

## TAP Network Steering Committee - 2020-2021 Steering Committee

## Meeting Decisions

10 March 2021

**Present:**

Mr. John Romano, TAP Secretariat  
Ms. Claudia Villalona, TAP Secretariat  
Ms. Ellery Wong, TAP Secretariat  
Ms. Jean Scrimgeour, Accountability Lab  
Ms. Judith Kaulem, Poverty Reduction Forum Trust  
Mr. Peter van Sluijs, CSPPS  
Ms. Linh Nyugen, ADA  
Ms. Florence Syevuo, SDG Kenya Forum

**Absent:**

**Next meeting:**

24 March 2021

**Chairing Meeting:**

Ms. Judith Kaulem, Poverty Reduction Forum Trust

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

#### **Agenda Items:**

1. Review and Approval of last Steering Committee Call Notes and decisions between calls
2. Introducing Ellery Wong, and TAP Secretariat work planning
3. Update and Discussion on next steps for SDG16+ Civil Society Toolkit
4. Performance Evaluation and Contract for Claudia Villalona
5. Partnership Updates
  - a. Update on Swiss Proposal
6. Review of TAP Partner Applications

#### **1. Review and Approval of last Steering Committee Call Notes**

##### **Discussion:**

You can find the last Steering Committee Call notes from February 10, 2021 in the google doc here:

[https://docs.google.com/document/d/13aL\\_HjA8\\_JJoy8IT\\_Ajs2mLLcPCImJ7R/edit](https://docs.google.com/document/d/13aL_HjA8_JJoy8IT_Ajs2mLLcPCImJ7R/edit)

### **DECISIONS**

**The Steering Committee moved to approve the last Steering Committee call notes from the 10 of February 2021.**

#### **Decisions and updates between calls over email since last call:**

- A. **Updates and Next Steps from TAP Coordination Call and Advocacy Working Group Calls**

Last week, we hosted two important calls for Membership coordination – the broader TAP Membership Coordination call, and the first meeting of the TAP Advocacy Working Group. You can find the notes from these call below, along with a handful of relevant next steps for you to keep abreast of.

#### [TAP Membership Coordination Call Notes](#)

##### ***Decisions/Next Steps:***

- Agreed that we will look to have these calls every month at a set day/time each month, particularly in the lead up to the 2021 HLPF
- Reviving TAP’s Regional Working Groups
- Providing a form for Members to request support (in various forms) from TAP
- Further work forthcoming around Storytelling, Membership Platforms, etc.

#### [TAP Advocacy Working Group Call Notes](#)

##### ***Decisions/Next Steps:***

- Following up on the HLPF Review process, we will take stock of the revised draft and pull together some key messages and tweets for TAP Members to share in their own advocacy
- Finalizing TAP’s advocacy plans/engagement for 2021, [through the google doc here](#)
- Hosting calls every other week in lead up to HLPF

#### **B. Performance Evaluation – Claudia Villalona**

The Steering Committee and Secretariat discussed the performance evaluation put together by the TAP Program Officer and the TAP Coordinator. The Steering Committee also discussed the extension of the Program Officer’s contract, in light of the context of the performance evaluation.

#### **C. Updates on Swiss Funding Proposal**

We have finally heard back from the Swiss with their feedback on the proposal that we shared a few weeks ago, and they have provided comments on a number of areas where we will look to expand on or streamline further. We will look to have a revised draft for you all to review in advance of Wednesday’s call, but the edits will be fairly minor and procedural. Please be on the lookout for that in the days ahead from us.

#### **D. Updates on HLPF Review Advocacy – Annual SDG16 Review at the HLPF**

With this important negotiation process fully underway, can find the two key advocacy documents that we’ve helped to spearhead over the past week or so:

- [Global SDG16+ Community Briefing Note on Annual Review of SDG16+ at the HLPF](#) – An advocacy document from the Global SDG16+ Community
- [Global CSO Networks Advocacy Paper on HLPF Review](#) – An Advocacy document from 4 global civil society networks working on the SDGs

In last week’s first informal consultations on the Zero Draft, the EU, US, UK and Republic of Korea all supported an annual review of SDG16 at the HLPF, which marks significant progress in our advocacy. On Wednesday, we also joined a call between the co-facilitators and the Major Groups and Other Stakeholders Steering Group, where we intervened on the SDG16 Annual Review and Spotlight Reporting, which was welcomed by the co-facilitators.

In terms of next steps, the Co-facilitators will release a revised draft of the resolution on Monday, 8 March, and will host informal consultations on this draft on Friday, 12 March. We will likely turn around new advocacy documents to respond to this revised draft after launched on Monday, so we'll be in touch when we have new advocacy content to share – and we will also share some key messages and ways for you all to support advocacy going forward as well, in relation to these advocacy outputs.

**E. Upcoming Webinar Series on “Mainstreaming SDG16” Resource**

Following up on the deliverables from the grant with UNDP, we will be looking to take forward a Webinar Series on “Mainstreaming SDG16” in the weeks ahead, with the first webinar being an invite-only workshop-style meeting, and the other two being public-facing events. For your reference, you can find a [concept note for the entire webinar series here](#), and you can find a [1-pager on the first Workshop \(which will be hosted on Thursday, 1 April 2021\) here](#).

**2. Introducing Ellery Wong, and TAP Secretariat work planning**

**Discussion:**

The TAP Coordinator introduced the newest member of the TAP Secretariat, Ellery Wong, who took the position of the communications and outreach associate. Ms. Wong introduced herself to the Committee.

Since the last SC Call, the Secretariat has been working to onboard the newest member and outline a detailed Work Plan for each team member. You can find a TAP Secretariat Trello board that we will be using to organize our work going forward here:

<https://trello.com/b/J2h2yktH/tap-secretariat-master-task-list>

**3. Performance Evaluation and Contract for Claudia Villalona**

**Discussion:**

Ms. Villalona has since transitioned to a Programmatic role on the TAP Secretariat Team as a Program Officer. With almost a year at TAP, Ms. Villalona has completed a Performance Evaluation with comments from the TAP Coordinator.

Performance Evaluation:

<https://drive.google.com/file/d/1Wlu6jODmLI2kU9-RQ1WTIDINzJ7VltZ2/view?usp=sharing>

Budget Report:

[https://drive.google.com/file/d/1fO7z\\_PByM-6qhG\\_Mox--AeDDpQyjaiDB/view?usp=sharing](https://drive.google.com/file/d/1fO7z_PByM-6qhG_Mox--AeDDpQyjaiDB/view?usp=sharing)

Ms. Villalona dropped off from the call to allow for discussion regarding her performance and contract. All decisions and follow ups were made off the record to be disclosed on a later date.

**4. Update and Discussion on next steps for SDG16+ Civil Society Toolkit**

**Discussion:**

The next agenda item regards the SDG16+ Civil Society Toolkit. The TAP Coordinator provided an update to the Steering Committee: after a discussion with Nicole and feedback from the first advisory group call, the drafting consultant, an outline was finalized that would fit within the previously agreed upon timeline, length and consultancy rate. The updated outline is a lot more

manageable at 50 to 60 pages, it can be found here:

<https://drive.google.com/file/d/16pN8D4n0clGc4W4TAgPCfSSI8MgKPcMC/view?usp=sharing>

The Program Officer (Ms. Villalona) has taken on responsibilities in helping the consultant draft, edit and finalize the resource on more time consuming duties.

**Follow up:**

- **The next Advisory Group call will solicit feedback from this updated outline next week early the following week. The Steering Committee is welcome to join the call.**

**5. Partnership Updates**

**a. Update on Swiss Proposal**

**b. Update on TAP Membership call and Working Groups**

**Discussion:**

The TAP Coordinator provided an update to the Swiss funding proposal process. The Swiss contact has provided feedback on the submitted proposal and asked for more succinct outcomes and asked for clarification on certain points. The Secretariat offered to forward the comments made by the Swiss to the Steering Committee.

The Coordinator then provided a brief update on the membership call and the suggestions/outcomes: continued interest in the storytelling/web development workstreams, and engagement opportunities at the regional level. Thus, the secretariat will work to restart the regional working groups. The Advocacy Working Group had also met to discuss immediate opportunities and collective long-term strategy, particularly planning around HLPF.

There was a detailed discussion on the plans for restarting the regional working groups. The Steering Committee agreed that the groups should be led by partners and taken up organically rather than the Secretariat projecting the needs and objectives of the working group.

**Follow up:**

- **The Secretariat will send the revised proposal to the SC when it is done incorporating the feedback from the Swiss for approval.**
- **The Secretariat will provide further updates on the working groups and coordination calls outcomes**
- **The Secretariat will brainstorm ways to organize regional working groups in a way that is a efficient and organic**

**6. Review of TAP Partner Applications**

There have been 4 new TAP Partner application since the last call, which you can find here:

<https://drive.google.com/file/d/1XYLLJQAw4XUVNri9dfdApTn4upQ9U3pi/view?usp=sharing>

We would recommend the following organizations for approval as TAP Partners:

1. CHILDREN AND YOUNG PEOPLE LIVING FOR PEACE(CYPLP)
2. VEILLE CITOYENNE TOGO
3. Association for Emancipation, Solidarity and Equality of Women (ESE)

We would recommend following up with the organization below to request more information regarding their concrete commitment:

RIHRDO (Rural Infrastructure and Human Resource Development Organization)

**Decisions:**

**The Steering Committee requested the TAP Secretariat to follow-up with TAP Partners and Members to provide additional feedback and vetting for TAP Partner applicants.**

**Follow up**

- **The Secretariat will reach out to TAP organizations to help in vetting of TAP Partner applicants, and reach out to RIHRDO for more information regarding their commitment on their application.**

**7. AOB**

**Discussion:**

The Secretariat and Steering Committee also held a discussion on having the new partner application process to be more participatory within the networks by having existing partners in the same region/or country vet incoming partner applications prior to being decided by the Steering Committee

**Follow up**

- **The Secretariat will develop a system in which existing partners at the regional/national level can vet incoming partner applications going forward**