

TAP Network Steering Committee - Transition from 2018-2019 Steering Committee to 2020-2021 Steering Committee

Meeting Decisions

16 January 2020

Present:

- Mr. Peter van Sluijs, CSPPS
- Ms. Judith Kaulem, Poverty Forum Reduction Trust
- Mr. Hideki Wakabayashi, ADA
- Ms. Jean Scrimgeour, Accountability Lab
- Ms. Florence Syevuo, SDG Kenya Forum
- Mr. Brenda Kayitesi, HRFRA
- Ms. Marina Graciolli de Paiva, CSPPS
- Mr. John Romano, TAP Secretariat
- Ms. Elle Sweeney, TAP Secretariat

Absent:

- Ms. Stacey Cram, Namati
- Ms. Jyotsna Mohan-Singh, ADA
- Mr. Zia Ur-Rehman, ADA
- Mr. Jordan Street, Saferworld

Next meeting: 30 January 2020 (TBD)

Chairing Meeting: Mr. John Romano, TAP Secretariat

DECISIONS TAKEN FROM CONFERENCE CALL IN GREEN; FOLLOW-UP ITEMS IN BLUE

Agenda Items:

1. Welcome and Introductions

Discussion: The TAP Secretariat welcomed the group and led the new and previous Steering Committee members present through a round of introductions with one another.

2. Review of Handover Note for 2020-2021 Steering Committee

- a. Overview of the Handover Note content
- b. Q&A/Discussion

Discussion: The TAP Secretariat provided a brief overview of the Handover Note for the 2020-2021 TAP Network Steering Committee. This note provides background on the new and previous Steering Committee members; the operational and institutional structures of the network, including the roles and responsibilities of the Steering Committee, the Secretariat, and the network's fiscal sponsor: Proteus Fund; the network's funding and budget, including its current funding streams (as of 1 January 2020), previous funding streams, and future and prospective funding streams and fundraising; and the recommendations and immediate priorities of the previous Steering Committee for the 2020-2021 Steering Committee, including the development of the 2020 Strategic Plan, work-planning for 2020 and 2021, review of the budget for 2020-2021, and review of the Secretariat's staffing.

The TAP Secretariat provided a more thorough explanation to the new Steering Committee members of the suggested recommendations and immediate priorities for 2020-2021. It was noted that the TAP Secretariat will look to finalize a proposed draft budget and strategic plan in the next week or so, in preparation for the upcoming in-person Steering Committee, which will then immediately be provided for review by the new Steering Committee. In addition, the TAP Secretariat will also look to complete its draft workplan for 2020 for the new Steering Committee's review and approval. On this front, the TAP Secretariat is specifically looking to continue its work around capacity building, localization, and reporting in priority countries and to support a new stream of work to promote a "Decade of Accountability" for the SDGs. More information will be forthcoming about these activities in the draft workplan and other materials. For additional details now, Steering Committee members should refer to the Handover Note and its supplementary documents.

The TAP Secretariat noted that the Steering Committee will need to begin to look at immediate opportunities to take advantage of in 2020, related to TAP's core areas of work. In short order, the TAP Secretariat will provide an initial outline any potential opportunities to begin discussions by the Steering Committee at the in-person meeting in Kathmandu. These should ideally be in alignment with TAP's 2020 Strategic Plan.

With regard to fundraising and budgeting, it was noted by the TAP Secretariat that there is a need to review the Network's current engagement structures, specifically with regard to potentially exploring a voluntary fee structure for its members to supplement the Network's core funding shortfalls. In addition, the new Steering Committee will need to look to consider a few budget scenarios for the network, specifically with regard to considering the Secretariat's staffing needs, should more or less funding come in for the years ahead.

Follow-up:

- The TAP Secretariat to send the previous budgets and proposed budget for 2020-2021.
- The TAP Secretariat to provide the new draft Strategic Plan and work plan in the coming weeks

3. Discussion on next steps for 2020-2021 Steering Committee

- a. Adoption of the Strategic Plan, work planning and budgeting**
- b. In-person Steering Committee meeting**
- c. Emails to TAP Network from outgoing and new Steering Committees**

Discussion: The TAP Secretariat provided an overview of the upcoming Steering Committee meeting in Kathmandu, Nepal during the week of 16-21 March. This meeting will coincide with ADA's Kathmandu Democracy Forum, and ADA has graciously offered to provide funding to the new Steering Committee members to cover their travel costs. The TAP Secretariat will work with Steering Committee members to arrange travel, including necessary visa letters.

The TAP Secretariat provided a brief overview of the need to provide an outgoing email to the Network from the previous Steering Committee, as well as a welcome email to the Network from the new Steering Committee. The TAP Secretariat will draft these emails for the review of the new and previous Steering Committee members and then the Steering Committee members will themselves send these out to the Network directly.

The new Steering Committee members will also need to determine co-chairs for the upcoming year. Information about the role of the co-chairs is provided in the Handover Note and Steering Committee Terms of Reference.

The new Steering Committee members will also need to review and approve, or change, its current Terms of Reference, which were established by the previous Steering Committee.

All new Steering Committee members will need to identify a secondary representative from their organization to serve in Steering Committee calls and meetings and TAP Network events in the event that the primary representative is unavailable.

Finally, new Steering Committee will need to decide the schedule and duration for its regular meetings and calls going forward. The TAP Secretariat will send out a Doodle poll in the coming days to schedule at least the next call.

Follow-up:

- The Steering Committee members to confirm their availability to participate in the Steering Committee meeting asap. The TAP Secretariat to make travel arrangements for the Kathmandu meeting.
- The TAP Secretariat to draft outgoing and welcome emails to the network on behalf of the new and previous Steering Committees. The Steering Committees to review and approve these drafts and then send to the network directly.
- The new Steering Committee members to determine co-chairs for the upcoming year.
- The new Steering Committee members to review and approve, or change, its current Terms of Reference.
- The new Steering Committee members to each identify a secondary representative from their organization to serve in Steering Committee calls and meetings and TAP Network events in the event that the primary representative is unavailable.
- The new Steering Committee to decide the schedule and duration for its regular meetings and calls going forward. The TAP Secretariat to send out a Doodle poll in the coming days to schedule at least the next call.

4. AOB

Discussion: The TAP Secretariat and previous Steering Committee will provide any additional requested information to the new Steering Committee members in the coming weeks and months in order to help smoothly transition the previous committee to the next.

It was suggested by a couple of the new Steering Committee members that the previous Steering Committee provide reflections on the work-to-date of the Network, including successes and challenges, in order to help guide the work planning for the coming years.

It was also suggested by the new Steering Committee that the previous Steering Committee provide a performance review of the TAP Secretariat to consider alongside the strategic planning and work planning.

Finally, it was suggested that the new Steering Meeting establish a WhatsApp group or another form of direct means of communicating with one another. It was also suggested that the Secretariat provide additional information, including past meeting/call minutes, from the previous Steering Committee, and to ensure that these documents are available on the TAP website for the Network's members and partners.

Follow-up:

- The TAP Secretariat and previous Steering Committee to provide additional requested information to the new Steering Committee members in the coming weeks and months in order to help smoothly transition the previous committee to the next.
- The previous Steering Committee to provide reflections on the work-to-date of the Network, including successes and challenges, in order to help guide the work planning for the coming years.
- The previous Steering Committee to provide a performance review of the TAP Secretariat for the new Steering Committee members consider alongside the strategic planning and work planning.
- The new Steering Meeting to establish a WhatsApp group or another form of direct means of communicating with one another.
- The TAP Secretariat to provide additional information, including past meeting/call minutes, from the previous Steering Committee, and to ensure that these documents are available on the TAP website for the Network's members and partners.