

IATI - AIMS

Summary Report and Q&A

USING IATI IN COUNTRY SYSTEMS:
UNICEF PILOT IN SENEGAL AND MADAGASCAR



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OVERVIEW & APPROACH

OVERVIEW

Development Gateway (DG), in partnership with Development Initiatives (DI), supported UNICEF's goal of helping their Country Offices use data published to the International Aid Transparency Initiative (IATI) for reporting to government Aid Information Management Systems (AIMS). The purpose of this was to reduce the burden of data collection and reporting, increase the timeliness of data reporting, and improve UNICEF IATI data so that it can be useful for country systems and planning.

APPROACH

Development Gateway based the project approach based on what was learned through our previous program with the French Ministry of Foreign Affairs, as published in the report, "Use of IATI in Country Systems: Final Report of 2015-2016 Program¹." The main takeaway from the 2015-2016 program was that country governments reported needing additional, consistent training, support, and resources in order to use IATI data in country systems.

Senegal and Madagascar, two pilot countries that had already received the IATI-AIMS import tool and training in 2015-2016, were selected. The approach taken was to expand DG's Aid Management Fellows program, and hired two IATI-AIMS Fellows that would be based with the government in each country to train, liaise, and support the government offices, UNICEF Country Office staff, and work with DG staff remotely to prepare IATI data for use in the local Aid Management Platforms (AMPs).

DG and DI collaborated to create an IATI-AIMS Training Guide which was used by DG and DI staff to train the IATI-AIMS Fellows, and for training UNICEF Country Office and local government staff in each country. This Training Guide² is now publicly available for use by others also interested in using IATI data in country systems.

DG Staff held kick-off meetings in each country that included the IATI-AIMS Fellow, Government AMP Administrators, and UNICEF Country Office staff.

These meetings included deep-dives into the data and outlined the tasks to prepare for the importing of IATI data into AMPs.

These tasks included:

1. Create a definition guide for fields between IATI, UNICEF's Internal System (VISION), and AMP. This was especially important for transaction fields.
2. Identify changes to the IATI data to make it more usable in the AMP.
3. Identify data improvements that UNICEF country staff could make internally to improve the IATI data.
4. Compare IATI data to AMP data to see what would be replaced, improved, double counting issues, etc.

The Fellows worked from Government offices for about 3 months. Each worked with UNICEF and Government staff to map terminology across UNICEF, IATI, and AMP in each country; review data to determine what data matched with IATI, what data would IATI supplement to AMP; and what fields IATI did not have. They then worked closely with UNICEF Country Office staff in each country to determine what IATI data would replace, and what would remain in the AMP. They worked with both UNICEF and Government staff on understanding IATI data and how to use the IATI Import tool. As a final deliverable they worked with both partners to import IATA data into the AMP, and create a process for reporting moving forward.

1. <http://www.developmentgateway.org/sites/default/files/2017-02/IATI-UseinCountrySystems-FINAL.pdf>

2. <https://www.developmentgateway.org/iatiaims/TrainingGuideEN>

OUTCOMES AND LESSONS LEARNED

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Overall, we found that UNICEF's IATI data had more detail and information that would be useful for the governments to include in AMPs. Both UNICEF Senegal and UNICEF Madagascar were interested in using IATI for reporting if it would reduce reporting burdens. The process for comparing the data sources meant we needed support of UNICEF Country Office staff. Trying to do this during summer months was difficult as key staff took long holidays and were not available to move things forward. Also, a strike in Madagascar meant the AMP was offline for over a month, meaning the process took longer than expected.

Madagascar and Senegal had very different contexts administratively, and in terms of the data format published manually to the AMP. For example, the Government of Madagascar was already fairly familiar with IATI and was comfortable using the IATI Import tool. However, support was needed to help take the extra step to identify how IATI data compared to the AMP data. The Government of Senegal had recently undergone political changes, and needed more support in understanding IATI and using the IATI Import tool.

In terms of data format, we found differences in how data was published in Madagascar, Senegal, and IATI. For example, UNICEF IATI data was published at the Outcome level, while UNICEF Senegal reported its activities at the project level to the AMP, which were not clearly mappable to the UNICEF IATI data outcome level format. Meanwhile, UNICEF Madagascar was publishing data at the Sector level to the AMP, which was made up of several "Outcomes." The IATI data in this case provided more details when split up into different entries. However, in Madagascar we learned that agreements for each sector were aggregated into a single entry in the AMP pre-dating IATI data. This meant we could not do a simple replace of previous data with the more granular IATI data. Rather, we needed to manually split this information apart to save the historical data that was not available in IATI, while using the more granular IATI data for projects from 2012 through present.

Another issue was different AMP reporting mechanisms for multi-donor funded projects. Madagascar had a complex system where UNICEF was in charge of reporting funding for donors that did not report to AMP; but UNICEF was required to exclude funding from organizations that did report to AMP. This meant making changes to the IATI data and to the IATI-AIMS Import tool. In the end, each country agreed that data would be updated from IATI since the data was more complete.

Before this could happen, changes needed to be made to the UNICEF IATI file in order to use them within the AMPs. Some of these changes included breaking down disbursements into individual transactions and adding provider organizations to each transaction in order to exclude transactions from certain donors.

In addition to being able to exclude transactions from certain donors, other improvements needed to be made to the IATI-AIMS Import Tool to expand what it could import. The following improvements were made:

New Fields added to the IATI Import Tool:

- Provider Organization
- Activity Scope
- Location
- Planned Start Date
- Planned Completion Date
- Accountable Organization
- Extending Organization
- Implementing Organization

Other new features:

- Improvements to avoid time out issues.
- Enabling users to pick which provider organizations to import transactions from.
- Can choose to replace all transaction data, update with new transaction data, update transaction data only for listed Donors.

We found that it is critical for government administrators, organization country offices, and Organization Head Quarters in charge of preparing IATI data to be involved in this process. Regular calls were needed to answer questions about what the data represented, and whether changes needed to be made. We were glad to be involved in order to facilitate the technological improvements needed for each country's unique needs. Overall the most important takeaways were the need for communication between different partners, and that the start-up effort for using IATI data in country systems is still quite high.

It can be expected that diverse reporting needs and guidelines means that these conversations must continue in order to increase the use of IATI data in

country systems. Additionally, it is critical that there is a champion – whether in the development organization government, or an outside Fellow – to lead the trainings, conversations, and move the process forward. Finally, all parties need to be willing to put in the effort to resolve the sort of issues we identified through our experience.

RESULTS AND NEXT STEPS

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In Senegal, 32 projects were imported that had not been previously present in the AMP. This added **\$200,824,866 in commitments** and **\$195,143,856 in disbursements** that had not been represented in the AMP. Three members of the government were trained and are now capable of supporting use of the IATI import by other organizations interested.

In Madagascar, the IATI file contained 118 projects. While the funding information for UNICEF Madagascar was up to date in the AMP, many of the project details were missing, in part because projects had been aggregated to the Sector level. Importing the data brought the following information: distinct project titles, descriptions, effective end dates and start dates for each project/outcome, and details such as sector and funding details for each project/outcome.

The Government of Madagascar felt that using IATI data meant that “the data quality will be strengthened because imported data into AMP-Madagascar will be verified and validated by both UNICEF Madagascar and UNICEF HQ.” They also appreciated that “the [UNICEF] data in AMP will be identical to all international platforms and databases based on IATI (UNICEF portal, D-Portal, etc.)”

The Madagascar Ministry of Finance has started taking steps to roll-out reporting through IATI to other organizations, focusing on the African Development Bank, USAID, and UNDP. UNICEF Madagascar and Senegal are expected to use their IATI data to report to the AMP on a quarterly basis.

RECOMMENDATIONS FOR UNICEF SENEGAL AND MADAGASCAR

1. **Improve project descriptions:** Country offices should continue to improve project descriptions, to provide better narrative on project activities and goals.
2. **Add locations:** Determine how to allocate funding percentages to sub-national locations, for greater accuracy.
3. **Continue validation and reporting of IATI data:** When using IATI data to meet government reporting requirements, validate that the data is correct and properly imported. Provide feedback to UNICEF Headquarters related to data issues, or whether data should be expanded or changed to fit evolving needs.

RECOMMENDATIONS FOR THE GOVERNMENTS OF SENEGAL AND MADAGASCAR

1. **Reach out to other development partners:** Provide training based on the IATI-AIMS Import Training Guide, developed by DI and DG; support users through the data review and preparation process; and collect suggestions from users to share with the IATI Members' Assembly. Possible additional organization candidates include USAID and the African Development Bank.
2. **Share experiences with other countries:** Potential mechanisms include the IATI Members' Assembly, or the DG Aid Management Good Practices Workshop.
3. **Create an AMP/IATI Steering Committee:** An idea of the Senegal AMP team, this committee would take into account lessons learned and evolutions in the organizational context. This committee would include government, development partners, DG and DI, and potentially civil society. The committee would organize and plan activities; monitor data quality and accuracy; and produce relevant analyses and reports on aid to guide decision-making.
4. **Formalize AMP as the central tool for national aid management:** In Senegal, a formal declaration that institutionalizes AMP as the official aid monitoring tool would strongly support its visibility and use amongst stakeholders, and signal the government's commitment and willingness to sustain the tool.
5. **Conception and sharing of communication tools:** Develop and publish appropriate communications tools on AMP and IATI. Periodic reports on development assistance and thematic analyses should include IATI data, and should be regularly shared with all stakeholders.

RECOMMENDATIONS FOR UNICEF HEADQUARTERS

- 1. Continue publishing IATI data.**
- 2. Roll out process to other countries:** Reach out to other country offices in with access to an IATI-AIMS Import Tool; leverage an IATI-AIMS Fellow or internal staff to administer trainings, using the IATI-AIMS Training Guide developed by DI and DG.
- 3. Create a guide of UNICEF IATI data structure and terminology:** Show how data from UNICEF's VISION system maps to IATI data; what data is included in IATI; and guidelines to understanding this data terminologies.
- 4. Guide other UN Agencies to standardize IATI publication:** This work highlighted important ways data needs to be published to IATI to be usable within country systems. UNICEF should guide other UN Agencies, based on the lessons learned from this experience.
- 5. Report implementing organizations to IATI:** UNICEF Headquarters does not publish implementing agencies due to security concerns. DG recognizes that security concerns exist for certain implementing agencies; but in many cases, such concerns do not exist. UNICEF should identify which implementing partners can be made public, and include this in IATI data. This information is important for countries seeking to follow the money.

RECOMMENDATIONS FOR ORGANIZATIONS INTERESTED IN USING IATI DATA IN COUNTRY SYSTEMS

- 1. Make pre-emptive improvements to your IATI data:** Section IV in this report, and the IATI-AIMS Training Guide, can serve as resources.
- 2. Create a guide for your organization's IATI data:** This document should include: where the data comes from (what internal systems); how it maps to IATI data; any differences in terminology; and other specific details; with the aim of helping country offices understand what is included in the organization's IATI data file.
- 3. Determine who will lead outreach efforts:** Determine whether an IATI-AIMS Fellow, or an internal individual, be responsible for leading outreach and training for country office staff.
- 4. Outreach to country offices:** Determine which countries would be best best for rolling out IATI data use within country AIMS; look for countries with an IATI-AIMS Import Tool; and begin sensitization to available resources . Conduct trainings, and work closely with Government AIMS Administrators.

RECOMMENDATIONS FOR GOVERNMENT AIMS ADMINISTRATORS

1. **Include IATI-AIMS Import Tool in your AIMS**
2. **Identify IATI-AIMS Trainers:** Appoint staff as IATI-AIMS Trainers, and ensure focal points are comfortable with training others on how to analyze and prepare IATI data for import.
3. **Strengthen your Data Management Plan:** Ensure your AIMS Data Management Plan outlines all data requested in the AIMS; field definitions; and mechanisms for reporting. This should be shared with all relevant organizations, and is especially useful when mapping IATI data.
4. **Outreach to development partners:** Hold sessions with development partners about IATI and the IATI-AIMS Import Tool. Provide support and training to those interested in using their IATI data; consider using the IATI-AIMS Training Guide for this purpose.

RECOMMENDATIONS TO IATI MEMBERS' ASSEMBLY AND TAG

1. **Make it easier to locate and understand field terminology:** The IATI Standard and Codelist is not easily navigable, and should be more integrated. This is important for country-level staff and government who are new to IATI, and need to understand how IATI data matches terms with which they are familiar.
2. **Add on- and off-budget to IATI:** Many AIMS track both on- and off-government budget projects, and differentiate between the two. This is important for monitoring what funding is managed by government agencies, and to understand what external to government systems. There should be a field in IATI to denote if a project is on- or off-government budget if IATI is to replace manual reporting to AIMS.
3. **Add funding percentages to locations and/or add sub-national locations to transactions:** Most AIMS track locations at various administrative levels, and assign the percentage of funding going to each selected location. This is often a mandatory field. In order for IATI to replace manual data, users must be able to assign percentage of funding at the sub-national location level, or add individual sub-national locations to transactions.
4. **Reliable API for IATI:** Right now the IATI Datastore does not include API calls for all elements, including location data. This means users cannot fully sync with the IATI registry, limiting the ability to automate IATI-AIMS imports.
5. **Provide IATI documentation in French:** Currently, the IATI Standard and Codelist are only available in English. Translating key information into French and making that easily available would be helpful for Francophone countries.

NEXT STEPS FOR THE IATI-AIMS IMPORT TOOL

While many improvements were made to the IATI-AIMS Import Tool, there is still room for growth.

A “wish list” of further improvements includes:

- 1. Add results data:** Being able to import results data is a key area for expansion.
- 2. Automatically sync IATI data:** Right now the IATI Import tool is designed so that users need to upload their IATI XML file. We hope to be able to make this link more automated, but the tools out there are not currently reliable enough, or built so that we could use them for our tool.
- 3. Add budget and planned disbursements:** Since these projects are not transactions in IATI, they need additional work to be able to map to fields in the AMP that are seen as transactions. This is something we hope to take on in the future.
- 4. Preview IATI data during Import:** Adding this functionality could make it easier to identify data quality issues during the mapping phase. Currently, users must follow a two-step process of reviewing the data in a secondary format (Excel file, D-portal, XML) – especially challenging when reviewing transaction information.
- 5. Allow multiple destinations for the same source field:** This would enable users to map IATI “Sectors” to “Sectors” and “National Plan” in AMP, for example, facilitating activity field list completeness.
- 6. Add “tool tips” with definitions:** Providing further information about IATI field definitions would make it easier to map IATI and AIMS fields.

QUESTIONS AND ANSWERS

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We've anticipated some questions that Development Partners and Government Partners might ask as they are considering helping development partner country offices use IATI data for reporting to country systems and offered some responses based on our learning that might be helpful.

DEVELOPMENT PARTNER Q&A

Why should we consider helping our country offices use IATI data for reporting to country systems?

In many countries, organization office staff are reporting, often quarterly, or even monthly, to government AIMS on their development activities. This is often a manual process and can be quite time consuming. Having them use IATI data to report to AIMS helps free up staff time to do other activities. This also helps streamline data so that numbers match when comparing various systems such as D-Portal, your organization's transparency portal, and the country AIMS.

Are there any "pre-requisites" for being able to use our IATI data in a country system?

- First, government AIMS need to have a method for importing IATI data. We know that the AMPs in Kosovo, Honduras, Chad, Cote d'Ivoire, Democratic Republic of Congo, Liberia, Madagascar, Senegal, and Uganda all have DG's IATI Import module installed, and many other AMP countries could have the tool added. Various AMP versions have different tools, and depending on the data structure, a newer version might be needed. The Bangladesh AIMS also has a tool for importing IATI data.
- Find out how often the country requires publishing to their AIMS and make sure that you are able to meet their deadlines for publishing IATI data.
- Identify what data each country's AIMS is asking for and see how much of that data you will be able to provide through IATI. It is likely that some fields will still need to be reported manually by staff, but you may also see where you can add to your IATI file to make it more useful for using in the country's AIMS.
- Check if you are publishing data in the language that the country needs.

Should I use an IATI-AIMS Fellow?

This depends on the context. How responsive and comfortable are the government staff with IATI data? How responsive and comfortable are your country office staff with IATI data? How much time does everyone have to commit to reviewing and analyzing the data? While we used the approach of Fellows in both Senegal and Madagascar, we found that having an Fellow was much more important in Senegal, where changes in government meant they were much less comfortable with IATI data. Having a Fellow in Senegal provided a lot of consistent support and training that was needed. This might not always be the case. Whether or not you use a Fellow, this effort will require time commitment from Country Office staff who best understand the data that they have been reporting to the AIMS, and from Headquarters staff who best understand how IATI data is reported to talk together and understand how the data can be used and what changes, if any, are needed.

What kind of changes could potentially be needed to our IATI data?

We found a number of components that needed to be updated in order for UNICEF IATI data to be used in Senegal and Madagascar. While both countries needed some of the same updates, there were items only needed by one country.

Some examples are:

- Publishing Disbursements individually instead of aggregating them to a single transaction per project.
- Adding Provider Organization to Disbursements so we could select which transactions to import based on the Provider Organization.
- Improving Titles and Descriptions.
- Removing "actual closed dates" for projects that haven't closed yet.

What data might still needed to be reported manually?

- The IATI standard does not have a way to report if a project's funding is on or off the government budget. This is something that is typically requested in government systems as it allows government to identify what projects and funding they are involved in and which ones they are not.
- Most AIMS ask for sub-national location, and in addition request the percent of funding going towards each location. There is currently not a place in the IATI standard to either add sub-national location to a transaction or to add a percent of funding to each location.
- There may be other unique data fields depending on the country that are not in IATI, or that you are not yet reporting through your IATI file.
- Even once data is imported from IATI we suggest Country Offices take time to review and verify the data. Mistakes can still be made and fixed if reported to Headquarters.

Does DG's IATI-AIMS Import tool import all IATI fields?

No, but it does not necessarily need to. We have focused on fields that match to common AMP fields. For the work with UNICEF we added some key fields and extended the ability to map some IATI fields we had already been importing to additional fields. For example, you can now map sectors in your IATI file to National Plans, which are unique to each country.

New Fields in the IATI Import:

- Provider Organization
- Activity Scope
- Location
- Planned Start Date
- Planned Completion Date
- Accountable Organization
- Extending Organization
- Implementing Organization

Fields that have always been there:

- Activity Status
- Description
- Title
- Aid Type
- Finance Type
- Flow Type
- Tied Status
- Recipient Country
- Sector
- Language
- Actual Start Date
- Actual Completion Date
- Policy Marker
- Funding Organization
- Commitments
- Disbursements

Fields we hope to expand to in the future:

- Results: We had hoped to be able to import Results fields, but found that we were not able to do so in this version. We hope to be able to add these fields to future versions.
- Budget: It was unclear what AMP field this would map to, so we did not do so during this project.
- Planned Disbursements: This is difficult since in IATI planned disbursements are not transactions, while they are treated as transactions in AMP. It will take more work to figure out how to import and map this field in the future.
- We also would like to add an automatic link from the IATI datastore to the AMP when IATI data is updated. Unfortunately, the IATI datastore technology has been unreliable and we were not able to rely on all the data being updated consistently at this point.

The IATI Standard is so technical; do local organization and government staff really need to understand it?

We feel strongly that a good understanding of IATI and the standard are important in order for local organization and government staff to feel comfortable with what data is in IATI, how it compares to what they're familiar with, and identify anything that needs to be changed before importing it into an AIMS. This is why we partnered with Development Initiatives to put together a IATI-AIMS Training Guide with hands-on exercises to really make sure people understand what IATI is, and how to interpret and use the data.

You can find this resource here:

http://www.developmentgateway.org/sites/default/files/2017-10/IATI-AIMS%20Training%20Guide_16.10.2017.pdf

<http://www.developmentgateway.org/sites/default/files/2017-10/IATIAIMSHandsOnPractice.pdf>

How can I learn what data the AIMS needs?

The Government AIMS Administrator often has a Data Management Plan that outlines what data is collected, field definitions, how often it needs to be reported, and other important information about data needed. Your Country Office staff likely know who to contact and should have a data focal point who is familiar with the AIMS. If you're having a hard time getting in touch, we can often help put you in contact with the right person for countries using the Aid Management Platform.

What kind of data review and prep needs to happen?

Our IATI-AIMS Training Guide has more details, but here are the key steps we recommend taking:

1. Create a definition guide on what terms mean and how they match between IATI, the AIMS, and your Organization's internal terms or system, especially for transaction types. For example, for UNICEF we learned that HQ was using internal "Commitments" to report "Disbursements" on IATI, which would map to "Actual Disbursements" on AMP. However, the UNICEF Madagascar Office had been using internal "Commitments + Actual" to when reporting manually on disbursements to the AMP. It is important to understand and agree on a final mapping of data.
2. Do you have projects with funding from multiple organizations? Check what the rules are on who should be reporting what to the AIMS. In some countries the organization managing the funds will be in charge of publishing all information. In that case, those projects will either not be imported, or you must ensure the provider organizations are listed clearly. In some countries each organization only publishes their own inputs, and in others they take a mixed approach. Either way, it is incredibly important to list the provider organization for transactions to make sure they are not double counted in the AIMS.
3. Are you publishing administrative costs in your IATI data? Some AIMS don't want or need this information. If so, ensure there is a clear identifier that allows you to not import this type of funding information.
4. Are data in IATI and AIMS entered as projects? Programs? Outcomes? How they are reported can make a big difference and can make it difficult to match up and compare information.

Once this is done in one country, can we roll it out to all other countries?

Not necessarily. While implementation of the approach in one country will yield important lessons, there will be important contextual differences. These differences will be partially because of differences in the data and guidelines around reporting to the AIMS, and partially due to how organizations are reporting to the AIMS in each country.

For example, in Madagascar, data was entered into the AMP as “Sectors,” while the UNICEF IATI data was published at the “Outcome” level. We were able to match several “Outcomes” to single “Sectors” pretty well, except that the same “Sector” file in the AMP had been used for several agreements over the years, and reached further back than IATI data was available. Because the IATI data had more information we wanted to import it, but that meant removing transactions for the data that would be replaced by IATI so that we could keep the data that pre-dated IATI. We also needed to import transactions from some provider organizations (donors), while excluding others.

Meanwhile, in Senegal, the situation was very different. Data was entered as “projects” into the AMP, and there was no clear way to match up the data. However, very few projects from UNICEF had been reported to the AMP, and the data that had been reported was outdated and missing a lot of information. It made sense to replace most of this information with the IATI file. Users did not need to worry about picking and choosing which provider organizations they needed to import transactions for.

Training and analysis will need to be done in each country. However, many development partners are looking to do more and more of this. Partner up and learn from each other during the process.

GOVERNMENT PARTNER Q&A

Government Administrators of AIMS can lead the way for organizations to start using their IATI data, and can offer a lot of support throughout the process. Here are some questions that might come up and our answers.

Why should I consider supporting the use of IATI data in my country system?

We know that getting Development Partners to report data on a regular basis can be time consuming. Data quality varies, whether because there are mistakes or they don't fill out all the important fields because of time constraints. At the same time, staff turnover in organizations means trainings need to take place constantly.

While IATI data quality and timeliness still varies from organization to organization, this could reduce the time burden on Development Partners for reporting regularly. This makes it easier to get timely data; additionally, in some cases IATI has more information than data published manually. We found this to be true for UNICEF in both Senegal and Madagascar.

While training will still need to be done on how to get and import the IATI file, once it has been mapped, little training will be needed on the manual process. Trainings can then focus on how to use the data and tools in the AMP for better coordination among development partners.

Can our AIMS accept IATI Data?

Your AIMS Administrator should know if your AIMS has an IATI Import tool. For those using AMP, the latest version has additional fields and functionality that might be needed (see the next question).

What is different in the new version of the DG IATI-AIMS Import tool?

New Fields in the IATI Import:

- Provider Organization
- Activity Scope
- Location
- Planned Start Date
- Planned Completion Date
- Accountable Organization
- Extending Organization
- Implementing Organization

Other new features:

- It's now possible to map a single IATI field to multiple fields in AMP. For example, you can use the Sectors in IATI and map them to AMP Sectors and the National Plan.
- Improvements to avoid time out issues.
- Can choose from which provider organizations to import transactions.
- Can choose to replace all transaction data, update with new transaction data, or update transaction data only for listed Donors.

How reliable is IATI Data?

The quality of IATI data varies between publishers. In some cases, the IATI data is far better than what is being manually entered into the AIMS. Additionally, if Country Offices and Government Staff show an interest in using the IATI data, this provides a critical incentive for the Organization Headquarters to publish quality, timely data and improve based on needs. Do not discount IATI data if improvements are still needed. Some organizations are especially interested in working towards their data being used at country level, such as UNICEF, USAID, and the African Development Bank.

Who can I get in contact with if I have questions about the data?

The Development Partner's Country Office staff might not know who is in charge of publishing IATI data if they have not been in contact with them directly. However, each organization lists contact information on their IATI Registry³ page. If that does not work get on the IATI Discuss⁴ board and ask who to contact. It is a good chance that person will be on there or that someone else will know how to contact them.

What steps should we take if we decide to help DPs use their IATI data to report to the system?

Step 1: We recommend having an initial meeting introducing Development Partners to the basics about IATI and what it is, and the IATI Import module. This could be in a group setting. For this, parts of the IATI-AIMS Training Guide could be used in the first meeting.

Step 2: Follow up with Development Partners who showed clear interest or those that are publishing regularly to IATI. Set a time to meet with them one-on-one.

Step 3: Plan a couple of working days with each Development Partner that has agreed to engage on replacing their AIMS reporting with IATI. Use the IATI-AIMS Training Guide as a kick-off for reviewing the data. Dig into the data comparing what has been reported to the IATI and what has been reported to the AIMS, identifying needed improvements or changes to the IATI file that would need to be made to fulfill requirements for the AIMS.

Step 4: Either have the Development Partner or yourself communicate the improvements or changes that might need to be made to the IATI data to the Development Partners Headquarters reporting focal point (how to contact them was answered above). Work with them to get the file to where it needs to be.

Step 5: Once the file has been improved, make sure you have the following things decided upon:

- What projects will be updated with IATI (it might just be future ongoing projects).
- What provider organizations will be imported through their file (or will they be reported separately by the other organization).
- Agree on how the IATI data maps to the AIMS fields. The IATI Import tool helps guide this process, but can be helpful to have this mapped out prior to actual import.
- Who will be in charge of doing the import and how often.

Step 6: Import the data and be sure to save the field mappings for future use!

2. <https://www.iatiregistry.org/publisher>

3. <https://discuss.iatistandard.org/>