

## TAP Network Steering Committee - Transition from 2020 - 2021 Steering Committee to 2022-2023 Steering Committee

Meeting Decisions

12 January 2022

**Present:**

- Mr. Peter van Sluijs, CSPPS
- Ms. Judith Kaulem, Poverty Forum Reduction Trust
- Ms. Linh Nguyen, ADA
- Ms. Jean Scrimgeour, Accountability Lab
- Ms. Cheri-Leigh Erasmus, Accountability Lab
- Ms. Florence Syevuo, SDG Kenya Forum
- Ms. Arelys Bellorini, World Vision
- Ms. Olabisi Mekwuye, Civil Society Coalition on Sustainable Development
- Mr. John Romano, TAP Secretariat
- Ms. Claudia Villalona, TAP Secretariat
- Ms. Ellery Wong, TAP Secretariat

**Next meeting** Doodle:  
[https://doodle.com/poll/fwtdn4cfdbri6usx?utm\\_source=poll&utm\\_medium=link](https://doodle.com/poll/fwtdn4cfdbri6usx?utm_source=poll&utm_medium=link)

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

### **Agenda Items:**

1. Welcome and Introductions (10 minutes)
2. Review of Handover Note for 2022-2023 Steering Committee (40 minutes)
  - a. Overview of Handover Note content
  - b. Q&A/Discussion
3. Immediate next steps and follow-up (10 minutes)
  - a. Adoption of Strategic Plan, work planning and budgeting
  - b. In-person Steering Committee meeting
  - c. Emails to TAP Network from outgoing and new Steering Committees
4. AOB

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### **1. Welcome and Introductions**

**Discussion:** The TAP Secretariat welcomed the group and led the new and previous Steering Committee members present through a round of introductions with one another.

2. Review of Handover Note for 2022-2023 Steering Committee (40 minutes)
  - a. Overview of Handover Note content

## b. Q&A/Discussion

### **Discussion:**

The TAP Coordinator began the meeting by reviewing the handover note drafted by the TAP Secretariat with the previous Steering committee providing substantial input and recommendations.

The Coordinator asked members to make sure to go through the document on their own time, but provided a brief overview. The document is a comprehensive guide for the new Steering committee outlining its role and responsibilities. It also provides background on how TAP operates: the secretariat manages the day to day operations of the network, while Proteus fund is our fiscal sponsor that takes care of our financial, legal, HR, and administrative responsibilities. As has been done in the past, the co-chairs and/or all members have a meeting with Proteus Fund at some point.

Additionally, the handover note outlines TAP's budget and fundraising sources. Currently, TAP has two active grants: the Charles Stewart Mott Foundation and the Swiss government. Finally, it lists recommendations and advice from the outgoing to the incoming Steering Committee on what should be prioritized going forward.

However, the leadership structure, mode of operations and meeting schedule is flexible and will be determined by the new committee members— these decisions will be prioritized as immediate next steps.

While the document does not outline all of TAP's work and projects, members can find summarized information network's work over the past year in the following documents, also linked out on the handover note:

- [TAP Network Projects & Activities Portfolio](#): comprehensive and detailed information on each of TAP's resources, partnerships and initiatives.
- [TAP Network Brochure for Donors](#): Draft donor brochure, which will be further reduced and designed going forward. Provides overview of TAP's mission, vision, structure and strategic objectives, as well as brief overview of TAP's projects and resources as a summarized version of the portfolio.
- [TAP Network Annual Report 2021](#): Summary report and analysis of TAP's work and activities for 2021. First time TAP has ever produced a public-facing Annual Report. To be finalized and designed for launch early 2022.

However, as World Vision noted, as partners the SC members have a general idea of the network's work. Accountability Lab discussed TAP's priorities from the SC's perspective: over the past two years, TAP has finished its suite of products and resources and developed an infrastructure to deepen membership engagement, offer opportunities that provide added value for members and partners (including storytelling and showcasing initiatives), and further opportunities for engaging around existing content through workshop and learning opportunities. This infrastructure work sets the foundation for continued efforts at deepening membership engagement going forward.

### **Next steps:**

- [New Steering Committee members should make sure to go through the handover note carefully on their own time](#)

- Please reach out to the TAP Secretariat for any questions or clarifications

### 3. Immediate next steps and follow-up

- c. Adoption of Strategic Plan, work planning and budgeting
- d. In-person Steering Committee meeting
- e. Emails to TAP Network from outgoing and new Steering Committees

#### **Discussion:**

The TAP Coordinator began to outline the concrete immediate next steps and medium-term priorities.

The Secretariat will reach out to members over email to schedule a meeting as early as next week if possible. The coordinator will include a draft of the new Steering Committee webpage that includes contact information and organizational info of each member, similar to the one [here](#).

Ahead of the next meeting, committee members should send the following information if they haven't already:

- name and email address of your organization's secondary representative
- gender identity pronouns for primary and secondary contacts
- Website information:
  - Organization's logo (high-resolution)
  - Website
  - Location (city and country)
  - One paragraph (3-5 sentences) about your organization's work, including around SDG16+ and SDG accountability

The priorities for the next meeting include:

- Determining the committee's leadership structure, (electing co-chairs? etc), terms of reference, and working methods– ie level of engagement of the committee in network decision-making and affairs
- Steering Committee meeting frequency and schedule time (in the past, members opted for a bi-monthly set schedule)
- Review decision-making process for the two funding proposals (capacity-building workshops and innovation fund) ahead of the application closing at the end of January
- Discussion of TAP's work plan & objectives for 2022 along with accompanying budget (if time may require two calls)

Other pending next steps over the next month

- introducing the steering committee and co-chairs (if necessary) to the membership)
- Continued discussion on work plan strategizing priorities

Medium/long-term priorities:

- Discussion on potential in-person meeting, usually held once a year,
- Strategic-planning process for new strategic plan for next year

### 4. AOB

According to TAP's funding/call for proposals guidelines, in the event that a Steering Committee member would like to apply for funding, they must announce their intention to the committee and recuse themselves from the decision-making process.

All members agreed that their role and responsibilities will clarify with practice and that the committee should keep the transition short so as to get to work on priorities as soon as possible.