

Date: 17 January 2024

Present: Mr. John Romano, TAP Secretariat
Ms. Elena Marmo, TAP Secretariat
Ms. Debra Jones, TAP Secretariat

Mr. Peter van Sluijs, CSPPS
Ms. Cheri-Leigh Erasmus, Accountability Lab
Ms. Bridged Faida, Consolation East Africa
Mekwuye Olabisi, Civil Society Coalition on Sustainable Development
Ms. Jesselina Rana, CIVICUS
Mr. Jay Hung, Asia Development Alliance
Ms. Liz Hume, Alliance for Peacebuilding
Ms. Megan Corrado, Alliance for Peace
Ms. Jyotsna Mohan, Asia Development Alliance
Ms. Mojisola Akinsanya, WOPEGEE
Mr. Abdul Tejan-Cole, ACE-AJ

Chairing Meeting Mr. John Romano, TAP Secretariat

Next meeting

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

AGENDA:

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. Election of co-chairs
 - b. Follow-up on grants and fundraising
 - c. Emails to TAP Network from new Steering Committee with work plan, etc.
4. AOB

1. Welcome and Introductions (10 minutes)

The Steering Committee members of past and present, along with the Secretariat introduced themselves to one another. An overview of the new Steering Committee can be found online at: <https://tapnetwork2030.org/tapnetworksteeringcommittee/>

2. Review of Handover Note for 2022-2023 Steering Committee (30 minutes)

The Secretariat provided an overview of the TAP Network and the [2022-2025 Strategic Plan](#) which will guide program activities and goals through 2025. The Secretariat also provided an overview of the roles and responsibilities of the Steering Committee, with a view to empower the Steering Committee to take decisions that guide the network, to represent the membership of the network externally whenever possible, and to drive strategy, work planning and priority-setting. The incoming Steering Committee reviewed a Handover Note prepared by the Secretariat and outgoing Steering Committee, discussing an immediate priority of fundraising, securing existing relationships and finding new sources of funding.

3. Immediate next steps and follow-up (20 minutes)

The Secretariat discussed the priority for fundraising in the coming months in addition to work planning for 2024 based on current financial position, with potential to scale activities with additional funding.

The Secretariat will follow-up with Steering Committee members to gauge interest in a co-chair position and determine whether or not an election would be necessary. The Steering Committee will also need to discuss their introduction to the wider network, along with sharing the 2024 work plan sometime in late January or early February.

DECISION TAKEN: elected as co-chairs of the Steering Committee for 2024

FOLLOW-UP: Incoming Steering Committee to discussing fundraising strategy and resource mobilization with Secretariat in forthcoming meetings

FOLLOW-UP: Secretariat to share Donor Mapping completed in 2023 with incoming Steering Committee as basis for future fundraising discussions

FOLLOW-UP: The Secretariat will follow-up with Steering Committee members to gauge interest in a co-chair position and determine whether or not an election would be necessary.

FOLLOW-UP: The Secretariat will distribute a doodle to set first Steering Committee meeting

4. AOB

The Secretariat and incoming Steering Committee share thanks to the outgoing Steering Committee for their commitment and work to support the TAP Network during this critical time for SDG 16.