

TAP Network Steering Committee - 2020-2021 Steering Committee

Meeting Decisions

7 April 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:

21 April 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. Update on TAP Partner Platform
3. Discussion on TAP Partner Update
4. TAP Fundraising Overview
5. Partnership Updates
 - a. Debrief from TAP Coordination Call - Thursday, 25 March 2021
6. Review of TAP Partner Applications
7. AOB

1. Review and Approval of last Steering Committee Call Notes

Discussion:

You can find the last Steering Committee Call notes from March 25, 2021 in the google doc here:

https://docs.google.com/document/d/1xIKJaS4qsIW3O601IR3UGC97WqmZQmhSPd_LPGf1oG8/edit

DECISIONS

The Steering Committee moved to approve the last Steering Committee call notes from the 24 of March 2021.

2. Update on TAP Partner Platform

Discussion:

The communications officer gave an [update](#) on the development of the TAP Partner Platform. The officer is currently working on the data migration and cleaning step of the process. She has since cleaned

Working on the data migration step of the process

Cleaned original partners data-- uniform and presented compatible with the website

- Working on systemizing this step for the future
- Replicable so that it can be easily updated

Purchased advanced search feature for targets, focuses, region etc

Presented a test database rough skeleton

Hover feature to provide description on targets

How do we define organization's locations

Next steps

- Will continue to develop the skeleton over the next few weeks

3. Discussion on TAP Partner Update

Discussion:

The next item on the agenda was to discuss the forthcoming TAP Partner update and how it will be taken forward. The Secretariat has drafted [a form for the TAP partner update](#) which will be open to SC comments. Key questions to guide discussion on framing the update:

1. How should we approach this Partner update? Should it be mandatory for TAP Partners to fill out by a certain date, otherwise they will be removed as a TAP Partner, like we did for the TAP Membership Refresh? Or kept voluntary and flexible?
2. What kind of additional information (beyond what we've outlined in the form here) should we look to collect from colleagues? How should we look to share it on the TAP Partner platform or otherwise?
3. How do we incentivize people to fill out this TAP Partner form? Specifically, this question is more relevant if we do not have a requirement that people fill out the form or be removed as a TAP Partner.

The goal of the update is to confirm the information provided previously (update contact information etc) since they last submitted their application, as well as more information directly based on the new platform (region, target, areas of expertise etc). Additionally, it will aim to update the partner's commitments since they last submitted their commitments on their original application, and provide further info on their work. Other questions include how they plan on engaging and what they would like to showcase on the platform.

The Steering Committee provided the following feedback on the draft survey.

- **The form should be mandatory for all partners.**
 - Some information do not have to be updated but they need to complete the form regardless
 - Partners that don't confirm/update partnership status to be downgraded to membership
- **The form should be made more concise to update contact and organization info**

- **Make current commitments visible by asking partners to review their current partner's page on the website so they can see what is being reviewed.**
- **A separate section to update and renew commitments on the form as well as a separate question on reporting on current commitment**
 - Institute on a yearly basis for reporting annually on commitments?
- Transition form content (either through plug in or manually) to new partners platform once developed

The communications officer communicated a timeline of six to eight weeks for the launch of the new TAP Partner platform which could coincide with publishing the new data from the TAP Partner update. **Therefore, it was decided to keep the form open for Partners to update information and commitments till mid may and then take stock of new data. The new platform launch ahead of HLPF can incentivize partners to complete the form/update their commitments.**

Follow up:

- **The Secretariat will edit the form to incorporate the comments and feedback made on the call**
- **Steering Committee members should provide written comments on the draft survey monkey form so that the Secretariat can send the form to Partners ASAP**
- **Keep the form open for Partners to update information and commitments till mid May and then take stock of new data.**

4. TAP Fundraising Overview

Discussion:

You can find the working draft of the fundraising document outlining TAP's activities and resources here:

<https://drive.google.com/file/d/1ovH4-YfN5P1ZBxZrH9Gr7hdiHu7Ujd24/view?usp=sharing>

You can find a breakdown of potential fundraising opportunities, along with potential corresponding proposals in the google doc here:

https://drive.google.com/file/d/1C76gq9iFMHKn_orbGSQ9bMIV-SJ2xRcW/view?usp=sharing

Follow up:

- **Given the lack of time, the SC moved to table discussion on fundraising strategy for the next call**

5. Partnership Updates

Discussion:

a. Debrief from TAP Coordination Call - Thursday, 25 March 2021

You can find notes from the last TAP Coordination call here:

https://docs.google.com/document/d/1cxiRxFjSAOrcEz93YZkm_-ImRxcGW-hjpo-VZqGqsd/edit

Follow up:

- **The Secretariat will consult with the co-chairs to strategize ways to ensure added value when opening up the floor to general updates from members and partners for the next call.**

6. Review of TAP Partner Applications

Discussion:

There have been no new TAP Partner applications since the last call.
The national/regional TAP Partners consulted for the application submitted ahead of the last Steering Committee call (March 24) have yet to review and provide their feedback

<https://drive.google.com/file/d/1uG6yTdsKFj004hwyJNfyTohpos1qVO3N/view?usp=sharing>

Follow up:

- **Formalize and notify the membership of the new partner peer review process, and add to the website.**

7. AOB