

31 July 2020

Present:	Mr. Peter van Sluijs, CSPPS Ms. Florence Syevuo, SDG Kenya Forum Mr. Hideki Wakabayashi, ADA Mr. John Romano, TAP Secretariat Ms. Claudia Villalona, TAP Secretariat Ms. Judith Kaulem, Poverty Reduction Forum Trust
Absent:	Ms. Jean Scrimgeour, Accountability Lab
Next meeting:	4 September 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. Review of TAP Budget Report (20 minutes)
3. Review of UNGA SDG Action Zone Proposal (10 minutes)
4. Partnership Updates (10 minutes)
 - i. Update on UNDP Funding and Partnership
 - ii. Update on Swiss Funding proposal
5. Review of TAP Partner Applications (5 minutes)
6. AOB

1. Review and Approval of last Steering Committee Call Notes

Discussion:

https://docs.google.com/document/d/1AEYjE58m-s_fhT_VPkiiQsa23vrz6yn8O72pjyWPC8/edit?usp=sharing

CSPPS made some comments and corrections on the last meeting's notes and noted that the secretariat should provide these documents with sufficient time prior to each call.

DECISIONS:

- Approval of Decisions and Notes from TAP Network Steering Committee Call on July 17, 2020.

2. Review of TAP Budget Report

Discussion:

As discussed in the last meeting, the second item on the agenda is reviewing the budget for the rest of the year. The Secretariat provided a budget report to guide the discussion. You can find

a Budget Report through 31 July 2020 in the google sheet here:

https://drive.google.com/file/d/1vCjC-0oV3bLr0oFly_BZqvXmnADcWuNJ/view?usp=sharing.

It is a reflection of the current budget and funding allocation for this year until now. It includes a budget proposal for the remainder of the year. Allocated funding includes Maggie and Elle's contract. Funding for travel has been zeroed out given that travel will not be likely for the rest of the year. The blue highlighted budget lines are what the secretariat proposes we continue as planned in the SC meeting in March. Green highlighted budget merit discussion.

In terms of the budget for the revision of the Goal 16 toolkit, the 10,000 USD proposed funding is fairly conservative—especially if a consultant is hired to draft the resource. The Secretariat proposed 30,000 USD for the project by reallocating funds from the Mott Foundations Match and the UNDP secured funding (20,000USD extra).

The next budget line in question is the Communications fellow, whose contract is set to expire at the end of September. It was proposed to extend her time at TAP till the end of the year with a new contract and an increase in the level of compensation from 1,500 USD to 3,000 USD monthly. The new contract would warrant an exit interview and performance review with the TAP coordinator and the Steering Committee, as well as an end of fellowship report produced by the fellow.

The foregoing office rental space through the end of the year has saved a substantial amount in funding. Additionally, the Secretariat brought attention to the viability of an in-person meeting at the end of the year, which has a proposed 10,000 USD in funding to cover travel-related costs for SC members. Members discussed the potential for hosting this meeting that directly depends on developments regarding the Coronavirus pandemic. Members decided to hold the 10,000 USD funding as a potential buffer in the budget for the time being and reopen the question of holding an in-person meeting at the end of the year when circumstances for travel become more clear.

DECISIONS:

- Steering Committee members agreed on the 30,000 proposed allocated funding for the revision of the Goal 16 Toolkit, which will cover the costs of the hiring of a consultant, the drafting process, the design/review, and the digital product.
- Members also agreed to retain Claudia under a new contract and increased level of compensation to begin in October
- Finally, Members decided to hold the 10,000 USD funding as a potential buffer in the budget for the time being and reopen the question of holding an in-person meeting at the end of the year when circumstances for travel become more clear.

FOLLOW-UP

- The Secretariat will make the aforementioned changes to the budget report
- The Communications Fellow will draft an end of fellowship report for review by the SC in September. Additionally, the Secretariat will create a new contract, terms of reference, and schedule an exit interview/performance review

3. Review of UNGA SDG Action Zone Proposal

Discussion:

The SDG Action Zone will be held around UNGA in a virtual format. We are currently exploring a joint proposal with Action for Sustainable Development and Forus for the SDG Action Zone, which will focus on civil society Spotlight Reporting and SDG Accountability with a panel/workshop despite the hour-long time slot.

Brainstorming how the session will be carried out with interactive elements etc

FOLLOW-UP

- The Secretariat will turn in the proposal ahead of the deadline next week.
- The secretariat will also brainstorm ways to hold the one-hour session as a panel and/or workshop with interactive elements.

4. Partnership Updates

- a. **Update on UNDP Funding and Partnership**
- b. **Update on Swiss Funding proposal**
- c. **Update on SDG16+ Global Community meeting - 8 September 2020**
- d. **Partners for Review Webinar on SDG16 Reporting - 19 August 2020**

Discussion:

There are no updates regarding UNDP's long-term funding. However, the prospects do not look promising considering the substantial cuts made to DFID's budget. The short-term funding is secure, which will cover the current contract in terms of the pending costs for the Post-VNR resource and the remaining compensation of the consultant. The Secretariat has a meeting scheduled for later today with the consultant and will ask whether UNDP is seeking other sources of funding. The final UNDP proposal is due at the end of August. The Secretariat will send the final version to the SC for review ahead of the deadline.

There are also no updates from the Swiss on short-term funding. However, the long-term prospects for funding are still good, with the application deadline set for September or October.

PRFT suggested that the SC and Secretariat seek other sources of collaborative funding given the increasingly restrictive environment for sources.

The Secretariat noted that TAP will be cohosting the Global SDG16 Community meeting on September 8th with the Global Alliance. In the coming weeks, the Secretariat will develop an agenda/program to be shared with the SC. The secretariat will also consult with the Global Alliance on how to best involve the SC co-chairs in the meeting.

Finally, the Secretariat communicated that P4R reached out to TAP, Global Alliance, and Transparency International to co-host a webinar on August 19th. TAP suggested holding the webinar in September, however, they are unable to do so.

FOLLOW-UP

- The Secretariat has a meeting scheduled for later today with the consultant and will ask whether UNDP is seeking other sources of funding. The final UNDP proposal is due at the end of August. The Secretariat will send the final version to the SC for review ahead of the deadline.
- In the coming weeks, the Secretariat will develop an agenda/program for the SDG16 Global Community meeting to be shared with the SC. The secretariat will also consult with the Global Alliance on how to best involve the SC co-chairs in the meeting.
- The secretariat will provide more information on the P4R webinar that TAP will co-host as it becomes available.

5. Review of TAP Partner Applications

Discussion:

There are no new partner applications to review. In response to ADA's question, the secretariat noted that there was no response or follow up from the partner applications from the last SC meeting that needed to revise their application.

6. AOB

Discussion: CSPPS expressed concern over the limited sample size of the Membership Survey responses (55 responses)-- of which the deadline ends today. SC Committee Members' decided on extending the deadline for two weeks into August. The Secretariat will then compile the synthesis report and general recommendations for the week that follows.

DECISIONS:

- The Steering Committee moved to extend the Membership Survey timeline another two weeks for a revised deadline of mid-August.

FOLLOW-UP

- The secretariat will develop an email to be sent to Members and Partners communicating the extension of the Membership Survey for another two weeks
- The Secretariat will then compile the synthesis report and general recommendations to review at the following Steering Committee meeting to take place after leave in September