

# TAP Network Steering Committee Inaugural In-person Meeting

## Meeting Decisions and Notes

4-5 March 2018  
Nairobi, Kenya

**Present:** Mr. Louis Busingye, HRFRA  
Mr. Rukshana Nanayakkara, Transparency International  
Mr. Zia Ur-Rehman, ADA  
Ms. Hellen Malinga Apila, SDG Kenya Forum  
Ms. Coco Lammers, Namati  
Mr. John Romano, TAP Secretariat

**Next meeting:** Friday, 30 March 2018, 9:00 ET/13:00 GMT

**Chairing Meeting:** Mr. Rukshana Nanayakkara, Transparency International (Day 1)  
Mr. Zia Ur-Rehman, ADA (Day 2)

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

### **Agenda Items:**

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

**Discussion:** As this in-person Steering Committee meeting marked the first time that many members had met, the meeting started out with brief personal introductions. After an overview of the agenda and outlook for the two-day meeting, the TAP Coordinator began discussions by providing an overview of the new TAP institutional arrangements, including how the Secretariat works with the Steering Committee, co-chairs, and TAP's fiscal sponsor, Proteus Fund.

##### **1. Review of TAP's 2020 Strategic Plan**

**Discussion:** The TAP Coordinator provided an overview of TAP's 2020 Strategic Plan, which was put together in 2016 by the previous TAP Steering Committee. The Coordinator noted that it is up to this current Steering Committee to set priorities for the TAP Network for 2018 and 2019, particularly in relation to the work streams identified in the 2020 Strategic Plan. It was noted that the strategic plan sets the goals for our priorities and outcomes, and not necessarily on approach and strategy. It was suggested by multiple Steering Committee members that the "vision statement" for TAP should be shortened to be able to communicate and understand more easily by all. It was also highlighted by Steering

Committee members that TAP should have a clearer “Mission Statement”, so as not to overwhelm colleagues with all of the information outlined in the strategic plan. Stemming from these discussions, it was agreed that the Steering Committee might need to review the strategic plan document based on information and priorities that are identified by the current Steering Committee for 2018 and 2019. It was also highlighted that the Steering Committee will need to take into account our current membership structure and regions and issues where we work, and work towards establishing engagement structures that maximize ownership of TAP members. Steering Committee members agreed that the clear targets for achieving this work outlined in the TAP LogFrame for the strategic plan should also come out more clearly, and that there was a need to establish a clear theory of change for TAP’s work going forward. Steering Committee members discussed the need to improve capacity of national-level TAP members to engage in regional processes, and even for a perceived need for them to work with their governments to strengthen capacity of government partners as well. It was noted that access to data around TAP’s issues was a distinct challenge at the national level, which impacts on many of TAP’s current work streams. Steering Committee members agreed that there was a need to provide distinction between tactics and activities, and what are the things that will be produced to achieve these ends, as well as key moments coming up on each of these work streams. It was noted as important to see this strategic plan as a work in progress, and that it should be steadily improved upon as time goes on, as well as undertaking an assessment on where we are on implementing the 2020 Strategic Plan. **It was agreed and decided by all Steering Committee members that TAP should undertake a “strategic refresh” of the 2020 Strategic plan**, as a mid-course assessment of where we will want to go by 2020. Suggested that we take a look at activities for 2018 to achieve goals to 2019/2020. This will also be very important for fundraising.

It was also proposed that TAP will need to consider drafting a detailed constitution, as well as discuss issues such as identity and independent registration/institutionalization as a non-profit as a potential option for its future. However, due to time restraints and an overloaded agenda for TAP’s current work around strategic planning and all other substantive work, this discussion was suggested to be deferred to the next in-person meeting of the Steering Committee, likely in early 2019.

#### Ideas for “Strategic Refresh” for 2020 Strategic Plan

There were mixed ideas on how to enhance the current strategic plan, with most agreeing that TAP’s strategy for 2018 and 2019 should be primarily based on what TAP has worked on since adoption of the strategic plan. There was a consensus that there was a need to develop a clearer “mission statement”, “objectives” and a “theory of change. It was also noted that it would be important to add information about our members, in addition to what we have already. This strategy and analysis can build upon information provided in TAP’s brochure currently.

It was agreed that the Steering Committee and Secretariat would focus this Strategic Refresh on the following important aspects:

- Mission Statement
- Clearer objectives
- Theory of change
- Contextual analysis
  - o Where we came from, what we've achieved, where we want to go, and what status quo is on TAP's issues
- Logframe/operational plan as a supplement to this strategic plan
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**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.

**2. Review of 2018 budget**

**Discussion:** The TAP Secretariat provided an overview of TAP budget to the Steering Committee, detailing the rationale for each budget line provided by the previous Steering Committee. The Steering Committee briefly discussed levels of staffing support for TAP Secretariat, including the possibility of establishing regional focal points, fellowships or other means to strengthen TAP's coordination at many levels. It was noted that there was a need to look at where additional support is needed to contribute to TAP's current work streams, including communications and outreach. In the context of establishing regional focal points for TAP coordination, the relationship between regional focal points and national and regional workshops was discussed, with a need to build this work into their prospective ToR, if decided by the Steering Committee to go ahead with this idea. It was ultimately decided that there was a need to revisit and finalize this budget once the Steering committee discussed TAP's 2018 strategy and activities throughout the course of the two-day meeting, and therefore **it was agreed to move the budget discussion to end of the day on Day 2**. Steering Committee members noted that TAP Secretariat was currently working from home and had incurred overhead costs personally, and an agenda item was added to Day 2 on TAP overhead costs and staffing, which would be addressed when re-configuring the current budget.

**Decision:** Defer final budget discussions to end of Day 2.

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

**1. Review of TAP 2017 Governance Review Consultation Report**

**Discussion:** The TAP Coordinator provided an overview of the TAP 2017 Governance Review Consultation Report, which was put together in late 2017 after consultations with TAP Members through much of 2017. The Steering Committee discussed processes for reflecting some of the advocacy priorities of TAP Members, including the possibility of regular consultations/surveys. However, it was noted that TAP should also avoid having too many surveys throughout the year, to avoid “survey fatigue” from TAP members. The question of how TAP best shares intel and updates with TAP members, and between TAP members, was also discussed, along with the question of how this feeds into the global work from the Secretariat and the Steering Committee. It was agreed that an annual membership survey could be an ideal way to garner feedback from TAP members on how TAP is doing on the issues it covers and on how TAP engages its members, and could be tied to an annual independent evaluation.

## **2. Follow-up on TAP Governance Review and next steps**

**Discussion:** Taking into consideration the insights from the TAP 2017 Governance Review Consultation Report, the Steering Committee began a discussion to determine a way forward around key priority areas for membership structures and membership engagement and coordination mechanisms. In addition to the key membership engagement and coordination structures outlined below, the Steering Committee also discussed the potential for establishing an online platform for TAP members to showcase their work, including case studies and civil society reports on the SDGs. This proposal was a high-potential recommendation from TAP members through the 2017 TAP Governance Review, and was a recurring proposal that the Steering Committee would refer to regularly in these discussions, as well as others throughout the meeting.

### **Regional Coordination and Focal Points:**

Revisiting the idea proposed during budget discussions on regional coordination, it was noted that regional working groups could help TAP members coordinate in their regions, and could also consider additional working groups broken down by thematic issues as well. It was also mentioned that there was a need to take into consideration the capacity of the Secretariat and Steering Committee currently before deciding on themes for thematic working groups.

Regardless, **it was agreed and decided by consensus to begin a process to establish regional working groups, with regional focal points chosen to help coordinate TAP’s activities in different regions.** It was highlighted that it was important to construct and establish these regional working groups, and then allow the focal points and groups themselves to decide on how they would prioritize their own work through this regional working group. Levels of funding support for these regional focal points was deferred to the budgeting discussions on the end of Day 2.

**It was proposed and decided that TAP would establish working groups in 3 priority regions in this initial phase of the rollout of regional working groups in 2018:**

- **Asia-Pacific**
- **Africa**
- **Latin American and the Caribbean**

It was noted that for Africa, a bilingual regional focal point (French/English) would be needed, and for LAC, a Spanish/English regional focal point would be needed.

Process for selection of regional focal points:

**Discussion:** It was decided that a Terms of Reference (ToR) for the regional focal points and regional working groups would need to be drafted. It was noted that nominations and selection of regional focal points would be based on an organizational basis instead of an individual basis, and that TAP would contribute funding to these these organizations to take on this role, who will then also need to identify an individual focal point within their organization to take on this role. This opportunity for being a focal point should be open only to TAP “partners”, with Steering Committee members not being eligible to serve as focal points.

A timeline was agreed on the process going forward, with a launch of the opportunity for nominations for regional focal points starting in early April 2018. A deadline for applications would be set for late May, with selection of these focal points by early June. These focal points would take up their roles in mid-June.

Initial criteria for becoming a regional focal point:

- Have to be a TAP Network “partner”
- Has to be an organization, but with an established individual focal point within their organization
- Willingness and capacity to coordinate TAP activities in their region
- Experience coalition building at the regional level
- Capacity to host regular calls with TAP regional members
- Capacity to attending regular calls with TAP Secretariat and Steering Committee
- Language requirements for certain regions (Africa and LAC)
- Other funding could be available to support activities

Going forward:

- Establish a ToR for regional focal points and regional working groups
- Review and decide on level of funding support for regional focal points via budget discussions on Day 2 (\$500 USD/month per organization/focal point)
- The 3 selected focal points will receive subsidies to travel to the 2018 HLPF, to allow for an opportunity for regional focal points to meet together

**TAP Network Membership Structure:**

The Steering Committee then moved to discuss the topic of TAP membership structures. It was noted that there was a need to strike a balance between formal and informal membership

structures, as there were benefits and drawbacks to each approach. As a minimum, it was agreed that TAP should consider setting more explicit criteria for membership. It was noted by some that the informal and open membership structure has served as an asset to TAP previously, as it highlights our inclusivity, especially to groups from the global south. If we were to formalize membership structure and want to elevate a tier of membership, we would need to figure out what the incentives for elevating membership would be (ie. Voting rights, open for funding opportunities, etc.). To bridge the ideas of having informal and formal membership structures, **it was proposed and then agreed by consensus to explore establishing an opt-in structure for elevated membership, which could be broken down into general “membership” and “partner” categories.** Once this concept was agreed by all, it was noted that TAP will need to be very clear about what this elevated membership structure entails, including what members get from elevating to a “partner”, and also what TAP expects from them as “partners”, as well as explicit criteria for becoming a “partner”. It was ultimately decided that these “partners” should be required to make commitments to advancing TAP’s work, which would be showcased on TAP’s website, with “partners” expected to report on their activities via a brief questionnaire one year later.

#### What does it mean to be a TAP “Partner”

- Access to voting on TAP Steering Committee and other ballots
- Access to TAP funding for travel
- Access to TAP funding for national and regional workshops
- Can use TAP membership for promotion/outreach
- Ability to engage in working groups and/or leadership of these working groups
- Work will be showcased on TAP’s website and on any future information sharing platforms
  - Ability to contribute to any TAP resources developed
  - Work can be showcased in TAP’s newsletter

#### Initial criteria for becoming a TAP “Partner”

- Outline commitments to advancing TAP’s work
- Commitment to TAP’s mission statement and a few key principles around TAP/human rights issues
- Reporting every 1 or 2 years on activities via a questionnaire
- Identify focal points/key contacts and generic email addresses
- Logos
- Membership is based on an organizational basis
- Option to provide voluntary funding contribution to TAP’s work

#### Review and decisions on “Partners”

- Secretariat to review and provide recommendations for Steering Committee to take decisions on bi-weekly calls

Going forward:

- Need to establish an outline of relationship as “members” and as “partners”
- Establish “disclaimer” for separation between TAP and partners, outlining relationship between partners, so that if a complaint is raised, the Steering Committee can determine if a member is in violation of terms

**Thematic Working Groups:**

**Discussion:** The Steering Committee briefly discussed the possibility of establishing thematic working groups on a number of different TAP priority areas. However, a full discussion on establishing these working groups was deferred to a later time, once the Steering Committee had finished discussing priorities for TAP’s work in 2018 and beyond.

***Suggestions for thematic groups***

- Annual VNR working group
- Data/Indicators
- Civil society reporting

In addition to the items outlined above, the Steering Committee also touched on a few different areas related to enhancing engagement and follow-up with TAP members, including:

- Follow up directly with colleagues who responded “yes” to hosting national SDG16 workshops in TAP 2017 Governance Review consultations
- Need to provide additional reflections and independent assessment on how TAP’s resources like Goal 16 Toolkit and Advocacy: Justice and the SDGs are being used
- Establishing an online platform to share best practices and civil society reports by TAP members, maybe linking up with universities that are already working with SDGs (through libraries, websites, etc.).

**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
- Finalize outline of membership structure, including structures for “members” and “partners” by end of March 2018
- TAP Secretariat and Steering Committee to put together a shortlist of organizations to target for encouraging to become “partners”
- 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

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

#### **1. SDG Accountability Handbook**

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

**Discussion:** The Steering Committee briefly reviewed the outline and timeline for the SDG Accountability Handbook, which was put together by TAP’s SDG Accountability consultant Nicole Cardinal. It was agreed that a timeline for release by September 2018 would be most reasonable, as opposed to trying to squeeze all of this work in before the 2018 HLPF in July. The Steering committee agreed to provide any comments to Nicole Cardinal on the outline as needed, going forward.

**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.

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

**Discussion:** The TAP Steering Committee briefly discussed the process for deciding on an advisory group for the SDG Accountability Handbook. It was highlighted that there needed to be a gender balance and geographic distribution of TAP members on this advisory group. The Steering Committee requested the TAP Coordinator to provide a shortlist of recommended applicants for this nomination process, for the Steering Committee to decide on by Friday 9 March 2018.

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

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

**Discussion:** With the agreement of a timeline for release of the Handbook by September 2018, the Steering Committee agreed that it would be best to host a final “consultation workshop” It was agreed that TAP should look into a global launch around UNGA, but should also look at regional launch events and digital launch events to complement this global launch in New York. It was also noted that Nicole Cardinal should provide suggestions

for additional outreach and dissemination, and ideally put together an outreach plan going forward.

### 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**

**Discussion:** The Steering Committee discussed the strategy for approaching SDG16 and Justice workshops in 2018, with a priority focused on setting up TAP's work in 2019 when Goal 16 is under review at the HLPF. **It was proposed and agreed that TAP should look into hosting workshops after the 2018 HLPF, as that will be a critical time for governments to begin thinking about their processes for drafting VNRs for 2019 HLPF.** It was noted that TAP should also look at national justice plans, linking them to VNRs on Goal 16 in 2019. It was noted that there was still time to discuss strategy and approach for these workshops until after the 2018 HLPF, but that the Steering committee should also have these discussions on priority countries for workshops with the regional focal points (when established) and "partners" (when established). Highlighted as an important aspect of this work, it was noted that TAP should look further into developing a strategy for monitoring and evaluation of workshops, and possibly even an independent impact assessment. It was suggested that TAP should also look into other events that members are already taking forward in late 2018, to best take advantage of events already being hosted.

**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**

**Discussion:** The process for identifying TAP members to receive funding support from TAP for the 2018 HLPF was discussed. It was noted that TAP needed to ensure that we have colleagues in New York whose countries are reporting in 2018, and who are experts on issues under review at 2018 HLPF. In addition, we will need to ensure that these funded participants are active contributors to TAP's work, which should be taken care of with a requirement of having TAP "partners" eligible for TAP funding support. The possibility of opening up nominations to colleagues from the global north, in addition to the global south, would be a good strategy to consider. It was agreed that nominations would be open for colleagues from both the global north and global south, but that "priority will be given to colleagues from global south". **It was proposed and agreed that TAP would support up to 10 TAP "partners" to attend the 2018 HLPF, with varying subsidies to support their travel.**

**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**

**Discussion:** It was noted that TAP should consider other events that partners are hosting around SDG16 space around the 2018 HLPF. Transparency International will bring colleagues from national chapters to share experiences around advocacy. It was proposed that TAP should host a workshop with TAP members in attendance at the 2018 HLPF, to discuss TAP's approach for 2019 HLPF, in addition to the SDG Accountability Handbook consultation workshop.

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

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

**Discussion:** Opportunities for the remainder of 2018 were discussed, with Steering Committee members outlining priorities and activities for each prospective opportunity. **It was proposed and decided for the TAP Coordinator to put together a calendar/list of opportunities that were discussed at the meeting for use by the Steering Committee going forward.** This list would include the opportunity, who is attending from the TAP Steering Committee and Secretariat, activities, and funding/capacity required. **It was also decided and agreed that the Steering Committee and Secretariat should draft a detailed work plan for 2018 and for influencing key TAP processes in 2019, which would include priorities discussed in this meeting, fundraising, strategy for national and regional workshops and strategy for influencing the 2019 HLPF.** It was noted that while this should be done ASAP, that there are many other follow-up items for the Secretariat and Steering Committee that may take precedence before March 2018, and that this work planning could be finalized soon after.

**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

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

**Discussion:** The Steering Committee began a discussion on the working arrangements of the TAP Coordinator, to explore possibilities for office space. It was suggested that the Coordinator should first explore potential office space shared with TAP members. However, others suggested that maintaining independence from TAP members might be necessary, and it was suggested that the **TAP Coordinator explore potential office space rentable on a month-to-month basis in New York by end of March at the latest.** It was also discussed that the TAP Coordinator had taken on overhead costs personally while working from home in the past 4.5 months, and **arrangements to reimburse the Coordinator for these costs were discussed.** The working relationship between the Steering Committee, TAP Secretariat and TAP's fiscal sponsor was also briefly discussed. **It was proposed and agreed that a line**

**of communication should be established between the Steering Committee co-chairs and Proteus Fund.** The roles of oversight of the TAP Secretariat and communications with TAP members was also discussed, with the Steering Committee having a clear understanding of how those processes should play out in practice.

**Decisions:**

- TAP Coordinator to explore office space around UN by 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.

**V. Communications and outreach strategy**

**Discussion:** The Steering Committee again revisited its previous discussions and proposals for establishing a common platform for case studies and civil society reports from TAP Network members and civil society more broadly. It was highlighted that any work on this platform would require significant funding and staffing support, and that fundraising for this work stream would be necessary. However, it was agreed by all that this project has high potential for impact for TAP, and also high potential for fundraising. It was agreed that there was a need to put together a concept note for this platform, for funding proposals going forward ASAP. Separate from this, the Steering Committee will need to discuss approach on outreach in general.

The issue of a language barrier for TAP's work was discussed by the Steering Committee, which questioned if we needed to explore translation of all of TAP's communications going forward. It was discussed that we may want to explore translation for all of TAP's advocacy resources, including the Justice Toolkit and Accountability Handbook and methodologies for reporting on SDG16. At the minimum, translation into French and Spanish would be imperative. The Steering Committee also suggested that the regional focal points can explore additional need for translation for other languages in their regions going forward as well, and even assist in facilitating this translation. It was suggested that TAP could build in a google translation plugin for translation for TAP's website, which could provide a simple fix for language barrier issues regarding TAP's online presence. It was suggested that TAP could explore UN volunteers to do translation for TAP resources, but that the communications budget line can be used for translation costs going forward.

Steering Committee members suggested that there may be a need for a comprehensive communications and outreach plan for TAP going forward. Namati also offered assistance in helping draft this communications plan. **It was proposed and agreed that an intern or fellow that the TAP Secretariat hires can lead the drafting of this communications plan, and would be responsible for external communications work for TAP in general.** This communications plan should focus on external communications, including media outreach plan, social media, outreach to TAP members and other external civil society stakeholders, to governments to influence, and also a crisis communications plan.

It was noted that website updates should also be a priority for TAP. However, it was suggested that wholesale updates to the website could be put on hold until we determine plans for the common online platform for TAP members, which would require a significant amount of funding and time to undertake. Newsletters and reaching out further to external stakeholders, along with social media, could be taken up by an intern or fellow. It was also suggested that TAP may want to consider producing a yearly snapshot/report on TAP's work, for external communications and fundraising purposes. It was also proposed for TAP to update its brochure, which could be crucial for fundraising efforts going forward.

**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
- TAP Secretariat to update TAP brochure

## **VI. Fundraising**

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

**Discussion:** It was agreed by all Steering Committee members that fundraising should be a high priority for TAP going forward, and that networking and relationship building is important for fundraising. For the processes for fundraising, it was proposed and agreed that the TAP Coordinator, in addition to the Steering Committee, should identify opportunities for fundraising and share these opportunities with the Steering Committee, with concepts and potential proposals reviewed and approved by Steering Committee. It was suggested that the Secretariat should draft proposals, but that it was important for the Steering Committee and Secretariat to do fundraising and outreach to donors together. In addition to exploring project-based funding, TAP should also explore core funding. It was suggested that TAP should explore the possibility of hosting a donor forum for TAP at the upcoming European Development Days and maybe even the 2018 HLPF. The Steering Committee requested the TAP Secretariat to put together google spreadsheet to keep track of prospective proposals and donor targets, so that the Secretariat and Steering Committee can remain updated on the status of outreach and proposals going forward. It was also

suggested that TAP could work with its current donors, Proteus Fund and other experts and partners to perform a mapping of potential donors for fundraising.

**Follow-up:**

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

## 2. Proposals

**Discussion:** The Steering Committee discussed a number of potential proposals with high potential for fundraising, which was put together by the TAP Coordinator. Additional project proposals were also tabled and compiled into a list. It was proposed and agreed that the TAP Coordinator should put together a list of potential proposals for fundraising, with a 2-4 sentences description of each project, and put together brief concept notes for priority proposals that could be taken forward immediately.

**Follow-up:** TAP Coordinator to draft list of priority proposals with descriptions of projects, to be used for fundraising going forward

## 3. Fundraising targets

**Discussion:** The Steering Committee and TAP Coordinator discussed potential fundraising targets for TAP's work, and for specific proposals discussed under the previous agenda item. Again, it was agreed that a further mapping of potential donors would be useful.

## 4. Voluntary Funding Contributions

**Discussion:** The Steering Committee discussed the possibility of reaching out to TAP members to explore potential for voluntary funding contributions. It was agreed that this strategy should be continued, which could send a very strong signal to potential donors that TAP members have literal buy-in to TAP's work currently.

**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
- TAP Secretariat to coordinate follow-up on voluntary funding contributions and "partners"

## VII. Working with other initiatives

**Discussion:** The Steering Committee explored a conversation about how we work with other initiatives around the SDG16 and 2030 Agenda accountability spaces, and how the Steering Committee takes up requests and potential areas of partnership with some of these other initiatives, or other partners or TAP Members. It was mentioned that consideration should be taken for TAP's capacity to follow-up on these partnerships, and also the political implications for partnering. **It was proposed and agreed that the Steering Committee should have a standing agenda item on all TAP Steering Committee calls going forward to consider any proposals for partnerships.** The Steering Committee also discussed how to involve members that we support to attend and speak at events, such as the 2018 HLPF. When it comes to joint fundraising proposals from TAP members or other partners, these should be taken up on a case by case basis by the Steering Committee. It was agreed that autonomy should be given to TAP Coordinator to explore partnerships and collaboration between other initiatives, but any formal approval for partnerships should be from the Steering Committee. It was also agreed that the Steering Committee should be updated by the TAP Coordinator on any discussions around potential partnerships on the standing agenda item for TAP Steering Committee calls going forward. It was noted that if TAP is part of any proposals from any other TAP partners, it is necessary for TAP Steering Committee to review any of these proposals. An MOU will likely then need to be drafted to elaborate on working relationship between TAP and these entities.

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

### 1. Calls with key initiatives

**Discussion:** The Steering Committee hosted calls with two key initiatives around SDG16, including the Pathfinders for Peaceful, Just and Inclusive Societies and the Global Alliance for Reporting on Peaceful, Just and Inclusive Societies. These discussions focused on these initiatives updating the Steering Committee on their work to date, as well as discussing plans for 2018 and for the 2019 HLPF where SDG16 would be under review. It was noted that these initiatives would look to work closely with TAP in any planning around the 2019 HLPF in particular, and that TAP could play a key role through the work it is currently undertaking.