

## Decisions and Follow-Up Items

### **TAP Network Steering Committee and Regional Focal Points In-Person Meeting 2-4 October 2018, Bangkok**

#### **Day 1:**

##### **I. Updates and Review**

###### **a) Recap of new TAP strategic refresh and updates on developments since Nairobi**

**Decisions:** Undertake a stakeholder mapping and an opportunity mapping.

##### **Follow-Up:**

- TAP Secretariat to send email to members/partners introducing the Regional Focal Points. (ASAP)
- TAP Secretariat and Regional Focal Points undertake stakeholder mapping and opportunity mapping. (End of October)

###### **b) Budget report**

###### **c) Update on funding for 2019**

##### **Follow-Up:**

- TAP Coordinator to send an email to the Mott Foundation regarding the status of the TAP grant/proposal, and to notify the Foundation of TAP's January 1 deadline and provide an update on the grant to the Steering Committee at the next meeting. (ASAP)

###### **d) Overview of current work streams**

1. Provide the tools and support to civil society organizations (CSOs) to understand, work with, and hold governments accountable to SDG16 at all levels
  - a. *Enhance civil society's capacity to produce "civil society reports" on SDG16*
  - b. *Engage with national governments around the production of their Voluntary National Reviews (VNRs), particularly in 2019 when SDG16 will be reviewed at the HLPF*
  - c. *Engage with global-level discussions around SDG16 and provide general support, updates and technical assistance to TAP Members on SDG16-related work*
2. Help CSOs hold governments accountable to the 2030 Agenda and SDGs, including through civil society reporting and engagement in National Voluntary Reviews
  - a. *Launch of the SDG Accountability Handbook*

##### **Follow-Up:**

- TAP Secretariat and select Steering Committee members/Regional Focal Points to draft and/or review the final chapters of the SDGs Accountability Hand. (ASAP)

- TAP Secretariat to solicit case studies from TAP partners to publish in the Handbook and on the TAP website. (ASAP)
- Advisory Group to review and edit the latest draft of the Handbook. (ASAP)

**b. Development of a web-based platform for collecting civil society reports on the 2030 Agenda and case studies for successful implementation or accountability efforts**

**3. Mobilize, organize and help empower civil society working around SDG16 and 2030 Agenda accountability through regional and national-level coordination and collaboration**

**a. National SDG16 and SDG Accountability Workshops**

**b. Soliciting and collecting commitments for TAP members around TAP's work on SDG16 and SDG Accountability**

**Decisions:**

- Establishing post-workshop assessment process to document demonstrable outcomes.
- Coordinate with other civil society coalitions on national workshops and activities leading up to the 2019 HLPF.

**Follow-Up:** TAP Secretariat to draft survey to membership to assess priorities and determine key issues to be highlighted in 2019. (ASAP)

**II. Strategic Planning**

**a) Membership engagement**

**Decisions:**

- Undertake stakeholder survey mapping exercise to determine activity levels.
- Survey TAP members and partners on the topics of engagement (specifically regarding engagement of the private sector), expectations of the Network, and global thematic working groups.

**Follow-Up:**

- TAP Secretariat to undertake stakeholder mapping exercise. (End of October)
- TAP Secretariat to draft survey for members and partners, to be reviewed and approved by the Steering Committee. (ASAP)
- TAP Secretariat to draft Terms of Reference (ToRs) for the proposed global thematic working groups, to be reviewed and approved by the Steering Committee. (End of October)
- TAP Secretariat to consult Proteus regarding the addition of a “Donate Now” button to the TAP website and fundraising asks on other TAP promo materials and, upon approval, implement. (End of October)

**b) TAP Partners and SDG16 commitments**

**c) Regional Focal Points**

**i) Review ToR for RFP and strategy discussion**

### Decisions:

- Action plans for regional focal points to be added to the existing ToRs.
- Monthly call to be established between the regional focal points, Steering Committee, and TAP Secretariat.
- Budget allocated for a total of 14 workshops, including four in Africa, six in Asia, and four in Latin America.

### Follow-Up:

- TAP Secretariat to organize monthly regional focal point call. (ASAP)
- Regional focal points to create action plans, to be reviewed and approved by the Steering Committee and then added to existing ToRs. (End of October)

### III. Communications and Outreach Plan

#### Follow-Up:

- TAP Secretariat to develop a comprehensive communications and outreach plan, with the guidance and help of Namati. (End of October)
- TAP Secretariat to update TAP website, flyer, and promo and outreach materials. (End of October)

#### Day 2:

### IV. Planning towards 2019 HLPF

#### a) Overall strategy and objectives

#### Decisions:

- Highest workplan priorities to be:
  - o National capacity-building efforts around the VNRs
  - o Launch of the SDG Accountability Handbook
  - o Advocacy surrounding the 2019 HLPF Ministerial Declaration, ECOSOC, and UN Development System Reform processes
- Quarterly update of workplan and budget report from the TAP Secretariat to the Steering Committee.
- Survey TAP members and partners on satisfaction with the HLPF.

#### Follow-Up:

- TAP Secretariat to produce high-priority advocacy strategy materials, including:
  - o Finalized Strategic Advocacy Planning log frame, including indicators, with Gantt chart (ASAP)
  - o Advocacy mail/letter template for national-level civil society (End of December)
  - o Analysis comparing all SDG 16 civil society reports with VNRs on the SDGs (ASAP and Ongoing)
  - o Launch and follow-up events for the SDG Accountability Handbook and digital promo materials, including a webinar and web-accessible versions of the Handbooks (End of December and Ongoing)

- Common TAP advocacy paper for meetings leading up to the 2019 HLPF Ministerial Declaration (January-March)
- Promo materials and events leading up to the 2019 HLPF ECOSOC (April-July)

**b) International, regional and national engagement opportunities (overview of opportunities at:)**

- i) Global
- ii) Regional
- iii) National

**c) SDG16 and/or SDG Accountability workshop strategy**

**Decisions:** Prioritize fundraising opportunities around upcoming international, regional, and national events, particularly at events located in Europe in November 2018.

**Follow-Up:**

- TAP Secretariat and Steering Committee to schedule fundraising meetings around the international, regional, and national engagement events. (ASAP and Ongoing)
- TAP Secretariat to develop a fundraising strategy—including priorities, approach, timeline, and lead—and prepare fundraising promo materials, to be reviewed by the Steering Committee. (ASAP)

**Day 3:**

**V. Budgeting/Programming for remainder of 2018 and 2019**

**Decisions:** Budget allocations for 2018-2019.

**Follow-Up:** TAP Secretariat to request no-cost extensions through March 2019 for OSF and Hewlett grants. (ASAP)

**VI. Fundraising**

- a) Discussion on potential fundraising projects
- b) Fundraising plans and strategy

**Decisions:**

- Priority projects and donor targets for fundraising opportunities for 2018-2019
- Overall fundraising strategic plan for 2018-2019.

**Follow-Up:**

- TAP Secretariat to put together fundraising strategic planning document, including priorities, targets, projects timeline, approach, and lead, to be reviewed by the Steering Committee. (ASAP)
- TAP Secretariat to survey the Network to determine if any members or partners are willing to donate staff time or services to TAP projects or have unused organizational funds for 2018 that could be re-allocated for the Network's use. (ASAP)
- Steering Committee members to review his/her network of donors to determine potential opportunities for TAP. (ASAP)

- TAP Secretariat to reach out to the Network's current funders, Hewlett and OSF, as well as the fiscal sponsor, Proteus, to inquire about future funding opportunities with these organizations and to receive recommendations on other potential donors to reach out for 2019. (ASAP)
- TAP Secretariat to update TAP's promo resources, to be reviewed by the Steering Committee. (End of October)
- TAP Secretariat to create fundraising presentation deck, to be reviewed by the Steering Committee. (End of October)

**I. AOB**

**a) Discussion on relationship with host organization (Proteus Fund)**

**Decisions:** End-of-Year review of and call with TAP fiscal sponsor

**Follow-Up:**

- TAP Secretariat to organize a call between Proteus, the Steering Committee, and the TAP Secretariat before December 31, 2018 and send an end-of-year update on Proteus to the Steering Committee prior to the call. (End of December)

**II. Next Steps and moving forward**

**Decisions:**

- Review of ToRs for Steering Committee members
- Workplans for TAP Secretariat

**Follow-Up:**

- Steering Committee to evaluate the performance of the TAP Coordinator and the TAP Fellow according to the objectives and deliverables workplans. (End of December)

**III. Capacity building: Background and overview**

**a) Overview of TAP Resources – Goal 16 Toolkit, Advocacy: Justice and the SDGs, SDG Accountability Handbook, Workshop Guides (facilitation guide, comms, etc.)**

**IV. Capacity building strategy**

**Decisions:**

- Circulate shadow reporting guidelines to TAP's membership
- Capacity building webinar with overview of TAP's resources.