

## TAP Network Steering Committee 2022 - 2023

**30 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**
- Ms. Bridged Faida, Consolation East Africa**
  
- Mr. Mandeep Tiwana, CIVICUS**
- 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 last Steering Committee call notes (10 minutes)
2. Review of Revised Draft outline of TAP 2023-2025 Strategic Plan and next steps (10 minutes)
3. Review and Approval of revised TAP Budget (20 minutes)
4. Planning and next steps for 2023 Campaign (10 minutes)
5. Partnership Updates (15 minutes)
  - a. TAP Coordination Call - Thursday, 1 December 2022
  - b. 2023 Steering Committee co-chairs
6. Review of TAP Partner Applications (5 minutes)
7. AOB (5 minutes)

**1. Review of last Steering Committee call notes (10 minutes)**

**DECISION: The Steering Committee adopted the minutes from the last meeting.**

**2. Review of Revised Draft outline of TAP 2023-2025 Strategic Plan and next steps (10 minutes)**

The Secretariat has already reflected on and edited several comments. Some sections are too long and need to be cut down. The next steps will include design because we want this to be a visual document, so we will have to hire a graphic designer to pull it together.

The main outstanding question is on structure and order. Should the vision and mission be brought further up the document? Should anything else be restructured? We should have something ready by the time everyone gets back from the holidays in the middle of January. The document is also pending a message from the Steering Committee, so instruction on how you would like us to draft that would be appreciated.

- Do we need indicators?
  - We want this to be a succinct, clear document. The current strategic plan went the other direction and provided a lot of the small details. For this iteration, indicators are not necessary.
- We should bring the mission and vision up under the About TAP section, then have the strategic goals under that.
- Unless someone from the Steering Committee reaches out to John about the message from the Steering Committee, the Secretariat will come with suggestions. The section should not be longer than a paragraph.

**FOLLOW UP: The Secretariat will continue drafting the strategic plan, including the message from the steering committee, and move forward on the hiring process for a graphic designer**

**3. Review and Approval of revised TAP Budget (20 minutes)**

We have reconciled the budget with Proteus Fund. We have reallocated part of the extra funding we had towards the new staff member. We also have a flexible amount of funding to go through the 2023 campaign.

There was a discussion on staffing earlier this week with Steering Committee Members Peter and Cheri.

- Can you explain the substantial increase in one of the staff lines?
  - It is a new position coming in place of the current lower level fellowship position.
  - We are ideally looking for someone to work full-time and from New York, but we will consider exceptional candidates doing remote work.

- We are searching for candidates at the expert level.
- Some steering Committee members expressed some concern about salary increases.
- Regarding the benefits allocation, the amount is most likely over-budgeting from what we will actually need. This is because this person is coming on for just one year, so they will be classified as temporary staff which will entail a different benefits package.
  - The benefits and fringe seem low. It is important we provide good medical insurance to this staff.
- A Senior Campaigns Director salary per year according to the market in New York is \$120,000 a year. Therefore, \$80,000 would be too high if the position was part time.

Adjustments to the Communications and Outreach Officer's salary was made based on a check-in conversation with staff members in Geneva. This is a cost of living adjustment as well as a general salary increase. There has also been a conversation to set in place KPIs next year and in their work going forward.

**DECISIONS: The Steering Committee voted to approve the budget, understanding that this is still a working document.**

#### **4. Planning and next steps for 2023 Campaign (10 minutes)**

We don't want to be specific because we haven't outlined exactly what the campaign will entail and we were waiting to completely outline until the budget was approved. We are thinking about what resources and capacity we have to deliver on the campaign. We have talked about possible in-country activities too. There are a number of things we can do regarding virtual engagement and network engagement. We want to give people a menu to mobilize. We will outline our objectives and goals, then fully flesh everything out when the new staff joins in the new year.

We don't have many updates on the consultant, we will be getting everything up and running by the end of the year.

#### **5. Partnership Updates (10 minutes)**

We have our last coordination call of the year on Thursday, 1 December, and one thing we will discuss is the 2023 plans and how they can engage. We would encourage you to attend the call if you can tomorrow.

We need to set up co-chairs for next year. We said we would follow up on this from Geneva. We don't need to take a decision here.

**FOLLOW UP: The Steering Committee will follow up on the co-chairs via email**

**6. Review of TAP Partner Applications (10 minutes)**

Organization	Secretariat Recommendation	Partner Feedback
NGO Africa Watch	Accept	Pending