

15 May 2020

Present:	Mr. Peter van Sluijs, CSPPS Ms. Florence Syevuo, SDG Kenya Forum Ms. Jean Scrimgeour, Accountability Lab Mr. Hideki Wakabayashi, ADA Mr. John Romano, TAP Secretariat Ms. Claudia Villalona, TAP Secretariat
Absent:	Ms. Judith Kaulem, Poverty Reduction Forum Trust
Next meeting:	29 May 2020
Chairing Meeting:	Mr. Peter van Sluijs, CSPPS

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

Agenda Items:

1. Review and Approval of last Steering Committee Call Notes (5 minutes)
2. Debrief and discussion on TAP Webinar (15 minutes)
3. Discussion on TAP Membership Engagement plans and next steps (15 minutes)
4. Review of draft TAP Survey (15 minutes)
5. Partnership Updates (5 minutes)
6. Review of TAP Partner Applications (5 minutes)
7. AOB

1. Review and Approval of last Steering Committee Call Notes

Discussion:

Committee Members present had no comments on the last call's notes.

DECISIONS:

- Approval of Decisions and Notes from TAP Network Steering Committee Call on May 1, 2020.

2. Debrief and discussion on TAP Webinar

Discussion:

The secretariat expressed satisfaction with the webinar, with high attendance reaching 60 participants. Beyond CSOs, there was representation from national human rights institutes and research institutions. There was a lot of material to cover. Moderating the webinar, noted that this made it difficult at times but agreed it went well.

ADA asked for clarification regarding the representation of the attendees and if information of their organization was available. The secretariat noted that while information is not available for those who joined the call—data from those who registered can be analyzed. affirmed that information of those who registered for the webinar is available.

In regards to the webinar notes, the [current draft](#) provides a brief summary of the topics discussed. Once finalized, the notes and the recording of the webinar will be sent to the network as well as uploaded on the website. In response to CSPPS's suggestion that the next steps should be made clear, the secretariat noted concrete follow ups will be outlined in detail on the follow up email to be sent early next week.

FOLLOW-UP

- [The Secretariat will send the network the finalized webinar notes and recording with concrete next steps for upcoming engagement opportunities by early next week. These resources will also be made available on the webpage.](#)

3. Discussion on TAP Membership Engagement plans and next steps

Discussion:

The secretariat shifted focus to the ongoing discussion of plans for membership engagement. As a follow up to the last call, the secretariat drafted a [document](#) that summarizes how partners and members can engage, reflecting previous discussions within the committee as well as the webinar.

As discussed in the previous agenda item, this information, will be sent to the network in the follow up to the webinar as well as a feature on the member resources page on the website that will be updated regularly. By June, the secretariat hopes to have set up a monthly newsletter with existing and new opportunities.

The secretariat agreed with CSPPS's suggestion of differentiating member and partner opportunities to incentivize members to upgrade. As listed in the document, the immediate opportunities for both members and partners is the survey and engaging with the Campaign for a Decade of Accountability. In addition to these two opportunities, partners can also submit

blogs and take part in the COVID-19 taskforce and Spotlight Reporting Working Group, and forthcoming HLPF opportunities.

ADA brought attention to the valid concern that the current overload of email content may make email communication difficult. The secretariat agreed and will brainstorm ways to keep emails relevant in member's inbox. The website feature will also reduce the email burden on colleagues.

FOLLOW-UP

- **See above:** The Secretariat will send the network the finalized webinar notes and recording with concrete next steps for upcoming engagement opportunities by early next week. These resources will also be made available on the webpage.
 - The follow up email and website resources feature will include: guidelines for the blog, links to sign up forms for the COVID-19 task force and Spotlight reporting working group, and info for HLPF and the Decade of Accountability campaign, among others.
- The secretariat will brainstorm ideas to communicate this information and, in the meantime, begin developing a newsletter template and content to be launched early June on an ongoing monthly basis.

4. Review of draft TAP Survey

Discussion:

The chair moved the discussion to the TAP Survey. In reviewing the current draft, the secretariat noted that the majority of the questions are perception-based. Bearing in mind “survey fatigue,” the questions and the structure of the survey was designed accordingly with straight-forward responses balanced with open-ended responses.

CSPPS suggested putting most relevant and important questions early in the survey. In response to Accountability Lab’s question on the survey audience, the secretariat clarified that it is for the broader network (members & partners). In the past, a diverse cohort of 20 to 30 percent of the membership complete the surveys – both IGOs and grassroots mainly based in the global south.

Accountability Lab suggested the use of option questions as having strictly compulsory questions may disincentivize participation. They also suggested filling out the survey to communicate the length of time it takes for respondents.

The secretariat hopes to have the survey sent out within the coming weeks.

FOLLOW-UP

- The Secretariat will revise the current draft version of the survey and send it to Committee members by early next week. Committee members should make comments on the document to allow for a finalized version by the end of next week.

5. Partnership Updates

a. HLPF Side Events

b. Mott Funding Update

Discussion:

The secretariat communicated that the HLPF side event proposal is coming up. All side events and VNR presentations will be virtual this year. TAP is hosting a handful of side events with partners—listed in the membership engagement document.

TAP has the opportunity to submit a proposal, and asked members of potential topics that won’t be overly discussed. CSPPS suggested a discussion on Post-VNR work as a potential topic. While UNDP submitted a proposal for a learning lab with TAP on the subject, the secretariat noted this possibility.

In regards to the Mott Funding, it does not seem likely that the match funding will be able to be dispersed in full. However, it is still possible to obtain first half of \$100,000.

FOLLOW-UP

- Steering Committee Members should brainstorm potential topics to submit as a proposal for an HLPF side event.
- The Secretariat will provide any updates regarding the Mott Foundation's match funding. They will also reach out to Koica and the Swiss mission on updates regarding their current funding capacity.

6. Review of TAP Partner Applications

Discussion:

Since the last meeting, one partner application was submitted. However, they did not provide sufficient information on their commitment. They have an opportunity to return a revised application.