

TAP Network Steering Committee - 2020-2021 Steering Committee

Meeting Decisions

17 December 2021

Present:

Mr. John Romano, TAP Secretariat
Mr. Peter van Sluijs, CSPPS
Ms. Judith Kaulem, Poverty Reduction Forum Trust
Jean Scrimgeour, Accountability Lab
Ms. Claudia Villalona, TAP Secretariat
Ms. Ellery Wong, TAP Secretariat

Next meeting:

Early Jan 2022

Chairing Meeting:

Jean Scrimgeour, Accountability Lab

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

Agenda Items: [📄 Agenda TAP_SC_ConfCall_15December2021](#)

1. Review and Approval of last Steering Committee Call Notes (5 minutes)
2. Review and Verification of TAP Steering Committee Elections (10 minutes)
3. Transition to 2022-2023 TAP Steering Committee and Handover documents (10 minutes)
4. Updates on TAP Calls-for-Proposals and launch (10 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:

You can find the last Steering Committee Call notes from November 16, 2021 in the google doc here: [📄 2021-12-01_TAP Network Steering Committee ConfCall 1 December 2021](#)

DECISIONS: The Steering Committee moved to approve the call notes from December 1, 2021

2. Review and Verification of TAP Steering Committee Elections

Discussion:

The coordinator thanked Steering Committee members for their correspondence since the last meeting regarding the elections. Since the last meeting the voting window has closed and the following organizations were elected:

- [Accountability Lab](#) (Carry-over from 2020-2021 Steering Committee)
 - Primary contact: Cheri-Leigh Erasmus (cheri@accountabilitylab.org)
- [Civil Society Coalition on Sustainable Development Nigeria](#)
 - Primary contact: Mekwuye Margaret Olabasi (bisimekwuye@yahoo.com)
- [Consolation East Africa](#)
 - Primary contact: Bridged Faida (consolationeastafrika@gmail.com)
- [Civil Society Platform for Peacebuilding and Statebuilding](#) (Carry-over from 2020-2021 Steering Committee)
 - Primary contact: Peter van Sluijs (peter.van.sluijs@cordaid.org)
- [CIVICUS](#)
 - Primary contact: Tor Hodenfield (tor.hodenfield@civicus.org)
- [World Vision](#)
 - Primary contact: Arelys Bellorini (arelys_bellorini@wvi.org)

Finally, you can find the [Terms of Reference for the 2022-2023 Steering Committee again here](#).

Two pending inquiries were raised: the classification of CIVICUS as an organization in the Global North (as discussed in the previous call) as well as issues regarding potential lack of sufficient participation/correspondence of incoming organizations. Regarding the latter, the Secretariat raised concerns on the unresponsiveness of CEA– they have yet to confirm the election results. This is a pattern as a TAP Partner in the past. The SC recommended that if this lack of responsiveness continues that they be removed from the Steering Committee and a replacement is found.

Decisions:

The Steering Committee 2020-2021 moved to approve the election results for the Steering Committee for 2022-2023.

3. Transition to 2022-2023 TAP Steering Committee and Handover documents

Discussion:

With the election results verified, the secretariat moved onto next steps in the transition of the new steering committee. The coordinator shared the draft handover note, that can be accessed here: [W TAP Steering Committee Handover Note_2022-2023.docx](#) and requested feedback. The following are the drafted list of recommendations and priorities for the incoming SC based on the internal WorkPlan approved for 2022:

Immediate/Short-Term Priorities:

- Fundraising
- Ongoing calls-for-proposals/funding opportunities for TAP Network Partners
- Review of ToR for SC, electing co-chairs and setting regular call schedule
- Relationship between Steering Committee/Co-chairs and Secretariat and performance evaluations/supervisory role
- Reviewing Work Plan and Budget for 2022
- In-person Steering Committee Meeting
- Membership/Partner Engagement and TAP Partner Action Platform
- Annual calendar/agenda of key moments to help prepare engagement

Long-Term Priorities:

- Development of TAP Strategic Plan for 2023 and beyond
- TAP Network Independent Evaluation (requirement for Swiss grant)

The SC suggested that the handover note clarify the relation to the co-chairs and the Secretariat. It was also suggested that the priorities be time stamped in an tentative “annual agenda.”

In the new year, the outgoing and incoming Steering Committee will have a joint call in January, to provide an opportunity to share thoughts, recommendations and answer questions for the incoming Steering Committee.

Next Steps:

- **The Handover note will stay open for comments and feedback through the end of the week. Please provide feedback by Friday, December 24th**
- **The Coordinator incorporate this feedback and will then finalize the handover note and share with the new Steering Committee the first week of January**
- **The Secretariat will begin coordination and outreach with the new Steering Committee members**
 - **Including contact and organizational information to update the SC webpage**
 - **and coordinate a joint call for January 2022**

4. Updates on TAP Calls-for-Proposals and launch

Discussion:

The secretariat provided the Steering Committee an update on the ongoing preparations for the call for proposals launch ahead of the end of the year. Everything is ready to go for the launch: the translated materials in French, Arabic, and Spanish, as well as the application forms. The website with the aforementioned documents and the marketing materials can be found here:

- Website: <https://tapnetwork2030.org/2022-tap-funding-and-support-call-for-proposals/>
- Marketing Materials: https://www.dropbox.com/sh/1btq2d34uyv7tzt/AAA7zQwsPGIext4_gFm5BBtta?dl=0

The deadline for these opportunities is set for the 31st of Jan

Next Steps:

- **Comments and feedback on these materials are requested prior to the launch Monday morning**
- **The Secretariat will launch the Call for Proposals for the Innovation Fund and the Capacity-strengthening workshops on Monday, December 20.**
 - **Will send to other networks/platforms in anticipation of the launch**
- **The Communications and Outreach officer will heavily promote these opportunities on social media and through other channels of outreach, in addition to the wider TAP listserv**

5. Partnership updates

Discussion:

At the end of the year, TAP must sign the annual fiscal sponsorship agreement with Proteus fund. You can find a draft of the TAP Fiscal Sponsorship Agreement with Proteus Fund here: <https://drive.google.com/file/d/17LHaWKc65fks2eE3rgygMZI7h2Li2tqJ/view?usp=sharing>. Nothing has changed since last year, other than an intellectual property rights clause if TAP were to go under. The Coordinator asked the SC for the green light to sign the agreement as well as a representative of the Steering Committee (last year was CSPPS).

Next Steps:

- **The TAP Coordinator and Peter of CSPPS representing the Steering Committee as the co-chair will sign the TAP Fiscal Sponsorship Agreement with Proteus Fund**

6. Review of TAP Partner Applications

Discussion:

To access all the following applications:

https://drive.google.com/drive/u/2/folders/1tCAW0vBgmFPXiOlbtNHeEq8_mUd8G089

<u>Organization & Application</u>	<u>Partner Feedback</u>	<u>Secretariat Recommendation</u>
Future Focus Foundation	Positive	Approve
First Touch Sports Uganda	Awaiting Partner Feedback	May need to present a stronger link/relevance

Next Steps:

- **The Steering Committee tabled the decision, opting to make a decision on Future Focus Foundation's partner application over email correspondence**

7. AOB

Discussion:

Accountability Lab introduced the representative that will be taking over for Jean for the next Steering Committee term: Cheri-Leigh Erasmus.