

25 September 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. Jean Scrimgeour, Accountability Lab

**Absent:**

- Ms. Judith Kaulem, Poverty Reduction Forum Trust

**Next meeting:**

2 October 2020

**Chairing Meeting:**

Mr. Peter van Sluijs, CSPPS

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

**Agenda Items:**

1. Review of TAP Network Synthesis Report from Membership Engagement consultation (10 minutes)
2. Discussion on Next Steps for TAP Membership Engagement (50 minutes)
  - i. Global Coordination and Engagement
  - ii. Regional and National Coordination and Engagement
  - iii. TAP Network Membership Refresh
  - iv. TAP Network Partners Review
  - v. Communications and Outreach
  - vi. Other Opportunities
3. AOB

**Special Meeting on Membership Engagement**

1. Review of TAP Network Synthesis Report from Membership Engagement consultation

**Discussion:**

You can find a draft executive summary (along with the details included) of the Synthesis Report from the TAP Membership Engagement Survey in the google doc here:

[https://drive.google.com/file/d/1jgsIMi5eBRYNrK7O3N87KeQCSYmPU9\\_J/view?usp=sharing](https://drive.google.com/file/d/1jgsIMi5eBRYNrK7O3N87KeQCSYmPU9_J/view?usp=sharing).

The TAP secretariat began by introducing the Synthesis Report that provides background, summarized data, and key takeaways drawn from the TAP Membership Engagement survey. The document begins with an executive summary of the findings and a more detailed analysis in the pages that follow. Key takeaways demonstrated a general satisfaction with the engagement opportunities within the membership. However, many respondents expressed the desire to

engage more deeply and with other members and partners (lateral engagement). Therefore, some of the recommendations aim to provide platforms that facilitate partnership and collaboration within the TAP community.

The Secretariat also noted the distinction between engagement, where the secretariat provides engagement opportunities to the membership, and inclusion, the latter of which implies community and ownership. One of the questions for reflection was how do we make sure members feel included. The recommendations also suggest opportunities for community-sharing platforms and participation in network governance and management.

The Secretariat also posed the question on how to share the document. Steering committee members agreed that the executive summary be extracted to form a condensed version of the document and shared with the TAP Membership listserv along with concise key points and takeaways from this call. The longer version of the document will then be uploaded for reference on the TAP Website.

### **DECISIONS**

- **The Steering Committee moved to approve the Synthesis Report as a document to be shared with the TAP Community.**

### **Follow-up:**

- **The executive summary/condensed version of the synthesis report will be shared with the TAP membership listserv along with key points and takeaways from this call**
- **The full synthesis report will also be uploaded to the TAP website for reference**

## **2. Discussion on Next Steps for TAP Membership Engagement**

- a. Global Coordination and Engagement**
- b. Regional and National Coordination and Engagement**
- c. TAP Network Membership Refresh**
- d. TAP Network Partners Review**
- e. Communications and Outreach**
- f. Other Opportunities**

### **Discussion:**

You can find the background document for the discussion on TAP Membership Engagement in the google doc here:

<https://drive.google.com/file/d/1I1mu0Ge2KFzMG6N2SfpnLFbBcNLhOziY/view?usp=sharing>.

The chair asked the Secretariat to introduce the second item on the agenda and the TAP Membership Engagement background document which includes analysis and reflections on TAP's previous and current state of membership engagement and outlines recommendations going forward.

The document is organized by type or "levels" of engagement and is followed by recommendations to improve. It also includes points of discussion if time permits, but can be also used as ideas for the medium-term future to discuss on a later date.

The secretariat began with the section on Global Coordination Engagement, or which mechanism to implement to build ownership and buy-in. While in the past TAP has excelled in providing opportunities to its members and partners (top-down engagement), bottom-up engagement has been more of a challenge.

One mechanism used previously are working groups. However, the topic needs to be relevant for the members or else they will fizzle out.

Another mechanism is implementing platforms for “open-ended opportunities” for engagement and discussion, such as webinars/coordination calls. Survey respondents rated the past webinar highly because not only did it provide news, updates and opportunities from the secretariat, but it also gave members/partners the platform to vocalize their reflections and discuss their own work with other network colleagues. It was suggested to hold quarterly coordination calls to provide a platform/forum for discussion and facilitate partnership.

Another suggestion was more visibility of the Steering Committee within the network community. One possible way is to set up a platform to establish an avenue of communication between the SC and the wider membership. Respondents also expressed the desire to engage meaningfully in TAP’s governance decisions. Other recommendations include further developing the spotlight reporting platform, working groups and re-launching the regional focus groups.

Finally, the secretariat posed the question if there were other ways to communicate with the membership beyond the google groups listserv. One respondent, for example, suggested whatsapp.

The secretariat opened the floor to feedback and insight on the right approach to take going forward. After the meeting, the secretariat will take stock of the discussion, itemize key action items and develop a timeline/process for each item. This will also be shared with the TAP membership listserv.

In the feedback, ADA suggested that one or two of the recommendations be prioritized. CSPPS agreed that it would not be possible to fully discuss all of these points in one meeting.

Accountability Lab: given that many of the recommendations are long-term workstreams, the secretariat should focus on a few short-term action items that can provide concrete results, so that the longer term action items will be conditioned by the short-term trial and error. One example would be setting up whatsapp and analyzing its added value-- it may not be for everyone. Accountability Lab stressed that transparency is critical: showing what was done, if it worked and what was learned in the process.

CSPPS went further in noting the importance of concretely defining what it means to be a member and a partner before further implementing any mechanisms. This would ideally require a mutual consultation process between the Secretariat/the Steering committee and the membership. In this way, a membership refresh should be prioritized and could take place in

parallel. The secretariat agreed that it is important to define the membership, identify active and trim inactive members.

In response to CSPPS's question, the distinction from TAP members and partners allows those organizations that don't have the capacity to commit actively but still wish to take advantage of TAP's resources and opportunities.

The secretariat will develop a google form to be sent to the wider membership asking them to recommit their membership and how they wish to engage going forward. Information will also be provided clarifying the criteria defining TAP Members and Partners along with the option to upgrade member status to become a TAP Partner.

Accountability Lab agreed, outlining the process that those who don't respond will get more reminders and by a deadline only those who responded yes, will be members. Additionally, the email with the google form should be as clear and concise as possible to ensure maximum response rate. The data collected will then be analyzed and shape the next steps.

SDG Kenya Forum also suggested making a focus group of members to bounce and discuss ideas for membership engagement mechanisms in the meantime.

The Secretariat also discussed starting to build the working groups from the global advocacy (added value of providing a platform to engage with global institutions) and regional working groups (to facilitate regional partnerships and collaboration).

### **DECISIONS**

- **The Steering Committee agreed to prioritize the Membership refresh process before substantively going forward with Membership Engagement recommendations**

### **Follow up/action items**

- **The secretariat will take stock of the discussion, itemize key action items and develop a timeline/process for each item. This will also be shared with the TAP membership listserv.**
- **Membership refresh**
  - **Draft Google Form with the option to remain as a TAP Member, contact information (email, phone number, organization), option to upgrade to partner, preferred engagement methods (whatsapp groups, working groups) AND criteria defining membership and partnership responsibilities**
  - **Actively follow up with members on listserv to fill out the opt-in form**
  - **Feedback collected will shape the next steps for Membership Engagement to take forward early next year**
- **Review TAP Partner benefits and opportunities, Secretariat to provide suggestions and recommendations for a later discussion**
- **Schedule TAP Partner Coordination Call before the end of the year**
- **Draft survey on SDG16 Toolkit**

To be shared with the TAP Membership Listserv:

- Executive Summary of Synthesis Report
- Google form to recommit membership
- Member vs Partner Criteria
- Minutes from call