

TAP Network Steering Committee 2022 - 2023

17 November 2022

Present:

- Mr. Peter van Sluijs, CSPPS**
- Ms. Arelys Bellorini, World Vision**
- Ms. Cheri-Leigh Erasmus, Accountability Lab**
- Ms. Olabisi Mekwuye, Civil Society Coalition on Sustainable Development**
- Mr. John Romano, TAP Secretariat**
- Ms. Ellery Wong, TAP Secretariat**
- Ms. Alonna Despain, TAP Secretariat**

Chairing Meeting **Ms. Cheri-Leigh Erasmus, Accountability Lab**
Next meeting

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

AGENDA:

1. Review of notes and decisions from Geneva (10 minutes)
2. Review of Draft outline of TAP 2023-2025 Strategic Plan (20 minutes)
3. Review of TAP Campaigns and Advocacy Officer ToR and next steps (10 minutes)
4. Partnership Updates (15 minutes)
 - a. Final Report and Next Steps for TAP Independent Evaluation
 - b. Launching of Coordination Groups:
 - i. 2023 Mobilization and Advocacy Working Group
 - ii. Halfway to 2030 Report Advisory Group
 - c. Hiring of consultant for Halfway to 2030 Report
5. Review of TAP Partner Applications (5 minutes)
6. AOB (5 minutes)

1. Review of notes and decisions from Geneva (10 minutes)

You can find notes from the meeting in Geneva here:

<https://docs.google.com/document/d/1rj6lgyszsh1VSWs3wH43sMKP8BenTHoFaGmSUsqM2CY/edit>

Quite a bit to follow up on in the next few weeks. First we want to talk about the notes and decisions. You can find the long external notes here, which are formatted just like steering committee call notes. Decisions and follow-up are clearly marked. The main question from the Secretariat is how we want to project the notes and follow-up because there is one thing about being transparent and sharing everything or also sharing more of a summary form. We are also pulling together a summary of follow-up points to communicate the key decisions and what we are moving on from the meeting so members know what to expect and be on the lookout for.

- Would suggest a one-two page summary, but you could also link to a larger document at the bottom if you wanted
- In agreement with the above point- should synthesize a shorter version on headlines and milestones. Also a summarized version of the conversation with Stephano. If there is interest from the members they could request the full notes
- A request for the notes could be good. Need to be sensitive around the notes with Stephano. Don't want to drive mass outreach to him
- Another thing we need to think about is the sequencing of our outreach between now and the end of the year. What we can do is finalize these notes and then share with the membership in the next week or two. But then there are other things we need to follow up on such as the campaign, etc. so we need a timeline so that we don't send everything out all at once.
- This time of year in Q4 it is the perfect time of year for things to get lost in your inbox. With putting out the strategy docs/campaign strategy, I don't think there's anything wrong with waiting until January in the interest of staggering it and not being lost in holiday inboxes

DECISIONS: TAP needs to develop a short version of the notes from Geneva

FOLLOW UP: The Secretariat will put together a short version of the notes and put together outreach timeline

2. Review of Draft outline of TAP 2023-2025 Strategic Plan (20 minutes)

You can find a draft outline of the 2023-2025 Strategic Plan here:

https://docs.google.com/document/d/1_oPwFt28dQjgY9O4exXdlonJdbKxQUhA84cRQrCCYKw/edit

This is a skeleton of the strategic plan based on the discussion we had in Geneva. Obviously there is still stuff we are working on, mostly the graphic and design elements. We want this to be a lot more visual than text heavy. First we want to include a one-page executive summary. We will include a message from the steering committee- up to you on how long you want this to be. We'll then go into the about TAP section. The who we are/what we do is largely what we talked about in Geneva. The section on defining the challenge talks about the issues we seek to address and the 2023 moment. ToC in a visual format will come after that, which we will connect with the relevant steering committee member on going forward. Then we will outline the vision, mission, and objectives. We tried to keep this fairly succinct based on our discussion in Geneva.

- In 2nd paragraph it says TAP provides a platform at global level- is it only at the global level, I don't think so. We also try to stimulate action at national and regional level
- Any suggestion you have on updating this to a new, more compelling document since a lot of this is based off the old one would be helpful

FOLLOW UP: Steering Committee has until wednesday next week to leave comments on the strategic plan and then the secretariat will revise

3. Review of TAP Campaigns and Advocacy Officer ToR and next steps (10 minutes)

You can find the job description for TAP's anticipated "campaigns and advocacy officer" shared with you.

This is also following-up from our meeting in Geneva. There is a lot for this person to tackle and could use feedback on the job description. This is just the first step for us to an actual job listing. We will need to send this to Proteus Fund and ensure it meets their standards. We'll send them both the description and the listing. We also need to ensure the compensation we have outlined meets the competencies and essential functions. The only missing piece here is the budget side. John is meeting with Proteus next week on budget reconciliation. We will hopefully know more once those budgets are reconciled.

- What is the duration?
 - As of right now we have it projected for one year. It would be defined by proteus as temporary staff
- What is the location?
 - Ideally the person would be based in New York, mainly because of the advocacy and campaign work around the summit so they'll need to be engaged with missions, UN, etc.
- Would that be 4 staff in the Secretariat? I'm unclear whether there is budget for this? We need to think about the other budget aspects here, including travel for another person.
- I see there is a minimum of 40 hours which I find is disencouraging. Could we maybe go for the highest level of education and experience but lowering the hours?
- It's not realistic from what I see to do part-time because the volume of work is so much
- I think its about the type of person. I find working with people who free-lance are skilled enough that they can handle a piece of work without too much supervision can sometimes get more done than a 40 hours a week position. I think both can be an option and there are pros and cons to both
- It would be preferable for the Secretariat to have the funding for a senior level position full time but I'm not sure its realistic. I'm open to having someone senior for less time depending on the candidate. In terms of next steps, my main question is I don't know how to reflect this in a job listing

FOLLOW UP: Send through updates on budget ASAP and we will sort things out via email to plan for this job listing

4. Partnership Updates (10 minutes)

- a. Final Report and Next Steps for TAP Independent Evaluation
- b. Launching of Coordination Groups:
 - i. 2023 Mobilization and Advocacy Working Group
 - ii. Halfway to 2030 Report Advisory Group
- c. Hiring of consultant for Halfway to 2030 Report

The final version of the independent evaluation has been sent by the BetterOrg. The main question here is how we wish to promote this and share it beyond the Steering Committee. In Geneva we discussed it would be good to share it with the membership for transparency purposes. We can also put it on the agenda for a TAP membership call in January.

- Did the donor/SWI stipulate anything on how they want TAP to use the evaluation?

We agreed it would be good to have a dedicated set of organizations pushing things forward on the campaign, hopefully helping us with some legwork. In the coming weeks we will share with the membership on what this group would entail. It will be an open invitation to anyone in.

We also talked about putting together an advisory group for the Halfway to 2030 Report. Since our timelines are short and we also have the mobilization and advocacy group, we want to have the advisory group be hand selected and ready to go in January.

We have identified a top candidate for writing the report which we will be finalizing with them.

- Is the secretariat drafting a ToR for these working groups?
 - We don't have one for the advocacy working group right now. We did put together a brief ToR for the advisory group- very similar to the SDG16+ toolkit but that was just a one-pager.

FOLLOW-UP: The Secretariat will make one-pager to serve as a guide to the working groups so what people know what is expected and what they are contributing to

5. AOB

Update on CIVICUS. Our colleague has left CIVICUS and handed over to another colleague to decide with him on who represents CIVICUS on our steering committee but he is now on emergency medical leave through the end of 2022. We will probably have to address this in the new year but for now we may need to go without a CIVICUS focal point on the Steering Committee