



# IATI Implementation Schedule for Catholic Agency For Overseas Development (CAFOD)

Version 1.0, February 2012

## Part 1: Public donor implementation plan

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  - c. Exceptions, thresholds & constraints

## Part 1: Public donor Implementation schedule

### 1. When will data be published?

<b>Timetable and frequency of publication</b>
<p><b>Which organisations/agencies will your IATI data cover?</b> <i>(What % of your total development flows does this cover? What is missing?)</i></p> <p>Our published IATI data will cover all approved grants and payments made to CAFOD’s partners (“Participating Organisations”) together with all internal approvals made to CAFOD’s international offices. This covers 100% of the development flows to organisations and agencies, although the actual coverage will be less than this figure due to the defined exclusions – <i>as per Section 2 below</i>.</p>
<p><b>Overall timetable for publication</b> <i>(Provide a date for when these organisations will publish a) an initial set (incomplete) of IATI data b) full IATI implementation)</i></p> <p>Data will be published from April 2012 and will encompass all of CAFOD’s Activities, albeit with the limited set of defined information areas and defined exclusions– <i>as per Sections 2 and 4 (below)</i>, Decisions related to the extension of the published data set to include additional information areas lies with the Accountability @ CAFOD Steering Group. However, as of the date of this Implementation Schedule, there are no current plans to do so.</p>
<p><b>Timeliness and frequency of publication</b> <i>(How soon after data is captured and available internally will data be published? Will data be published on a monthly or quarterly basis?)</i></p> <p>Data will be published on at least a quarterly basis and will include the defined data related to all approved Activities.</p>
<p><b>How early in lifecycle will activity details be published?</b> <i>(Will activity details be published during the pipeline/identification stage or not until they are approved and in the implementation stage)</i></p> <p>Activity details will be published once they have been approved and in the implementation stage.</p>
<p><b>Data quality status</b> <i>(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></p> <p>Data for publication will be quality reviewed as part of each Activity’s formal approval. Prior to the first publication of data, a quality review of all live Activities will be completed.</p>
<p><b>Resources available to implement IATI?</b> <i>(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></p> <p>Responsibility for IATI implementation rests with the Accountability @ CAFOD Steering Group, chaired by CAFOD’s International Change and Systems Manager. Technical IT resources are provided by CAFOD’s IT Applications team.</p> <p>The Steering Group reports quarterly to the International Leadership Team and the (external) International Programmes Committee, a sub-group of the CAFOD Board.</p>
<p><b>Other notes</b></p> <p>The sole data source for all the IATI data is CAFOD’s proprietary WebPromise grant management and approvals system. WebPromise does not capture any forward planning budget data. Production of the published IATI data is an automated process.</p> <p>CAFOD’s Sun financial system holds the current year’s budget at a budget holder level: in practice this is a sub-regional grouping of counties. Neither country level budgets nor partner budgets are held in the Sun financial system.</p>

## 2. What are the exclusions from publication?

<p><b>Exceptions and constraints:</b> general rules that exclude activities from being published. Any specific data item exclusions should be listed in section 4</p>
<p><b>Thresholds</b> <i>(are there any thresholds on the value of activities or transactions to be published. Please specify what the general threshold limits are for publication)</i></p> <p>There will be no thresholds placed on the financial value of Activity related data being published. There will not be aggregation of grants or payments on a quarterly basis.</p>
<p><b>Exclusions</b> <i>(Please identify any rules for excluding data or information that will either be applied automatically or used as a basis to manually exclude publication. Note that exceptions for publication should be kept to a minimum and based on existing national or other regulations)</i></p> <p>As defined in CAFOD's "Open Information Policy" the following exclusions apply:</p> <ul style="list-style-type: none"><li>• All Activities that have been marked in WebPromise as "confidential" by a CAFOD programme team. Typically, "confidential" Activities amount to less than 5% of the total.</li><li>• Any Activities for which the disclosure of information would, in the opinion of the relevant CAFOD programme team, jeopardise our ability to function, the safety of our staff or partners' staff, or the security of our assets or our partners' assets. Nor will we disclose information if it may have a negative impact on the communities that we serve. Such exclusions are identified on the WebPromise database record for the Activity.</li></ul> <p>In addition, the following data is also excluded:</p> <ul style="list-style-type: none"><li>• Activities that were dead or dormant on or before 1 April 2012.</li><li>• CAFOD approval type: "Microgrants" - a microgrant is a discretionary fund which can be used to make small one-off grant payments to partner organisations.</li><li>• CAFOD approval types: "Contributions" - a contribution is a one-off specific institutional support, such as training, subscriptions, membership fees, piece of equipment and networking.</li><li>• Activities related to UK partners, for example support to UK based justice and peace organisation or network.</li></ul>
<p><b>Any general issues or other constraints</b></p> <p>CAFOD will be undertaking a quality review of its IATI data between January and March 2012, although it may not be possible to update all Activity Descriptions in this period.</p> <p>In the context of CAFOD's IATI data, "disbursements" refer to payments made to partner organisations, while "expenditure" refer to internal payments to CAFOD international offices. All CAFOD grant related payments are disbursed through its UK bank accounts. In the event that a specific payment needs to be made to a CAFOD international office outside of its agreed annual budget, then an internal grant payment mechanism is used.</p>

### 3. How will data be published?

Information for prospective users of information
<p><b>Licensing</b> <i>(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)</i></p> <p>CAFOD will publish its IATI data under the “Open Data Commons – Attribution License”.</p>
<p><b>Definition of an activity and multi-level activities</b> <i>(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?)</i></p> <p>In CAFOD’s WebPromise grant management system , a project is a grant or series of grants made to a single partner organisation with the aim of achieving an agreed set of outcomes. In terms of the IATI terminology, each of these WebPromise projects, which must be formally approved and authorised before any payments can be made, are considered to be an “Activity”.</p>
<p><b>Segmenting data for publication</b> <i>(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></p> <p>A single file, encoded as per the IATI data specification, will be produced for each country in which CAFOD provides grants to partners.</p>
<p><b>Do you intend to provide a user interface in addition to raw IATI data?</b> <i>(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></p> <p>CAFOD will publish raw IATI data only. There are no plans to create a user-interface for users.</p>

#### 4. What data will be published – data coverage for IATI implementation

Green	Able to publish
Orange	Able to publish but with either some caveats or some further work to do. Refer to publication notes.
Red	Unable to publish. Refer to publication notes.

Coverage: publish as much data as possible for all new and ongoing projects. For each data item:

- ❖ **Colour code according to the definitions above**
- ❖ **When data can start being published** (with reference to the overall timetable for publication described above in section 2, indicate when in the publication timetable this data item will be published)
- ❖ **Exclusions & thresholds** (highlight any data specific thresholds or exclusions that you require for specific data items. Identify the reason the exclusion is sought:
  - a) Not applicable to organisation
  - b) A non-disclosure policy
  - c) Not currently captured and prohibitive cost
  - d) Other, specify)
- ❖ **Terminology used within donor systems** (IATI aims to produce a glossary that maps the terminology used within the IATI standard to terminology used within donor agencies and international institutions. Please describe the term for each data item used within your organisation/systems)
- ❖ **Any issues or constraints relating to specific data items** (add any notes relevant to public users about the publication of this data item and any reasons for orange or red coding)

##### a) Organisation

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

Information Area <i>[to be colour coded as above]</i>	Publication Date	Exclusions (a, b, or c)	Donor (CAFOD) Definitions	Publication notes
Annual forward planning budget data for agency		c		Publication of total development budget data (current year) will be available at a future (currently undefined) date; this information is held in Sun systems
Annual forward planning budget data for funded institutions		c		Not recorded in either WebPromise or Sun
Annual forward planning budget data for countries		c		Not recorded in either WebPromise or Sun
Organisation documents		d		Public documents related to CAFOD as an organisation are available at: <a href="http://www.cafod.org.uk/">http://www.cafod.org.uk/</a>

## b) Activities

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

Information Area <i>[to be colour coded as above]</i>	Publication Date	Exclusions (a, b, or c)	Donor (CAFOD) Definitions	Publication notes
Reporting Organisation	Apr 2012			Always CAFOD
Participating Organisation (Funding)	Apr 2012			Always CAFOD
Participating Organisation (Extending)		c		Not recorded in WebPromise
Participating Organisation (Implementing)	Apr 2012		Project Holding Partner	
Participating Organisation (Accountable)		c		Not recorded in WebPromise
Recipient Country	Apr 2012		Country location of Project Holding Partner	
Recipient Region		c		Not recorded in WebPromise
Collaboration Type		c		Not recorded in WebPromise
Default Flow Type	Apr 2012			30 = Private grant
Default Aid Type	Apr 2012			C01=Project-type interventions
Default Finance Type	Apr 2012			110 = Aid grant excluding debt reorganisation
IATI activity identifier	Apr 2012		Project ID + IATI Identifier for CAFOD	CAFOD IATI identifier is GB-CC-285776
Other activity identifiers	Apr 2012		Project ID	
Activity Title (Agency language)	Apr 2012		Project Title	
Activity Title (Recipient language)		c		Not recorded in WebPromise
Activity Description (Agency language)	Apr 2012		Project Summary	
Activity Description (Recipient language)		c		Not recorded in WebPromise
Sector (CRS)	Apr 2012		DAC Sector codes	CAFOD "project components" mapped where possible to DAC sector code
Sector (donor specific)	Apr 2012		CAFOD "Sector"	There are 10 CAFOD Sectors
(UNDER DEVELOPMENT) Recipient Country Budget Identifier		c		Not recorded in WebPromise
Activity Dates (Start Date)	Apr 2012		Project Start Date	
Activity Dates (End Date)	Apr 2012			End date of latest project cycle
Default Tied Aid Status	Apr 2012			5=Untied
Policy / Thematic Markers		c		Not recorded in WebPromise
Activity Status	Apr 2012			2=Live; 3=Dormant; 4=Dead
Activity Contacts	Apr 2012			General email address provided for contact: <a href="mailto:cafod@cafod.org.uk">cafod@cafod.org.uk</a>
Activity Web Site		c		Not recorded in WebPromise

Information Area [to be colour coded as above]	Publication Date	Exclusions (a, b, or c)	Donor (CAFOD) Definitions	Publication notes
Related Activity		c		Publication of Related Activities will be available at a future (currently undefined) date
Financial transaction (Commitment)		c		Not recorded in WebPromise
Financial transaction (Disbursement & Expenditure)	Apr 2012		CAFOD Payment: internal payment ID; payment type; payment date; payment value (GB£); payment recipient.	Disbursements = payments made to partner; Expenditure = internal payment made to CAFOD international office
Financial transaction (Reimbursement)		c		Publication of Reimbursements will be available at a future (currently undefined) date
Financial transaction (Incoming Funds)	Apr 2012		CAFOD Approval: internal approval ID; date authorised; funding source; funding source ID; approval amount (GB£).	
Financial transaction (Loan repayment / interest repayment)		a		
Activity Budget		c		Not recorded in WebPromise
Planned Disbursements		c		Not recorded in WebPromise
Activity Documents		b		CAFOD's Open Information Policy specifically excludes the publication of (internal to CAFOD) Activity Documents
Conditions attached Y/N		c		Not recorded in WebPromise
(OPTIONAL) Text of Conditions		c		
(OPTIONAL) Results data*		b		
(OPTIONAL) Sub-national Geographic Location		c		

***\*The suggested format for results data is a model to allow those that already publish results as data to do so in an internationally comparable format, should they so wish. Should future international agreements elsewhere on results data supersede the suggested data format, this will be updated accordingly.***