

TAP Network Steering Committee

Meeting Decisions

25 August 2017

Present: Ms. Arelys Bellorini, World Vision
Mr. Louis Busingye, HRFRA
Ms. Jyotsna Singh, ADA
Ms. Jennifer Tsai, ABA ROLI
Mr. John Romano, TAP Secretariat

Not present: Mr. Bonian Golmohammadi, WFUNA

Next meetings: Doodle: <https://doodle.com/poll/5a8mqycwpwhwzp39>

Chairing Meeting: Mr. Louis Busingye, HRFRA

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

Agenda Items:

1. Approval of last Steering Committee Call Decisions

Decision: Approval of Steering Committee Decisions from 11 August 2017.

2. Update on TAP Steering Committee co-chairs call with Hewlett

Discussion: The co-chairs updated the Steering Committee on the recent call with TAP's grant managers from Hewlett Foundation. This conversation centered on the current state of TAP's work and the upcoming governance review, and to inform them of TAP's transition to Proteus Fund. Just like OSF, colleagues from Hewlett were very supportive of the need to engage with TAP members more effectively going forward, and are looking forward to the outcomes of the governance review. This update will also be forwarded to Richard Bennett, which would be useful for his further work around the governance review.

3. Update on application and transition to Proteus Fund

Discussion: The co-chairs and Secretariat updated the Steering Committee on the current status of the application process for fiscal sponsorship by Proteus Fund. An application has been submitted to Proteus, who have indicated that TAP should receive a response within the next 1-3 weeks. The co-chairs and Secretariat will continue to lead on this application going forward, and will update the Steering Committee as they hear from Proteus Fund. It was also discussed that a financial health assessment for Proteus Fund might not be

necessary, given the fact that Hewlett and OSF both had multiple projects hosted by Proteus Fund. We are currently awaiting confirmation on if this will be needed. If it is not needed, this would free up around \$5,000 from the Hewlett Organizational Effectiveness grant that the Steering Committee could allocate for supporting the governance review process going forward. It was also discussed that the final details of the transition process would need to be worked out in the coming weeks. Proteus Fund and the TAP Secretariat will put together a checklist of key considerations that the Steering Committee would need to cover in this transition process, to ensure that there are no gaps in TAP's hosting/funding situation.

Follow-up: TAP Secretariat and Proteus Fund to put together a checklist of key considerations for the Steering Committee to address in the transition process going forward.

4. Next steps in TAP Governance Review

Discussion: The process and next steps for the TAP governance review process was outlined by the TAP Secretariat, with discussions from the TAP Steering Committee. The first step in this process is to develop a questionnaire that will be used for a consultation with TAP Members on TAP's current and future work and governance/engagement mechanisms. This consultation may also include face-to-face meetings and online webinars to allow TAP members to also discuss these issues, in addition to filling out the questionnaire. It was suggested that we should build upon the previous questionnaire from last year's strategic planning process, and to use this as a baseline assessment to see where there may be room for improvement in TAP's work or governance arrangements. It was highlighted that the TAP Secretariat should also consult with Richard Bennett on the drafting of the questionnaire as well, and this was agreed by the Secretariat.

Follow-up: TAP Secretariat to put together draft questionnaire for governance review, and will send this draft to the Steering Committee for inputs.

5. Review of TAP Budget and planning for remainder of 2017

Discussion: Given the increasing clarity on TAP's future hosting arrangements and funding for next year, it was highlighted that the Steering Committee will soon need to turn its focus towards longer-term and fiscal year planning and budgeting. First and foremost, the Steering Committee will need to look to spend the remaining funding under the current grant, pursuing potential national workshops in Rwanda and Cambodia before end of September 2017. It was noted that the TAP Secretariat and the co-chairs will work on putting together an end-of-year outline of upcoming opportunities for TAP engagement, as well as a work plan, which can be discussed by the Steering Committee going forward. It

was suggested that registration deadlines for these various opportunities should be included in this outlined work plan as well. It was highlighted that WFUNA has indicated that payout costs of unused end-of-contract vacation days by the TAP Coordinator would need to be taken from the current TAP budget. It was again noted that there is a need to outline a checklist of key considerations for the transition process from WFUNA to Proteus Fund, which would include issues such as this for the Steering Committee to consider. Some disappointment was expressed in the management and supervision of the Secretariat staff with so many unused vacation days, and it was suggested that the co-chairs should have a further discussion with WFUNA regarding this issue and the overall process of transitioning to Proteus Fund. It was also noted that WFUNA has had some difficulties in processing payments on-time to vendors, consultants and TAP Members in recent months, and that the co-chairs had been contacted by some of these colleagues directly about the delays. It was suggested that the co-chairs and WFUNA also address these issues in the aforementioned call as well.

Follow-up: Co-chairs to arrange a call with WFUNA to discuss transition process going forward, and issues of delayed payments.

Follow-up: TAP Secretariat and co-chairs to begin mapping out opportunities for TAP engagement through end of 2017, and developing corresponding work plan for further discussion from Steering Committee.

Follow-up: WFUNA to provide exact costs of funding needed for unused vacation days for TAP Coordinator.

6. AOB

Transparency, Accountability & Participation for 2030 Agenda