

## Charter of the AFI Financial Inclusion Data Working Group

The purpose of this Charter is to define the scope, objectives and governance processes of the Financial Inclusion Data Working Group (hereinafter referred to as “FIDWG”). This Charter may be amended upon agreement by the members of the FIDWG. This Charter shall be applicable throughout the initial two year period through 30 September 2012.

### 1 Objectives of the Working Group

The Alliance for Financial Inclusion (hereinafter referred to as “AFI”) and its institutional members have created the FIDWG, a working group of AFI members dedicated to promoting and sharing information on the topic of financial inclusion measurement. The FIDWG has three primary objectives:

- Develop a common framework among FIDWG members for measuring financial inclusion including the components and indicators.
- Share lessons learned including but not limited to target setting, survey methodology, analysis and usage of data to inform policymaking.
- Promote the adoption of the framework in a broader international context, including the utilization of the common framework in the countries of the FIDWG members.

Refer to Section 7 (Meetings and Activities) for more information on specific activities, deliverables and topics that may be taken on by the FIDWG in support of these objectives.

### 2 Membership and eligibility

Membership of the FIDWG is on the institutional basis and shall be limited to AFI member institutions which subscribe to this Charter. The list of current member institutions can be found in Annex A.

As members of the FIDWG, institutions shall designate one primary representative and one additional representative to the FIDWG, and additionally be able to invite any individuals from their institution to attend meetings and participate in activities. Members shall also be able to invite participation from other institutions in their country as relevant to the topic (e.g. National Statistical Offices).

The FIDWG in consultation with AFI management may invite representatives from outside organizations to attend FIDWG meetings based on their ability to contribute to the topics under discussion.

### 3 Commitment/ Responsibilities of Members

FIDWG members shall commit to the following:

- Appoint one individual as its primary representative to the FIDWG, who shall endeavor to attend all meetings and to participate in related activities and discussions.

- Endeavour to participate in discussions (either in-person, online or via telephone conference) or otherwise make contributions to the content of the FIDWG's products.
- Provide inputs to the work of other members of the FIDWG related to financial inclusion measurement.
- Provide AFI with information on their country's most recent financial inclusion data initiatives to be consolidated and shared with the FIDWG.
- Provide strategic and advisory support to AFI on strengthening FIDWG membership and other potential partnerships or resources.
- Provide feedback on the quality of AFI's services related to the FIDWG and offer ongoing suggestions on their improvement.

#### **4 Membership Recruitment**

The AFI management unit shall send official letters and application forms to potential FIDWG members. A potential member who desires to be a member shall be required to return the signed charter to the AFI management unit. This charter must be signed by an appropriate representative of the institution. (e.g. Director, or equivalent, of the department most involved in financial inclusion data initiatives.) After receiving the signed application form, the AFI management unit shall notify the Chair of the FIDWG and send a written confirmation notice to the potential member. Membership shall commence from the date on which such notice has been issued. The new member will be invited to participate in all future activities and meetings (in-person, online or via conference call).

#### **5 Compensation**

FIDWG members may receive reimbursement for their travel and per diem expenses to attend FIDWG meetings or events (reimbursements for a maximum of two people per meeting or event).

#### **6 Resignation**

Any FIDWG member may resign at any time by sending written or electronic notice to the AFI management unit and the Chair. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon receipt of such notice by the AFI management unit.

#### **7 Meetings and Activities**

Meetings of the FIDWG shall be organized by the AFI management unit in coordination with the Chair (as defined below in Section 8 Governance) and any other relevant partners. In-person meetings shall be held at least twice a year or more often as required to fulfill agreed upon tasks. Additional phone conferences or other virtual meetings may also be organized in addition to such in-person meetings. The time, date and place (if any) of such meetings of the FIDWG shall be fixed through consultation with members to facilitate as high a level of attendance as possible. One meeting shall be held during, or immediately following, the AFI Annual Global Policy Forum.

The Chair shall preside over the meetings of the working group. However, if the Chair is unable to preside over such meetings, the alternate chairperson shall have all the roles and responsibilities of the Chair throughout such meetings.

Meetings of the FIDWG shall be the platform for agreeing on activities, discussing key topics related to data, providing feedback, and sharing learning.

AFI management unit will provide support as needed to help facilitate FIDWG meetings and activities, including the provision of expert consultants and other resources as required.

In summary, the modes of work and discussion may include:

- In-person meetings
- Telephone conferences
- Using the on-line sharing platform to be developed by AFI management unit

Specific activities and key deliverables may include, but not be limited to:

- Authoring jointly a FIDWG policy note on best practices for measurement or other document
- Developing a collection of on-line resources including a catalog of the methodology and questionnaires used by members for existing surveys
- Undertaking peer reviews of reports and methodologies-both bilateral and multilateral
- Sharing methodologies, questionnaires and where possible, data
- Developing a list of experts in this area who can be consulted for specialist support
- Building links to relevant outside organizations which are active in this area in order to benefit from their expertise and also influence their approach where possible.

Key Topics of interest to members for focus of activities will include, but not be limited to:

- Basic standards for measuring inclusion
- Financial inclusion indicators
- Survey design & methodology
- Framework for using demand side data
- Linking data to policymaking.

The Chair will work with the AFI management unit to develop annual work plans, or for other defined periods as needed, which embody the activities in feasible timelines for the achievement of objectives. These work plans will be distributed to members for discussion and approval.

## **8 Governance**

The FIDWG shall elect an individual chairperson of the FIDWG (referred to as “Chair”) from the institutional members of the FIDWG by vote (In any election for Chair to fill a vacancy, each FIDWG member institution shall have one vote for the nominee of their choice who is available and willing to accept nomination).

The Chair shall preside over and facilitate the meetings of the FIDWG and will work in coordination with the AFI management unit to guide and coordinate the activities of the FIDWG. Unless agreed otherwise by the members of the Committee, the Chair shall hold office for a period of 12 months following the meeting in which he/she has been elected. The Chair to serve the first one-year term of the FIDWG will be formally elected in September 2010.

The FIDWG shall elect a Chair and an alternate chair.

The role of the chair, or failing the chair, the alternate, shall include:

- Convening meetings of the FIDWG;
- Chairing meetings of the FIDWG;
- Reporting to wider AFI members as needed;
- Overseeing the development and implementation of agreed work plans;
- Coordinating with the AFI management unit as necessary to ensure the smooth functioning of the group.

The FIDWG may establish working groups comprised of sub-sets of membership to undertake defined tasks under the auspices of the group. The FIDWG may elect coordinators, for example regional coordinators, responsible for coordination among the sub-sets of FIDWG members. The specific creation, tasks, and roles of any sub-groups will be defined and approved by the FIDWG on the as-needed basis.

The FIDWG shall work by consensus to the greatest extent possible, but in the event that this is not possible, the matter shall be decided by a majority vote exercised by all FIDWG members present.

## **9 Confidentiality**

The FIDWG in general intends to produce material which shall be placed in the public domain. Nevertheless, at times certain members may wish to share materials which are not in the public domain, in which case they shall indicate the need for confidentiality in advance; and all members shall treat the designated material or information with due care to ensure that it is not shared outside of their institutions without consent from the member sharing.

## Annex A: Current List of FIDWG Member Institutions

Banco Central do Brasil
Banque de la République du Burundi
Bank Indonesia
Central Bank of Kenya
Bank Negara Malaysia
Comisión Nacional Bancaria y de Valores (CNBV) de Mexico
Superintendencia de Banca, Seguros y AFP (SBS) del Peru
Bangko Sentral ng Pilipinas
National Treasury of South Africa
Bank of Thailand
Ministry of Finance, Uganda
Bank of Uganda
Bank of Zambia