

TAP Network Steering Committee and Regional Focal Points In-Person Meeting

Meeting Decisions and Notes

2-4 October 2018
Bangkok, Thailand

Present:

TAP Network Steering Committee:
Mr. Louis Busingye, Human Rights First Rwanda Association
Ms. Coco Lammers, Namati
Mr. Rukshana Nanayakkara, Transparency International
Mr. Zia Ur-Rehman, Asian Development Alliance

Not Present:
Ms. Hellen Apila, SDG Kenya Forum

TAP Network Regional Focal Points:
Mr. Nicholas Sautejeau, Asociación Chilena de ONG ACCIÓN
Mr. Abdijalil Dahir Afqarshe, Saferworld Somaliland

TAP Network Secretariat:
Mr. John Romano
Ms. Elle Sweeney

Next meeting: Friday, 19 October 2018, 10:00 ET/14:00 GMT

Chairing Meeting: Mr. Rukshana Nanayakkara, Transparency International (Day 1 and Day 3)
Mr. Zia Ur-Rehman, Asian Development Alliance (Day 2)

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

Day 1:

I. Updates and Review

Discussion: As this in-person Steering Committee and Regional Focal Points meeting marked the first time that many members—including two of the four TAP Regional Focal Points and the new TAP Fellow—had met, the meeting started out with brief personal introductions.

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

Discussion: The TAP Coordinator provided a recap of the new TAP strategic refresh and updates on developments since the inaugural in-person Steering Committee meeting in Nairobi, which took place in March 2018. The coordinator noted that the new TAP strategic refresh had been crafted in accordance with the plans of previous Steering Committee members and the Network's current objectives. The strategic refresh included the launch of a new membership

structure 23 months prior to the 2018 High-Level Political Forum (HLPF). This new structure instituted partnership opportunities, regional focal points, and HLPF travel funding award eligibility requirements. The Coordinator highlighted that over 70 partners have made commitments to the Network to date. The bulk of these pledges occurred in the month leading up to the 2018 HLPF. It was noted that the Network will hopefully see the registration of 100-200 additional members prior to the 2019 HLPF, especially with the implementation of the Network's new outreach and communications plan, which will be developed by the TAP Secretariat before the end of the year. It was suggested that there will be a need for the Steering Committee to increase the commitment of its current 350 members to the Network's work. **The Steering Committee decided and agreed that TAP should undertake a stakeholder mapping and an opportunity mapping** in the lead up to the 2019 HLPF to better understand the work its members and partners are doing and to build internal TAP listservs. In particular, it was suggested that case studies on members' and partners' commitments to SDG 16 be collected via these mapping exercises to be utilized as advocacy tools for the HLPF. It was noted that TAP has seen a tail-off in partnership applications since the 2018 HLPF—specifically due to decreased outreach by the TAP Secretariat to the Network following the launch of the Regional Focal Points and the Travel Fund program. The Steering Committee agreed that outreach must be reprioritized in the months ahead of the 2019 HLPF.

The TAP Coordinator also provided updates on the new Regional Focal Points. The Coordinator reviewed the structure of the Regional Focal Points program for the Steering Committee, noting that there are currently four Regional Focal Points in three regions of the world, including two in Africa— Abdijalil Dahir Afqarshe of Saferworld Somaliland representing East Africa and Tola Winjobi of the Civil Society Coalition on Sustainable Development (Nigeria) representing West Africa, Nicholas Sautejeau of Asociación Chilena de ONG ACCIÓN in Latin America, and Dayasagar Shrestha of NGO Federation Nepal in Asia. It was noted that TAP's presence in East Africa and Latin America remains limited. For Latin America in particular, membership remains low despite significant activity by the Regional Focal Point. The Steering Committee noted that low membership rates may be due, in part, to the language barrier issues and agreed that translation of TAP documents must be prioritized. Overall, the Steering Committee agreed that the Regional Focal Points will be very helpful in increasing engagement of the Network, particularly in coordinating national workshops and for moving TAP's work forward in these regions. It was noted that the recent workshop hosted in Kathmandu resulted in a decision to create a multi-stakeholder forum for SDG 16, which could serve as a potential case study in the soon-to-be-released TAP Accountability Handbook or as part of the new communications and outreach plan. The Coordinator reminded the Steering Committee that the contracts for the Regional Focal Points are set to continue until the end of 2018. The Steering Committee agreed that further discussion needed to take place later during this Steering Committee Meeting regarding the budgeting, programs, and strategies towards regional and national activities and whether or not to continue and perhaps expand the Regional Focal Points initiative (to the Middle East and North Africa, Europe, North America, and/or the Pacific) in the lead up to the 2019 HLPF.

Decisions: Undertake a stakeholder mapping and an opportunity mapping.

Follow-Up:

- TAP Secretariat to send email to members/partners introducing the Regional Focal Points.
- TAP Secretariat and Regional Focal Points undertake stakeholder mapping and opportunity mapping.

b) Budget report

Discussion: The TAP Secretariat provided a report and overview of the TAP budget to the Steering Committee, detailing the spending to date and noting that a more in-depth discussion of the 2018-2019 budget would take place during the second day of this Steering Committee meeting. The Coordinator reviewed the Network's existing grants for 2018 with the Open Society Foundations and Hewlett Foundation and the new expected grant for 2019 with the Mott Foundation. The Coordinator noted that funds from TAP's existing grants have not yet been exhausted, however, no-cost extensions can be requested for both without penalty. The Steering Committee decided and agreed that the TAP Secretariat should request no-cost extensions for the two existing grants until March 2019. The Steering Committee briefly discussed activities that needed funding in the coming months, noting that spending for 2019 will be heavily frontloaded at the beginning of the year, prior to the HLPF in July. While the Steering Committee agreed that TAP is financially healthy, the members agreed that it is necessary to clearly define TAP's overall objectives, activities and fundraising strategy for 2018 and 2019 during day two of the Steering Committee Meeting. It was suggested that national activities be prioritized over regional activities given the Voluntary National Reviews (VNRs). The Coordinator noted that significant funding will need to be allocated to the final drafting and roll-out of the SDGs Accountability Handbook. The Steering Committee agreed that further discussion was needed to determine a strategy for publicizing the Handbook along with other existing TAP resources, such as the Goal 16 Advocacy Toolkit. It was noted that the outreach and promotion of the Handbook and TAP's other existing resources will help re-invigorate members and has the potential to be a great fundraising hook to prospective donors.

c) Update on funding for 2019

Discussion: The TAP Coordinator provided an update on the Mott Foundation proposal process. The Mott Foundation has already undertaken its own due diligence process to review TAP's fiscal sponsor, Proteus Fund, with Mott approving the arrangement recently. It was noted that a Request for Proposal (RFP) for the grant is expected to be released to the TAP Network by next month but a due date for the proposal has not yet been specified. **The Steering Committee decided and agreed that the TAP Coordinator will follow-up with the Mott Foundation to determine the status of the proposal process for TAP's grant and notify the foundation that the Network needs this funding confirmed and available for use by January 1, 2019.** The TAP Coordinator will provide an update on the Mott grant at the next Steering Committee meeting.

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.

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***

Discussion: The Steering Committee briefly discussed the Civil Society Reports on SDG16, noting that these were budgeted for during the last Steering Committee Meeting in Nairobi. It was suggested that these reports be showcased on the TAP website, however, the TAP Secretariat noted that such an undertaking would require significant staff time to collect case studies, analyze, and draw conclusions. In addition, a website refresh of the layout and design may be necessary before publishing the case studies online.

- 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***

Discussion: The Steering Committee briefly discussed the upcoming VNRs and identified the countries to prioritize for outreach in each region.

- c. Engage with global-level discussions around SDG16 and provide general support, updates and technical assistance to TAP Members on SDG16-related work***

Discussion: The Steering Committee noted that this work stream was more nebulous and agreed that there is a need to identify which opportunities to prioritize leading up to the 2019 HLPF and who—on the Steering Committee or in the TAP Secretariat—will lead outreach for each activity. It was noted that the TAP Coordinator has served as the main representative in the past and agreed that the Steering Committee members should take on increasing roles as external representatives of TAP.

- 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***

Discussion: It was noted that the drafting process of the Handbook is behind schedule due to delays resulting from consultations with and lack of inputs from these consultations. The consultant hired to draft the Handbook has completed her contract, so **the Steering Committee and TAP Secretariat agreed to complete draft the final chapters independently and with the**

Advisory Group, and to send the draft to Advisory Group for a final review and editing. It was noted that more case studies are needed for the Handbook as well. **The Steering Committee agreed the TAP Secretariat would solicit case studies from TAP partners over the next month to be published in the Handbook as well as on the TAP website.**

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

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

Discussion: The TAP Coordinator reviewed the previously agreed upon launch plans for the SDGs Accountability Handbook, which includes developing a web-based platform for online accessibility.

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

Discussion: It was agreed that hosting workshops, which clearly demonstrate strong outcomes, must be a priority for TAP. The Steering Committee discussed establishing a process for independently assessing the results of each workshop. It was noted that the Regional Focal Points have been and will continue to play critical in ensuring that such post-workshop assessments take place.

The Steering Committee discussed opportunities to collaborate with other civil society coalitions, including International Forum of National NGO Platforms (IFP), Action for Sustainable Development (A4SD), and Together 2030, in the lead up to the 2019 HLPF. In addition, it was noted that other coalitions are also coordinating national workshops and it was decided that TAP should coordinate and pool resources/audiences wherever possible. It was suggested that a timeline for all civil society coalition-driven activities be developed to ensure the most efficient use of time and resources and that all work is on target.

In looking ahead at the 2019 HLPF and UNGA, the Steering Committee discussed the need to better understand what the TAP membership hopes to achieve. **It was agreed that the TAP Secretariat will draft a survey to be sent to TAP members and partners in order to take stock of priorities and determine the key issues to be highlighted at the 2019 HLPF and UNGA.** It

was suggested that a one- or two-page document summarizing the findings from this survey by created as an outreach and communications document for internal and external use. Given that SDG16 will be reviewed in the upcoming year, the Steering Committee agreed that advocacy must be stepped up prior to the 2019 HLPF and UNGA.

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.

II. Strategic Planning

a) Membership engagement

Discussion: The TAP Secretariat provided a brief review of the new membership structure, which was established in March 2018 following the in-person Steering Committee Meeting in Nairobi, and then began the discussion around the challenges and opportunities of this new structure to date. Overall, the Steering Committee agreed that the new membership arrangement is working well and achieving the objectives it was established to achieve. It was noted that, currently, the most pressing challenge and opportunity for the membership is to determine the Steering Committee’s concrete objectives of engagement. From there, the next main challenge and opportunity will involve creating an outreach and communication plan, which will target both the internal membership as well as external audiences. Currently, TAP does not have a communication or outreach plan, however, the Secretariat recently hired a fellow to undertake this work.

The Steering Committee began a discussion of “objectives” and “how do we get there” for membership engagement. In addition, the Steering Committee discussed ways to increase membership engagement and encourage members to commit as partners. It was suggested that the previously suggested stakeholder mapping, which was originally envisioned as a way to determine which regions are our members and partners are located, should also be used to determine who are most active members and partners are and what subject matter expertise each organization has. In addition, another suggestion was forwarded regarding the development of tiered strategy for engagement and communication/outreach based on each organization’s relative level of involvement with TAP. The following tiers were proposed during this discussion:

Tiers:

- Tier 1: Non-TAP Members/Partners
- Tier 2: TAP Members
- Tier 3: TAP Partners, which have submitted commitments
- Tier 4: TAP Partners, which are willing to engage on TAP’s substantive work

- Tier 5: TAP Partners, which are part of the coordination structure (i.e. Steering Committee and/or Regional Focal Points)

It was noted during this discussion that the Steering Committee should be cognizant of organizational bandwidth, as some organization may not have the capacity to engage very actively with TAP despite strong commitment to the Network's work. Nevertheless, the Steering Committee discussed how performing such an activity assessment of TAP's membership could be helpful for targeted engagement and, additionally, mobilizing new resources from funders. Such an assessment would need to be standardize and, again, avoid appearing as if TAP is classifying its partners and members in terms of importance to the Network. **The Steering Committee decided and agreed that an additional question(s) should be added to the survey to members and partners to understand how they want to engage with TAP and their expectations of the Network.** In regard to recruiting new members and partners, **the Steering Committee also agreed that the survey should include a question on whether the Network is interested in engaging private sector actors in TAP's work and, if so, how.** The Steering Committee further discussed how many partners and members TAP should aim to engage, the necessity of not having a cap on the number of partner applications the Network accepts—given the benefits of partnership (i.e. voting rights and access to travel funds), and what the Steering Committee should expect in terms of commitments, activities, and, potentially, voluntary financial or in-kind contributions from both members and partners. The discussion of voluntary contributions led to **the decision and agreement by the Steering Committee that a “Donate Now” button should be added to TAP's website to solicit funds from internal and external supporters.**

The Steering Committee moved into discussions around creating global thematic working groups. The following three issue areas/topics were suggested to organize working groups around:

Potential Topics for Global Thematic Working Groups:

- Advocacy for the 2019 HLPF
- VNRs
- Data/Indicators for SDG16

The Steering Committee decided and agreed that an additional question would be added to the member and partner survey to gauge interest in forming working groups around these topics, and to gather additional suggestions.

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.

- TAP Secretariat to draft survey for members and partners, to be reviewed and approved by the Steering Committee.
- TAP Secretariat to draft Terms of Reference (ToRs) for the proposed global thematic working groups, to be reviewed and approved by the Steering Committee.
- 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.

b) TAP Partners and SDG16 commitments

Discussion: Discussion of this agenda item was incorporated into the previous membership engagement discussion.

c) Regional Focal Points

i) Review ToR for RFP and strategy discussion

Discussion: Discussions moved to reviewing the current ToRs for the regional focal points and the Steering Committee’s overall strategy for utilizing these representatives. The Steering Committee went through the objectives and deliverables expected from the regional focal points, including increasing engagement of current members and partners, recruiting new organizations to the Network, coordinating national workshops (specifically by way of leading logistics and allocating TAP funding to hosting organizations), engaging in regional advocacy efforts, and, for Latin America and West Africa specifically, helping to translate TAP resources into the local languages. **The Steering Committee decided and agreed that a regular monthly call should be established between the Regional Focal Points and the TAP Secretariat** in order to check-in on ongoing activities, strategize, and course-correct, if needed. It was agreed that the TAP Secretariat will continue to serve as the go-between for the regional focal points and the Steering Committee and would update the Steering Committee on the work of the Regional Focal Points regularly. Questions arose as to whether the regional focal points should establish regional thematic working groups to mirror the global thematic working groups. It was suggested that this be left up to the discretion of the Regional Working Groups once organized.

The Steering Committee decided and agreed that the regional focal points should each create an action plan to add to the existing ToRs. These action plans could be used to better define objectives, identify members/partners to work with, and determine which opportunities to undertake. The action plans and the ToRs would be used to assess the performance of the regional focal points at the end of six-month terms, which are set to close at the end of 2018. The Steering Committee briefly discussed the possibility of extending the six-month terms to a 1-year rotation. It was suggested that longer terms would allow for greater continuity of work and more ownership. However, it was also noted that there is an immediate need to balance TAP’s gender representation for the regional focal point positions—given that all posts are currently occupied by males—and, in regard to the discussion of extending the term limits, the Steering Committee also discussed the importance of ensuring that these positions revolve amongst the TAP membership so that all organizations have a fair chance at serving in such roles. It was suggested that the voting and selection process for the regional focal points be

reviewed before the end of the year and, at that time, the Steering Committee also considering establishing additional regional focal points in MENA, Europe, and/or North America.

Based on where VNR processes are currently being held—and the regions where TAP focal points operate, the Steering Committee discussed hosting and allocating TAP budget for national workshops in the following countries:

Asia Workshops (6 total):

- Cambodia
- Fiji
- Indonesia
- Mongolia
- Pakistan
- The Philippines

Africa Workshops (4 total):

- Ghana
- Sierra Leone
- South Africa
- Tanzania

Latin America Workshops (4 total):

- Argentina
- Brazil
- El Salvador
- Guatemala

The Steering Committee also identified the following countries with established VNR processes as potential locations for hosting workshops *without* TAP funding:

Unfunded Workshops (6 total):

- Central African Republic
- Chad
- Chile
- Guyana
- Rwanda
- Tunisia

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.
- Regional focal points to create action plans, to be reviewed and approved by the Steering Committee and then added to existing ToRs.

III. Communications and Outreach Plan

Discussion: The communications and outreach plan had been briefly discussed previously during the strategy discussion. Taking into consideration the engagement objectives mentioned previously, it was noted that the communications and outreach plan should also be tailored according to the differing audience TAP must target—namely internal and external audiences. The Steering Committee reviewed TAP’s existing communication and outreach materials, which include—on the internal side—quarterly newsletters, Steering Committee emails, TAP Secretariat emails, and membership listserv emails and—on the external side—the TAP website, Twitter, media posts, and print resources, and briefly discussed which of these platforms have historically been the most effective in terms of engagement, knowledge sharing, and advocacy. The Steering Committee then discussed the ways in which communications and outreach on these existing platforms could be improved and other potential options to utilize going forward.

The Steering Committee had a discussion around defining the objectives of communications and outreach to internal and external audiences and came up with the following lists of potential objectives:

Objectives: Internal Audiences

- Maximize engagement
- Increase transparency, accountability, and participation
- Share work experience and enhance coordination between the Network

Objectives: External Audiences

- Promotion of TAP’s work
- Active engagement of stakeholders
- Influence

It was suggested the TAP increase its engagement with Member States as well as with its advocacy efforts towards the United Nations. It was noted that much of TAP’s membership – especially smaller organizations and those without offices in New York – rely on the TAP Secretariat and Steering Committee to advocate on its behalf and to also provide feedback to the Network. The value-added of TAP’s advocacy efforts should be assessed and included accordingly into the development of the Network’s overall communication and outreach strategy.

The Steering Committee discussed the need to refresh the TAP website but noted that such an undertaking requires a significant financial and staffing lift. **It was decided and agreed that the TAP flyer and other existing promo and outreach materials should be updated in the immediate term and that the TAP Secretariat should develop a comprehensive communications and outreach plan, which includes strategies for advocacy and for engaging member states.**

Follow-Up:

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

Day 2:

IV. Planning towards 2019 HLPF

a) Overall strategy and objectives

Discussion: The Steering Committee discussed TAP's overall strategy and objectives leading towards the 2019 HLPF. **See the attached document, Annex 1: Strategic Advocacy Planning, for an overview of all updates decided on by the Steering Committee during the discussion.**

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 Planning log frame, including indicators, with Gantt chart
 - o Advocacy mail/letter template for national-level civil society
 - o Analysis comparing all SDG 16 civil society reports with VNRs on the SDGs
 - 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
 - o Common TAP advocacy paper for meetings leading up to the 2019 HLPF Ministerial Declaration
 - o Promo materials and events leading up to the 2019 HLPF ECOSOC

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

Discussion: The Steering Committee discussed international, regional, and national engagement opportunities for the TAP Secretariat, Steering Committee, and general membership to attend leading towards the 2019 HLPF. **See the attached document, Annex 2: Opportunities Timeline, for an overview of all updates decided on by the Steering Committee during the discussion.**

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.
- 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.

Day 3:

V. Budgeting/Programming for remainder of 2018 and 2019

Discussion: The TAP Coordinator provided a detailed overview of the TAP budget, including a review of past spend, remaining budget for 2018-2019, and expected additional grant funding from the Mott Foundation for 2019.

To provide financial cushion for the first quarter of 2019, **the Steering Committee decided and agreed to ask TAP's existing funders, Open Societies Foundation and Hewlett, for no-cost extensions through March 2019 on the Network's grants.** The TAP Coordinator noted that similar requests have been made by TAP in the past with no penalties incurred.

At this point in the meeting, the TAP Secretariat recused themselves from the deliberations, to allow for the Steering Committee to have a private discussion regarding planning for staffing and human resources needs from the TAP Secretariat, in order to effectively implement TAP's outlined objectives. It was decided and agreed by the Steering Committee to maintain the current staffing structure of the TAP Secretariat.

Decisions: Budget allocations for 2018-2019.

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

VI. Fundraising

a) Discussion on potential fundraising projects

b) Fundraising plans and strategy

Discussion: The Steering Committee moved on to then discuss potential fundraising projects and denoted the high, medium, and low priority options. The Steering Committee also discussed fundraising targets and the challenges and opportunities associated with each donor. It was noted that some donors, specifically governments, have in the past tried to steer TAP's work towards specific countries given how ODA is allocated and where country offices (and local budgets) are located. This preference should be taken into account when soliciting for future funds. It was also suggested that TAP consider soliciting for in-kind donations and organizing crowd funding opportunities or other co-funding arrangements with other organizations and civil society coalitions, such as Pathfinders and the Global Alliance, specifically on projects where it makes sense to pool resources and coordinate so as to avoid duplication of efforts. The Steering Committee discussed options for in-kind or pro-bono donations from TAP members and partners at length, especially for work related to refreshing the TAP website. **It was also decided and agreed that the TAP Secretariat would 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.** Finally, it was suggested that TAP connect with university and/or research institutes to recruit qualified students or researchers to assist with the drafting of some of the proposed TAP advocacy documents.

Given the relatively small dollar amount of TAP's grant asks at this time, it was noted that the Network would likely not qualify for funds offered by certain institutions currently, such as the European Union, which tend to prefer larger grants. It was determined that the ideal donors for TAP will likely be foundations and bi-lateral government aid agencies or foreign ministries. **It was decided and agreed that each Steering Committee member would review his/her network of donors to determine potential opportunities for TAP.** A list of high-priority funders was created by the Steering Committee. **It was decided and agreed by the Steering Committee that the TAP Secretariat would 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 (and contacts) to reach out for 2019.**

The bulk of TAP's fundraising in 2019 will be to ensure the continuation of current projects, but the Steering Committee also discussed a "wish list" of future projects. It was suggested that TAP target smaller grant opportunities and work to build long-term institutional funding relationships. The TAP Secretariat noted that building its staff capacity is a priority, especially in the lead up to the 2019 HLPF. Completely overhauling the website was suggested as another priority "wish list" project.

The Steering Committee then moved on to discuss more in depth TAP's fundraising strategy for the coming months. **It was decided and agreed that TAP's promo resources should be updated, and fundraising presentation deck be created.** It was agreed that these materials should showcase TAP's network, past work, achievements, and future objectives.

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.
- 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
- Steering Committee members to review his/her network of donors to determine potential opportunities for TAP
- 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.
- TAP Secretariat to update TAP's promo resources, to be reviewed by the Steering Committee.
- TAP Secretariat to create fundraising presentation deck, to be reviewed by the Steering Committee.

I. AOB

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

Discussion: The Steering Committee made the decision to move to the AOB section of the agenda next and began discussions on relationship with host organization (Proteus Fund). The TAP Secretariat began this discussion by reviewing the nature of TAP's relationships with Proteus and the responsibility the organization has as TAP's fiscal sponsor. In its role, Proteus takes on the grant funding and legal liability of TAP's commitments with these grants. The organization is itself a registered US nonprofit, which provides the ability to "host" the TAP Network and its funding. Proteus is paid a small fee from TAP's budget to manage the Network's human resource, finance, administrative, and legal needs. Additionally, Proteus Fund has agreed to work with TAP in a "hands off" manner, allowing the Network and the Steering Committee to have great independence in making decisions on its programs and how funding is spent. To date, the TAP Secretariat noted that the Network's relationships with Proteus has worked very well. **It was decided and agreed by the Steering Committee that the TAP Secretariat would 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.**

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.

II. Next Steps and moving forward

Discussion: Next, the Steering Committee moved to discuss the performance evaluation of the TAP Secretariat. **It was decided and agreed that the performance evaluation of the TAP Coordinator and the TAP Fellow would be overseen by the Steering Committee according to the objectives and deliverables/work plans.**

It was noted that the Steering Committee needs to review its own ToRs and evaluate each members' levels of participation and engagement since election. Specifically, the Steering Committee agreed to review requirements surrounding the nomination and replacement processes for Steering Committee members and make necessary adjustments to ensure well-rounded representation of the Network's membership.

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

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.)

Discussion: The TAP Coordinator led a review of all TAP resources, including the Goal 16 Toolkit, Advocacy: Justice and the SDGs, SDG Accountability Handbook, and Goal 16 Workshop Guides. During the review, the Steering Committee discussed the challenges of not having all of these resources available in multiple languages—at the very least Spanish and French—and discussed options for translation services to address this gap, including utilizing UN Volunteers, students, and/or TAP's regional focal points. It was noted during the discussion of the workshop guides that there is a significant need to ensure that follow-up after the workshops occurs in order to track outcomes. This follow-up may require significant funding and staff time but is necessary to determine the value-added by these activities and to ensure that TAP's work is outcome-oriented. It was suggested by one of the regional focal points that the workshop resources could be used as Training of Trainers (ToTs) and the Steering Committee agreed that workshop budgets could be flexible in this regard. During the discussion of the SDG Toolkit, it was noted that the TAP website collects data analytics on how often this and TAP's other online resources are accessed. Namati noted that the Advocacy: Justice and the SDGs is the most downloaded resource on its own web platform. In reviewing progress in drafting the Accountability

Handbook, the TAP Coordinator noted that the current draft is too long, and time will need to be spent in slimming down the Handbook into an easily-digestible resource. Again, some content still needs to be completed in the Handbook, which will be managed by the TAP Secretariat and designated volunteers from the Steering Committee and regional focal points, and it was agreed that case studies will be collected from TAP's partners to be included in the final document. The final draft of the Handbook will be submitted to the Advisory Group by the end of October.

IV. Capacity building strategy

Discussion: The TAP Coordinator began the final discussion of the Bangkok Steering Committee meeting by opening up the discussion on TAP's capacity building strategy. It was noted that the circulation of the shadow reporting guidelines to TAP's members and partners would be helpful in increasing this activity, though it was noted that there are no official outcomes of such reporting at this time. In addition, it was suggested that the TAP Secretariat put together a video or webinar for members and partners reviewing all capacity building documents in a similar manner as was done during this Steering Committee meeting. Finally, it was suggested that at least one national workshop be hosted in each region prior to the end of December.

Decisions:

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

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Annex 1:

Strategic Advocacy Plan 2018-2019

Objectives	Outcomes	Activities	Outputs	Indicators	Timeline	Focal Point	Priority
Launch and awareness raising of the SDG Accountability Handbook prior to the 2019 HLPF	High awareness of SDG Accountability Handbook	<ul style="list-style-type: none"> - Host high-level event at UN - Join other events throughout the year - Prepare and distribute digital outreach materials (webinars, promos, etc.) 	<ul style="list-style-type: none"> - SDG Accountability Handbook - SDG Accountability Handbook Workshop Guide - Translated Handbook and Workshop Guide (Spanish, French) 		<ul style="list-style-type: none"> - Launch in Q4 of 2018, pending completion - Follow-up awareness raising events Q1 through Q3 of 2019 	Lead: <ul style="list-style-type: none"> - Secretariat Support: <ul style="list-style-type: none"> - Steering Committee - Partners 	High
Build momentum and national-level mobilization through civil society workshops in countries presenting Voluntary National Reviews (VNRs) at the 2019 HLPF	Further engagement of civil society in VNRs	<ul style="list-style-type: none"> - Host national workshops - Regional and national coordination with regional focal points - Intensifying outreach to national and local groups 	<ul style="list-style-type: none"> - Regional and National Engagement Strategy 		<ul style="list-style-type: none"> - Q4 of 2018 through Q1 of 2019 	Lead: <ul style="list-style-type: none"> - Regional Focal Points Support: <ul style="list-style-type: none"> - Secretariat 	High



Influence on 2019 HLPF Ministerial Declaration	TAP advocacy points reflected in declaration	- Advocacy with Missions	- Common TAP Advocacy paper		- Draft paper in Q4 of 2018 through Q1 of 2019 - Launch paper by Q2 in 2019 prior to the Ministerial Declaration negotiations in March 2019	Lead: - Secretariat	High
Event and/or Interactive Forum to showcase SDG16 commitments by civil society and governments	Raising awareness for TAP issues and products, etc.	- Launch of Partner Commitments Report	- Partner Commitments Report - Event promo materials		- Event planning Q2 of 2019 - Event in Q3 of 2019 at the HLPFs (ECOSOC in July and UNGA in September)	Lead: - Secretariat Support: - Missions for UNGA - SDG16 initiatives	ECOSOC: High UNGA: Medium
Advocacy and influence on HLPF and UN Development System Reform processes around 2019 high-level HLPF	Inclusion of TAP inputs into HLPF reform resolution	- Advocacy with Missions	- Paper on HLPF reform expectations/asks - TAP common edits/comments on drafts of resolution		- General Advocacy Q2 through Q4 of 2019 - Draft and launch paper in Q1 of 2019 - Draft and launch resolution comments in Q2 or Q4 (TBD)	Lead: - Secretariat Support: - Rukshana	High
Awareness raising of interlinkages between	HLPF reform acknowledges	- Events/outreach for report	- SDG16 Interlinkages		- Now through Q2 of 2019, before	Lead:	High



SDG16 and all other SDGs	interlinkages of SDG16 with all other SDGs/reviews SDG16 every year		Report		ECOSOC HLPF	<ul style="list-style-type: none"> - Secretariat Support: <ul style="list-style-type: none"> - Partners (for report only) - Steering Committee 	
General fundraising to finance TAP operations	Raise additional revenue for TAP operations	<ul style="list-style-type: none"> - Fundraising meetings, proposal drafting, etc. 			<ul style="list-style-type: none"> - Ongoing from now throughout 2019 	Lead: <ul style="list-style-type: none"> - Secretariat Support: <ul style="list-style-type: none"> - Steering Committee - Partners 	High
Collecting Commitments, reports and case studies from civil society (and workshops) on SDG16	Raising awareness of work of CS on SDG16 at all levels	<ul style="list-style-type: none"> - Outreach with all promotional materials - Collection of materials and showcasing on website 	<ul style="list-style-type: none"> - Analysis comparing all SDG16 civil society reports w/ VNRs on SDG16 		<ul style="list-style-type: none"> - Now through 2019 	Lead: <ul style="list-style-type: none"> - Secretariat (for reports and outputs only) - RFP (for case studies) Support: <ul style="list-style-type: none"> - University researchers and students (in-kind) 	Medium Outputs: High



						support)	
Bridge connections/facilitate, engage with and influence government stakeholders drafting VNRs in all countries presenting VNRs at 2019 HLPF	Civil society inputs reflected in VNR reports in various reports	<ul style="list-style-type: none"> - Shadow reporting - National advocacy - Facilitate meetings with government officials and national CS wherever possible 	<ul style="list-style-type: none"> - Common TAP advocacy paper on global and national-level expectations/asks for 2019 VNRs on SDG16 		<ul style="list-style-type: none"> - Q4 of 2018 through Q1 of 2019 - Q2 of 2019 - Advocacy paper: by Q1 2019 	<p>Lead:</p> <ul style="list-style-type: none"> - RFP <p>Support:</p> <ul style="list-style-type: none"> - National-level CS - VNR working group - Secretariat (for TAP paper and email template only) 	<p>National advocacy: Medium</p> <p>Outputs: High</p>
Advocacy around IAEG-SDGs	Recognition of interim “proxy” indicators for Tier III indicators for SDG16 (16.1.2, 16.4.1, 16.4.2, 16.6.2, 16.7.1, 16.7.2, 16.b.1). Reflections of TAP/CS inputs in data disaggregation working group	<ul style="list-style-type: none"> - Advocacy/meetings with NSOs and governments - Work with SDG16 Data Initiative 	<ul style="list-style-type: none"> - TBD 		<ul style="list-style-type: none"> - Ongoing, with IAEG milestones 	<p>Lead:</p> <ul style="list-style-type: none"> - Secretariat - Nicolas <p>Support:</p> <p>Coco (for data disaggregation work only)</p>	Medium
Creating platform for showcasing civil		<ul style="list-style-type: none"> - Fundraising 					Low



society reports on SDGs							
<p>Position TAP Network Members and Partners to intervene during the official VNR presentations</p> <p>Key TAP Members and Partners represented at the 2019 HLPF from countries undertaking VNRs, and arrange/facilitate meetings with country delegations</p>	<p>2-4 TAP Members interventions during HLPF VNR presentations</p>	<ul style="list-style-type: none"> - Advocacy and coordination to ensure TAP members are selected for these opportunities 			<ul style="list-style-type: none"> - Q3 of 2019 (at the HLPF) 	<p>Lead:</p> <ul style="list-style-type: none"> - Secretariat <p>Support:</p> <ul style="list-style-type: none"> - VNR Working Group 	<p>Low</p>



Annex 2:

Timeline of opportunities leading up to 2019 HLPFs

Dates	Event	Location
8-10 October 2018	<i>16+ Forum</i>	Freetown
22-24 October	<i>IACC</i>	Copenhagen
30 October – 1 November 2018	<i>SDG16 Data Initiative Planning Meeting</i>	Oslo
5 – 7 November 2018	<i>Partners for Review Meeting</i>	Berlin
7- 9 November 2018	<i>IAEG-SDGs Meetings</i>	Stockholm
December 2018	<i>Workshop for 2019 HLPF VNRs (tentative)</i>	TBC
March/April 2019	<i>Partners for Review Meeting</i>	Asia/Bangkok
March/April 2019	<i>IAEG-SDGs Meetings</i>	TBC
March/April 2019	<i>UNDESA Expert Group Meeting on SDG16 (tentative)</i>	TBC
March 2019	<i>Global Festival of Action for SDGs</i>	Bonn
March – May 2019	<i>HLPF Regional Preparatory Meetings</i>	Geneva, Bangkok, Santiago, Lebanon, Dakar
8 – 12 April 2019	<i>International Civil Society Week 2019</i>	Belgrade
29-31 May	<i>OGP Summit</i>	Ottawa
15 – 24 July 2019	<i>2019 HLPF</i>	New York
23 – 27 September 2019	<i>UN General Assembly/High-level HLPF</i>	New York

Participation for 2030 Agenda

