

Plain English explanation of DFID IATI minimum requirements

This document provides a plain English explanation of DFID's minimum IATI requirements for our partners who have been asked to publish. This document does not provide a definitive list of fields. For a list of all current fields and rules, please refer to the 'DFID Minimum Requirements' spreadsheet available on gov.uk. This document was produced using text from BOND.

Publishing rules		
Term	Where do I find it?	Description
Timeline	Implementation Schedule	By what date will your organisation share information using the IATI data standard? How much information will you share initially and how much at a later date?
Timeliness	Implementation schedule, IATI Registry account	How long after the information is available in your internal systems, will you share it using the IATI data standard? For example, if your organisation generates quarterly management reports, how soon after the quarter will you make the relevant information available via IATI?
Frequency	Implementation schedule, IATI Registry account	How often will you share new information? This should be specified within your contract or notes. The minimum requirement is quarterly.
Data licensing	IATI Registry account, implementation schedule	<p>IATI is an open data standard. The Open Definition states: "A piece of content or data is open if anyone is free to use, reuse, and redistribute it — subject only, at most, to the requirement to attribute and share-alike."</p> <p>You will need to licence your information. The licence does not assign copyright to users of the information; it just tells them what they need to do when they use it. There are two licences that DFID ask you to choose from: Public Domain or Attribution Only (including Share-Alike). Creative Commons: https://creativecommons.org/licenses/ and Open Data Commons http://opendatacommons.org/licenses/ are the best known open licence initiatives.</p>

Organisation file

Field number	Field name	Description
1 & 6	Reporting Organisation	The full name of your organisation.
2	Organisation identifier	The unique IATI organisation identifier. It follows the format: ISO 2 digit country code [dash] registration agency [dash] registration number Example: GB-CHC-123456 for a UK organisation, registered with the Charity Commission, with the registered charity number 123456. Each organisation and activity file must have an organisation identifier.
3	Name	The name of your organisation
4	Total budget	The percentage of your organisation's total budget for overseas development work that will be covered by the information you are sharing using the IATI data standard.
5	Document link	A link to a document or webpage describing your organisation. If possible, it is desirable to include other documents such as: organisation strategies, country strategies and annual reports.

Activity file

Field number	Field name	Description
7	IATI activity identifier	This is a unique identification code – you will need to create a new one for each activity file. It follows the format: Organisation identifier [dash] your own code for the activity Example: GB-CHC-123456-GPAF-789 where GPAF-789 refers to the grant-funded project covered by the information in the activity file. Each activity file must have an activity identifier.
8	Title	The title of the activity, taken from your grant proposal or final documents, or a general descriptive title if an activity file covers all projects within a specific country. Each activity file must have a title, and it must be different text to the description field. Agency language refers to the organisation's core operating language.

Field number	Field name	Description
9	Description	A paragraph describing the project, programme or country activities relating to the information in the activity file. Agency language refers to the organisation's core operating language. Each activity file must have a description, and it must be different text to the title. Agency language refers to the organisation's core operating language.
10	Activity Status	What stage is the activity in? For example, planning, implementation, post-implementation, on hold or it has finished. This will change over the lifetime of the reporting, as the activity moves through these changes.
11	Activity Dates	The date the activity starts and ends (either planned or actual).
12	Participating Organisation (Funding)	The organisation(s) that is/are providing the funds for this activity, including DFID and any match funders.
12	Participating Organisation (Implementing)	The organisation(s) that is/are carrying out the activity, including your own NGO and any partners.
12	Participating Organisation (Accountable)	The organisation that is accountable for the implementation of the activity – this is most likely to be used if you are an NGO who is a lead partner in a consortium, or where you are accountable for the funding, but not implementing the programme.
13/14	Recipient Country or Recipient Region	The country or region where the activity is taking place. Only publish country or region, not both. If you cannot publish the country because of security concerns, please use region instead.
15	Sector - (DAC CRS) or Sector (Agency specific)	The thematic area, cluster or sector(s) the activity covers using the DAC CRS code list http://iatistandard.org/codelists/sector/ . Publishers are encouraged to use the DAC CRS codelist, which is the default used for IATI. However, if this is not possible then you can use your own code or description (called 'Agency' sector code).
16	Activity Budget	The total annual budget your organisation has given to this activity for the forthcoming year. This includes any match-funding and other sources of funding that you will be reporting on. This is just one figure for one financial year. You can add in future years if you have the information and this can be revised at any time.

Field number	Field name	Description
17	Transaction (Commitment – value and date)	The commitment is the total amount promised for this activity over the lifetime of the activity. This includes DFID funding and match-funding and any other funding that you will be reporting on.
17	Transaction (Disbursement)	A disbursement is funds disbursed by your organisation to another organisation for use in implementing the activity, so for example your partner organisation/s. You must include the value, date and ‘provider activity identifier’ (name and IATI identifier of the organisation, if they have one) in the data for this field. Including this information means that we can begin to trace the movement of funds through the system.
17	Transaction (Expenditure)	Funds spent by your organisation on the direct purchase of goods and services by your organisation in administering, coordinating or implementing the activity.
	Transaction (Incoming Funds)	Incoming funds are funds received by your organisation for the activity, so for example from DFID and match funders. You must include the value, date and ‘provider activity identifier’ (name and IATI identifier of the organisation, if they have one) in the data for this field. Including this information means that we can begin to trace the movement of funds through the system. You should receive a provider activity identifier from your fund manager, which relates to the fund you have. If you have several different funds from DFID you will have a different ID for each fund.
18	Document link	Links to documents relevant to the activity, e.g. concept note, proposal, logframe, theory of change, annual report, case studies, mid-term review, evaluation, project completion report etc. The minimum standard requires you to link to at least one document.
19	Contact info	An email address, or other details, for someone who can be contacted with any enquiries about the activity.