

17 April 2020

Present:

- Mr. Peter van Sluijs, CSPPS
- Ms. Judith Kaulem, Poverty Reduction Forum Trust
- Ms. Florence Syevuo, SDG Kenya Forum
- Ms. Jean Scrimgeour, Accountability Lab
- Mr. John Romano, TAP Secretariat
- Ms. Claudia Villalona, TAP Secretariat
- Ms. Jyotsna Mohan Singh, ADA

Absent: Mr. Hideki Wakabayashi, ADA

Next meeting: 1 May 2020

Chairing Meeting: Judith Kaulem, PRFT

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

Agenda Items:

[Link to Agenda](#)

1. Review and Approval of Last Steering Committee Call Notes

Discussion: None of the committee members had any further comments of the last call's notes. You can find the last Steering Committee Call notes in the google doc:

https://drive.google.com/file/d/11hMwDoXikqWE_A-1otU_1wh5vytd69C7/view?usp=sharing.

2. Update on Strategic Planning Finalization

a. Strategic Plan under review by TAP Partners

https://drive.google.com/file/d/1HmoyYfN0cmt_d_zADvpXDXb_VGHZkZ8Rj/view?usp=sharing

b. Design and Website

Discussion: The TAP Secretariat updated the Steering Committee on the Strategic Planning process. Since the last call, the document was revised to reflect the contributions and feedback made by the committee.

CSPPS sent an email to the TAP membership with information regarding the strategic plan process, the impact of COVID-19 response, and upcoming opportunities to participate. The TAP Secretariat sent the Strategic Plan to the partners to review and provide feedback. The google doc will be open to partners' comments until Tuesday. While members have sent CSPPS and PRFT acknowledgement emails, no substantive comments have been made so far. In response to the concerns of a low -response rate raised by PRFT, the Secretariat noted that more active engagement opportunities usually get more traction.

Meanwhile, a graphic designer is in the process of developing the logos and design. Additionally, the TAP Secretariat is developing an external webpage to allow for greater accessibility to the plan's content. **The current timeline for the final version of the Strategic Plan is set for the end of next week, and to be launched at the start of the following week.**

CSPPS asked whether the website would provide an opportunity to engage — integrating a discussion forum, for example. While the TAP secretariat maintained that the webpage's main purpose was to present summarized content in an accessible way, it could be possibly integrate an engagement platform in the future.

Follow-up:

- **The TAP Secretariat will send a follow up email to TAP's partners to remind them of their last chance to provide substantive feedback on the Strategic Plan.**
- **Committee members agreed to report any responses from partners with substantive comments.**
- **By the end of next week, the Secretariat will revise the Strategic Plan accordingly to reflect the feedback.**
- **In addition to finalizing the webpage and document design by the end of next week, the Secretariat will develop a communications plan to promote the launch of the Strategic Plan.**

3. Review of Remaining Follow-up items from TAP Steering Committee Spring meeting

a. Review of Staff Compensation Levels from Proteus Fund

Discussion: The TAP Secretariat noted that these agenda items were not discussed in the last meeting due to time constraints. Following the request by the Steering Committee, the Secretariat had Proteus conduct an independent review of the TAP Coordinator position compensation levels. The reports include the data that Proteus gathered.

Proteus Fund Staff Cost Analysis for TAP Coordinator:

https://drive.google.com/file/d/1sLilke3hjQa8PW7wt_WQYfh9Jybeqe4b/view?usp=sharing

Methodology for Proteus Fund "Compensation Plan Design Initiative":

<https://drive.google.com/file/d/1k2UIJH65avwFbBS81h4n01hlzYbaP7g/view?usp=sharing>

Decisions: It was decided that the salary would not increase until more funding became available. CSPPS agreed that this issue can be revisited in the future.

b. Further discussion on TAP Network Membership Engagement and Next Steps

Discussion: The TAP Secretariat proceeded to reference the document developed regarding recommendations for deepening Member Engagement. *Recommendations for TAP Membership Engagement from TAP Secretariat document:*

<https://drive.google.com/file/d/1svoQm9dYuDITXly1R4Xb6LsqZ-Rrrvp8/view?usp=sharing>

It was stressed that the next steps in this regard warrant a deeper conversation to fully develop the work stream. The Secretariat recommended having a separate call next week—possibly next Friday, April 24th—dedicated to discussing ways of enhancing membership engagement.

It was discussed when this call would be most fruitful. It was noted that it may be helpful to use partner feedback (through the survey or coordination call) to inform the discussion. However, the Secretariat hoped to hold the webinar (possibly early the last week of April) and finalize the survey draft by the end of the month. The full results of the latter wouldn't be available until well into the summer as it would remain open for a few months. **Nonetheless, the Secretariat also maintained that the discussion could be delayed until preliminary partner feedback was obtained, if that was the consensus.**

Another option would be to integrate the discussion as an agenda item on the next scheduled SC call (May 1st), however this would potentially delay the launch of the survey by a week—into the second or third week of May.

PRFT suggested that maybe the discussion should be held after the survey launch and webinar. CSPPS disagreed, stating that it would be useful to have this discussion prior to publishing the survey and the webinar, as the conversation will inform the content of each. SDG Kenya Forum agreed to having a separate conversation next week. ADA suggested that the earlier the conversation the better, given that the evolving situation of the COVID-19 Pandemic will definitely impact the workstream for member engagement.

To clarify the timeline, the Secretariat noted that the timeline flexible, but hopes to launch the Survey beginning of May with a finalized draft version by the end of April.

Follow-up:

- **Following the meeting, Committee members should review dates to communicate which timeline for a discussion on member engagement works best: (1) a separate call next Friday, April 24th or, (2) as an agenda item on the next scheduled SC call, May 1st -- which would delay the launch of the survey by a week to mid-May.**
- **The TAP Secretariat will provide the committee with a survey from previous years, if needed.**

4. Review of TAP Revised 2020 Work plan

(<https://drive.google.com/file/d/16q1iWHuhkvQ33adTV-BPT7HEbLOkkprT/view?usp=sharing>)

Discussion: The Secretariat outlined the changes made to revised workplan based on the committee's feedback. **The updated version is more concise, shortened to three pages and includes content that contextualizes the COVID-19 Pandemic drafted by Accountability Lab.** The new version also highlights key outputs and ensures that readers will not be overwhelmed with information.

The Secretariat suggested that the finalized workplan should be shared with the network's membership as an external outreach tool for more concrete insight into TAP's plans for the next year—preferably before the webinar on April 27th. CSPPS and ADA expressed satisfaction with the revisions and its future use.

Decisions: The final workplan will be shared with TAP members and partners—ideally prior to the webinar scheduled tentatively for April 27.

Follow-up:

- **In hoping to have the finalized version of the workplan by the end of next week, Committee members will have until the middle of next week to provide substantive feedback on the document.**
- **The Secretariat will send members a reminder in the coming days.**

5. Planning for TAP Coordination Webinar

Discussion: PRFT asked the Secretariat to discuss the upcoming Coordination Call-- from now on called the webinar series-- to promote cross-network inclusivity. **The webinar will include a formal presentation of the Strategic Plan and provide an opportunity for network members to share thoughts and reflections in the context of the pandemic's impact on TAP's work and civil society work, more broadly.**

It was suggested that the webinar be held early the last week of April (the 27th, 28th, and the 29th) to give the Secretariat more time to finalize the Strategic Plan website and design. Additionally, any later proves difficult given the influx of digital engagement events scheduled.

PRFT underscored the importance of reaching out to members amidst a severe crisis, but also noted that the marketing the event would be important given the competition from other online events.

CSPPS reminded the committee of an upcoming SDG 16 community call the 28th and the 29th, and another conflicting webinar the 30th. The Secretariat noted that the webinar can be delayed for the first week of May, if needed, after the next scheduled SC meeting, May 1st. However, PRFT noted many events scheduled from May 5th to the 8th.

Follow-up:

- **Committee members should check their calendars following this meeting to propose the best date for the webinar going forward—likely either April 27th or early May.**
- **The Secretariat will plan to have the Strategic Plan design and website finalized by the end of the week next week.**
- **Once the dates are confirmed, the Secretariat will also develop a communications plan to accompany the Strategic Plan launch and to promote the webinar.**

6. Partnership Updates

Discussion: Following up on the discussion from the last SC meeting, the Secretariat updated the committee that our contact, Ross, from Mott has yet to respond to the possibility of dispersing funding from the match initiative.

Follow-up:

- **The Secretariat will let the Committee know as soon as it hears back from Mott.**

7. Review of TAP Partner Applications

Discussion: There were no new partner applications the past two weeks. Expanding membership and increasing applicants will be an important topic going forward in the discussion on membership engagement.