organisation		Donor centred term.
<b>Results data</b>	Under consideration			c) Not currently captured and prohibitive cost		WaterAid will review this inline with developing our Global Programmes Management Information System.