

## **Decisions and Follow-up items**

### **TAP Network Steering Committee Inaugural In-person Meeting**

*4-5 March 2018, Nairobi*

#### **I. Institutional Management: 2018 Strategic Planning and Budgeting**

1. Review of TAP's 2020 Strategic Plan

**Decision:** Undertake a "strategic refresh" of the 2020 Strategic Plan

##### **Follow-up:**

- TAP Secretariat to send all strategic documents to TAP Steering Committee to review for strategic refresh
- TAP Coordinator to undertake first draft of strategic refresh, for steering committee to review and finalize (Post-March 2018)

2. Review of 2018 budget

#### **II. Governance and Membership Engagement: Follow-up from the TAP 2017 Governance Review**

1. Review of TAP 2017 Governance Review Consultation Report
2. Follow-up on TAP Governance Review and next steps

##### **Decisions:**

- Establishment of support for TAP Regional Working Groups in Asia-Pacific, Africa and Latin America and the Caribbean, with launch of nomination process for regional focal points in April 2018
- Agreement of paying regional focal point organizations \$500 USD per month to coordinate activities
- Establishment of new TAP Membership structure, including establishment of TAP "members" and TAP "partners" structures

##### **Follow-up:**

- Draft ToR for regional focal points and regional working groups by end of March 2018 (END OF MARCH 2018)
- Finalize outline of membership structure, including structures for "members" and "partners" by end of March 2018 (END OF MARCH 2018)
- TAP Secretariat and Steering Committee to put together a shortlist of organizations to target for encouraging to become "partners" (END OF MARCH 2018)
- TAP Steering Committee to further discuss establishment of thematic working groups, as necessary, going forward

- ADA and SDG Kenya Forum to send ToR for their respective coordinators to TAP Coordinator for putting together ToR for regional focal points (ASAP)

### **III. Current substantive work streams for 2018:**

#### 1. SDG Accountability Handbook

##### *a) Review of SDG Accountability Handbook outline and timeline*

**Decision:** Agreement on September launch for SDG Accountability Handbook

**Follow-up:** TAP Steering Committee to provide comments on draft outline of SDG Accountability Handbook to Nicole Cardinal, as needed, going forward (ASAP)

##### *b) Selection of TAP Network SDG Accountability Handbook “Advisory Group”*

**Follow-up:** TAP Steering Committee to vote on composition of advisory group by 9 March 2018 (ASAP)

##### *c) Plans for release and launch of SDG Accountability Handbook*

#### **Decisions:**

- Hosting of HLPF consultation workshop for SDG Accountability Handbook around 2018 HLPF, and 2018 UNGA launch event
- Covering travel costs of Nicole Cardinal for HLPF consultation workshop in July 2018

#### 2. National and Regional SDG16 and Justice Workshops

**Decision:** TAP to prioritize SDG16 and Justice workshops after 2018 HLPF, with priority on countries that are undertaking VNRs in 2019

#### 3. HLPF 2018 planning

##### *a) Funding for TAP Members to attend HLPF*

**Decision:** TAP to support up to 10 “partners” (3 regional focal points + 7 TAP “partners” with travel subsidies to attend 2018 HLPF

##### *b) TAP-hosted events/workshops at HLPF*

**Decision:** TAP to host workshop for members on TAP’s approach for 2019 HLPF

#### 4. Other TAP engagement opportunities for 2018

**Decision:** TAP Secretariat and Steering Committee to draft and finalize a detailed work plan and list of opportunities for 2018 and for influencing key TAP processes in 2019

**Follow-up:** TAP Secretariat to draft this work plan, for finalization by Steering Committee (Post-March 2018)

#### **IV. Operational Arrangements: Discussion on staffing, workload of the TAP Secretariat, and office space**

##### **Decisions:**

- TAP Coordinator to explore office space around UN by end of March 2018 (END OF MARCH 2018)
- TAP to cover past overhead costs for TAP Coordinator working from home
- Revise ToR of TAP Secretariat to include provisions for physical office space arrangements for the Secretariat
- TAP co-chairs to open up line of communications with TAP's fiscal sponsor, Proteus Fund
- Establishment of "fellowship" to support TAP Secretariat's work, hiring to start 1 May 2018

**Follow-up:** Steering Committee co-chairs to send email to Proteus Fund about repayment for office overhead costs taken on by TAP Coordinator working from home (ASAP)

#### **V. Communications and outreach strategy**

**Decision:** Draft communications and outreach strategy, to be undertaken by TAP fellow

##### **Follow-up:**

- TAP Secretariat to draft concept note for common online platform for case studies and civil society reports from TAP Members (ASAP)
- TAP Secretariat to update TAP brochure (ASAP)

#### **VI. Fundraising**

##### **1. Approach and strategy**

##### **Follow-up:**

- TAP co-chairs to explore possibility of hosting a donor forum for TAP at the European Development Days or 2018 HLPF (ASAP)
- Work with Proteus Fund and current donors to undertake comprehensive mapping of potential donors for TAP's work (ASAP)

##### **2. Proposals**

**Follow-up:** TAP Coordinator to draft list of priority proposals with descriptions of projects, to be used for fundraising going forward (END OF MARCH 2018)

##### **3. Fundraising targets**

##### **4. Voluntary Funding Contributions**

**Decision:** Continue exploring voluntary funding contributions from TAP members and partners going forward

**Follow-up:**

- TAP co-chairs to send out call for voluntary funding contributions, in context of call for “partners” and regional focal points (END OF MARCH 2018)
- TAP Secretariat to coordinate follow-up on voluntary funding contributions and “partners”

## **VII. Working with other initiatives**

**Decision:** Institute a standing agenda item on forthcoming TAP Steering Committee calls to discuss potential partnerships

1. Calls with key initiatives