

## TAP Network Steering Committee 2022 - 2023

### Meeting Decisions

2 February 2022

**Present:**

- Mr. Peter van Sluijs, CSPPS
- Ms. Cheri-Leigh Erasmus, Accountability Lab
- 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

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

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

#### **Agenda Items:**

1. Review and approval of joint Steering Committee Call Notes (5 minutes)
2. Review and approval of 2022-2023 TAP Steering Committee Terms of Reference and Working Methods (5 minutes)
3. Discussion TAP Partner applications and next steps for TAP funding opportunities (15 minutes)
  - a. Review and approval of TAP Partner applications
  - b. Overview of next steps for reviewing funding proposals
4. Review and discussion on draft TAP 2022 Work Plan (30 minutes)
5. Partnership updates (5 minutes)
  - a. 16+ Forum Annual Showcase and in-person TAP Steering Committee Meeting - 15-18 March 2022
6. AOB

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#### **1. Review and Approval of last Steering Committee Call Notes**

##### **Discussion:**

You can find the notes from the last Steering Committee call on 21 Jan 2022 here:

[TAP Network Steering Committee ConfCall 21 January 2022](#)

**DECISIONS: The Steering Committee moved to approve the call notes from the Steering Committee call on 21 Jan 2022**

#### **2. Review and approval of 2022-2023 TAP Steering Committee Terms of Reference and Working Method**

**Two changes made are the language around classification and**

As the first meeting of the new Steering Committee, the Terms of Reference, working methods, co-chairs and meeting schedule need to be decided. The TAP Coordinator shared with members the draft of the ToR. For your reference, you can find the draft 2022-2023 Steering Committee ToR here:

[https://drive.google.com/file/d/1xTlxx59zvBB9E-WZEPwUrwiqw\\_lj8aRh/view?usp=sharing](https://drive.google.com/file/d/1xTlxx59zvBB9E-WZEPwUrwiqw_lj8aRh/view?usp=sharing)

The key questions raised were leadership structure, decision-making processes and language of the document.

Regarding the latter, there were concerns regarding the categorization of Steering Committee members into the “global north” and the “global south.” World Vision suggested classifying Steering Committee organizations as “Global” and “Regional/Local” given that the “global north” organizations are just international organizations in a legal sense. The change in the language will be reflected in the ToR and any related documents going forward, both internal documents as well as any external communications (although the previous classification was rarely used beyond internal purposes).

The next step was deciding on a leadership structure and elections, if necessary. The TAP Coordinator noted that in the past, Steering Committees have opted for a shared co-chair position (usually one international and one regional/local organization) for one-year terms and two cycles in one Steering Committee. Accountability Lab and CSPPS have offered to volunteer for the 2023 cycle, leaving this year open to suggestions. The TAP Coordinator will follow up with World Vision and CIVICUS as potential co-chairs in 2022. The Steering Committee also chose to maintain the quorum set as majority attendance to make decisions.

The meeting frequency and dedicated time slot was open for discussion. In the past, SC members have met bi-monthly on an agreed upon time and day of the week. The Secretariat will follow up with a doodle to decide on a regular time slot for the set date and time going forward. Once decided, the secretariat will also send regular calendar invites for members’ convenience.

### **Next Steps**

- **The ToR will be changed accordingly, and shared for review and approval at the following SC meeting**
- **Will follow up over email to decide on the co-chairs for 2022, and doodle for regular/set meeting time every other week, along with calendar invites**

### **3. Discussion on next steps for TAP funding opportunities**

- a. **Update on current state of proposals**
- b. **Decisions on decision-making process, timeline, etc.**

#### **Discussion:**

The TAP Coordinator gave the SC an update regarding the current open call for proposals opportunity available to TAP Partners. Last week, the secretariat held an “Office hours Call” for the network to answer questions and review the process. It was a successful call with nearly 50 participants. You can find an overview on current state of proposals and on information briefing and notes from the informational briefing in the google doc here:

The TAP Coordinator brought to the committee’s attention confusion regarding the current sequence of proposal applications and TAP Partner applications, or organizations applying to become partners in order to apply for funding. Given that the TAP Partner application process

takes multiple steps of review and SC approval, it would be difficult to have TAP Partners apply for both with the same deadline. The Coordinator suggested extending the current deadline for proposals by a week (Feb 7) and staggering the deadline to become a TAP Partner eligible for this opportunity the week prior (Jan 31st)

The SC agreed, however, in the future members communicated that eligibility criteria should not be accommodating if the opportunity is directed to current TAP Partners.

#### **Next Steps:**

- **The TAP Coordinator will reach out to the network to communicate the new staggered deadlines and clarify eligibility for the call for proposals**
  - **Deadline to become a TAP Partner eligible to apply: Jan 31**
  - **Extending the current deadline for proposals by a week to Monday Feb 7th**

#### **4. Review of TAP Partner Applications**

##### **Discussion:**

Since the last call of the previous SC, there has been an influx of TAP Partner applications that will likely continue to grow. As a part of the TAP Partner application process, the secretariat reviews eligibility (relevance to TAP's work and non governmental organization status) and completeness application (concrete actionable commitment etc), before asking fellow TAP Partners (regional, in-country, or shared expertise) on feedback on applications and our if they are familiar with the applicant organization. The SC then reviews these applications and suggestions from the SC to decide whether to admit applicant organizations as a TAP Partner during each call, as needed.

With this lengthy process in mind, over 20 organizations have applied, 14 made it to the partner vetting stage, and one organization has received positive feedback from partners. The 13 remaining applicants are awaiting feedback from partners. To access all Partner Applications in the last year:

#### **Next Steps:**

- **Given the large number of applicant organizations awaiting feedback/current partner "vetting," the SC will decide on the bulk applications during the next call once more information is gathered.**

#### **5. Review and discussion on draft TAP 2022 Work Plan**

##### **Discussion:**

The TAP Coordinator introduced members to the working draft of the 2022 Work Plan that tentatively outlines the network's objectives, workstreams/projects and activities prioritized for You can find a draft 2022 Work Plan in the google spreadsheet here:

As has been done in the past, the Steering Committee will approve the Work Plan that structures the secretariat's priorities and work in the future. If possible, the Work Plan is agreed upon in an in person meeting, which can be explored in the near future as a possibility (See the next agenda item).

#### **Next Steps:**

- **Given the lack of time, this agenda item was tabled for discussion for the following SC call, alongside the budget**
- **The TAP Coordinator will share the draft Work Plan and tentative budget for review and discussion in the next call**

## **6. Partnership updates**

- a. Upcoming report to Mott Foundation for 2020-2021 Grant**
- b. 16+ Forum Annual Showcase - Costa Rica, mid-March**

### **Discussion:**

The TAP Coordinator mentioned that they are drafting the upcoming grant report to the Mott Foundation. The protocol process for submitting these reports is as follows: after the working draft is finalized it will be shared with the Proteus Fund (TAP's umbrella organization) for approval, after which it will be shared with the SC for review, discussion, comments and feedback.

### **Next Steps:**

- **The TAP Coordinator will draft the Mott Foundation Report and get approval from Proteus fund ahead of the next SC, where members will provide feedback and comments for eventual approval**

## **7. AOB**