

TAP Network Steering Committee

Meeting Decisions

19 October 2018

Present: Mr. Louis Busingye, HRFRA
Mr. Rukshana Nanayakkara, Transparency International
Mr. Zia Ur-Rehman, ADA
Ms. Jyotsna Singh, ADA
Mr. John Romano, TAP Secretariat
Ms. Elle Sweeney, TAP Secretariat

Not Present: Ms. Coco Lammers, Namati
Ms. Hellen Apila, SDG Kenya Forum

Chairing Meeting: Mr. Rukshana Nanayakkara

Next meeting: 2 November 2018 at TBD

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

Agenda Items:

1. Review and approval of last Steering Committee call notes

Decisions: Approval of Decisions and Notes from TAP Network in-person Steering Committee and Regional Focal Points Meeting in Bangkok.

2. Discussion on next steps for SDG Kenya Forum on Steering Committee

Discussion: Following up on discussions in Bangkok, the co-chairs sent a communication to Hellen Apila from SDG Kenya Forum last week following her absence from the past number of Steering Committee events to inquire about her interest and availability to continue in her current role. In her response, **Ms. Apila agreed that she it would be her preference to discontinue her role as the representative of SDG Kenya Forum on the TAP Steering Committee, and suggested two potential replacement representatives from SDG Kenya Forum to possibly replace her.** It was noted that there is a need to communicate these changes to the wider TAP Network once next steps are confirmed, letting TAP's membership know about Helen's withdrawal and decision to nominate two other representatives from SDG Kenya Forum. It was noted that there is the opportunity to meet with Florence at the upcoming Partners in Review conference and gauge her level of interest and commitment in serving on the Steering Committee on behalf of SDG Kenya Forum. It was noted that this event is over two weeks away from now, so another Steering Committee call would take place before a decision is made and a new Steering Committee member committed. **The Steering Committee discussed and agreed that it**

would write to Florence about the nomination—drafted by the Secretariat—and to then inform the membership once there is clarity about the next steps. In addition, it was decided that the Steering Committee would send a letter of thanks to Helen—drafted by Rukshana, one of the co-chairs—for her past participation on the Steering Committee.

Decisions:

- Steering Committee accepted Hellen Apila’s desire to step down from her role as the representative to the Steering Committee on behalf of SDG Kenya Forum.
- Steering Committee to reach out to Florence Syevuo to determine her interest and availability in replacing Helen going forward.
- Steering Committee to send a thank you letter to Helen for her past participation.
- Steering Committee to inform the wider Network of the changes to the Steering Committee, once clarified.

Follow-up:

- TAP Coordinator to draft email to Florence requesting a conversation, possibly an in-person meeting at the upcoming Partners for Review meeting, with her and the Steering Committee about her willingness to replace Helen.
- Co-chair Rukshana to draft a thank you letter to Helen on behalf of Steering Committee.

3. Review of Outcomes from in-person Steering Committee meeting in Bangkok

Discussion: The TAP Secretariat briefly reviewed the outcome documents from the last in-person Steering Committee in Bangkok. It was agreed that the Steering Committee would share all of these outcomes with the entire TAP Network, with the TAP Secretariat to send a draft email update from the Steering Committee to the co-chairs in the next few days.

Decisions: Approval of outcomes documents from TAP Network in-person Steering Committee and Regional Focal Points Meeting in Bangkok.

Follow-up: Co-chairs to send email update to TAP Members on the recent meeting in Bangkok, along with all of the approved outcome documents.

4. Review of TAP Secretariat Work Plans and Staffing Allocations

Discussion: The TAP Secretariat briefly reviewed the workplans for the current staff at the TAP Secretariat, which cover the Network’s workstreams for next three months through December 2018. In addition, the TAP Coordinator reviewed a suggested

opportunity to hire a graphic and website design intern for the next 3-6 months to assist with the Network's website refresh, design of digital and print materials for the Accountability Handbook, and the creation of other promo documents needed in the lead-up to the 2019 HLPFs. The bulk of the intern's work will be between now and the end of the year, possibly into the first quarter of next year, depending of the design needs for the Accountability Handbook. The Secretariat will work with the fiscal sponsor on putting together the ToRs, and publicizing the internship opportunity. **The Steering Committee discussed and agreed to move forward with hiring an intern.** The Secretariat will put together Terms of Reference (ToRs) for the position and will look to hire over the next few weeks.

The Steering Committee then discussed the suggestion to change the TAP Fellow's title. Prior to this meeting, the TAP Secretariat consulted Proteus to determine the implications of such a title change and there will be no implications financially or legally. **It was discussed and agreed that the Fellow's title would be changed to Program Officer.**

Decisions:

- The Steering Committee agreed to move forward with hiring of a "graphic and web design intern" to begin ASAP.
- The Steering Committee agreed to immediately change the Fellow's title to Program Officer.

5. Partnerships updates

a. Update on Mott Foundation funding

Discussion: The TAP Secretariat updated the Steering Committee on follow-up with the Mott Foundation regarding the expected grant. Mott noted that it expects to have a final request for proposal to TAP in the next few weeks. The TAP Coordinator plans to meet with a staff member of the Mott Foundation during his upcoming trip to Europe.

b. Update on meetings for Coordinator's upcoming Europe trip

Discussion: It was discussed and agreed at the last Steering Committee meeting that the TAP Coordinator would undertake fundraising activities during his upcoming trip to Europe. The TAP Coordinator provided brief updates on his expected meetings during this time—specifically in Oslo, London, Berlin, and Stockholm. The Steering Committee co-chairs will participate in some of these opportunities alongside the TAP coordinator.

6. Review of TAP Network Partner applications

Discussion: The TAP Secretariat briefly reviewed the most recent applications for TAP Partnerships and discussed its recommendations for which organizations to approve and which required additional information. **The Steering Committee discussed and agreed to accept the three recommendations of the TAP Secretariat.**

Decisions: The Steering Committee approved three new TAP Partner applications in accordance with the TAP Secretariat's recommendations:

1. jeune de l'espoir/ hope africa
2. Nobo Jatra Foundation
3. ONG PADJENA

7. **AOB**

Discussion: It was noted that there will be a call today between the TAP Secretariat and the Advisory Group to discuss the most recent draft of the SDG Accountability Handbook. It was also noted that the TAP Secretariat sent requests for case studies for the Accountability Handbook. **The Steering Committee discussed and agreed to forward around this request for case studies to his or her networks as well.** New fundraising opportunities for the TAP Network were also noted for follow-up. Finally, it was noted that there will be an upcoming check-in call between the Proteus and the Steering Committee members in the coming weeks.

Decisions: The Steering Committee agreed to forward to their networks the TAP Secretariat's email regarding requests for case studies for the SDG Accountability Handbook.

Follow-up:

- Steering Committee members to request case study submissions from his/her networks.
- TAP Secretariat to follow-up on new suggested fundraising opportunities.
- TAP Secretariat to confirm call between Proteus and the Steering Committee.