

TAP Network Steering Committee 2022 - 2023

3 February 2023

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**
- Richard Muko, Consolation East Africa**
- Mr. John Romano, TAP Secretariat**
- Ms. Ellery Wong, TAP Secretariat**

Chairing Meeting **Mr. Peter van Sluijs, CSPPS**

Next meeting **Mr. Peter van Sluijs, CSPPS**

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

AGENDA:

- Review of notes and decisions from last Steering Committee call (5 minutes)
- Update on interviews for TAP Campaigns and Advocacy Officer and decision-making (15 minutes)
- Update on TAP Strategic Plan draft, Work plan, Staff KPIs (10 minutes)
- Partnership Updates (5 minutes)
 - a. TAP Advocacy Working Group update
 - b. Engaging in C20 and UN Foundation CSO SDGs Group
- Review of TAP Partner Applications (5 minutes)
- AOB (5 minutes)

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

The notes from the past two meetings were approved with one small adjustment to the clarity of the language from 30 November notes.

DECISION: The Steering Committee adopted the minutes from the last two meetings.

2. Update on interviews for TAP Campaigns and Advocacy Officer and decision-making (15 minutes)

The TAP Secretariat provided a brief overview of the interviews that took place the week prior with the three shortlisted candidates for the position.

Steering Committee Co-Chairs, Cheri and Peter, also provided their inputs and thoughts based on their experience representing the Steering Committee in the interviews.

Discussion about selection of a candidate and their salary compensation took place.

Consent from all secretariat members was confirmed to take the decision to select one candidate. The Secretariat will reach out to make the offer to the candidate.

A discussion was also initiated about transparency and the candidate selection process. It was agreed that TAP will continue to keep transparency at the forefront of recruitment and onboarding.

DECISION: The selected candidate will be contacted by the TAP Director to initiate onboarding.

3. Update on TAP Strategic Plan draft, Work plan, Staff KPIs (10 minutes)

There are no updates to the strategic plan, as the graphic designer is behind schedule in delivering the edits requested. We will move as quickly as we can to distribute the finalized version to the Network.

When do we expect to publish the Strategic Plan?

- The Secretariat will hope to have a finalized version for approval in two weeks, or by the next steering committee meeting.

The Steering Committee provided comments over the past week regarding the Work Plan. The document will be shared with the Network in tandem with the strategic plan distribution and announcement of the new Advocacy and Campaigns Officer.

With great help from Cheri, the TAP Director and Communications and Outreach officer delivered their KPIs to the Steering Committee.

It was noted that the KPIs were annually reviewed. Can evaluations take place throughout the year?

- The official review will be yearly, concretely addressing performance on indicators and salary. However, check-ins should occur quarterly. These check-ins will be up to the Secretariat to organize and facilitate.
 - Quarterly reviews were seconded.
 - The TAP Director suggested that quarterly reviews be conducted for the Communications and Outreach Officer between himself and the Officer. The same process would apply for the potential Advocacy and Campaigns Officer. The Director's quarterly reviews will be done with the Steering Committee Co-Chairs, and will review the quarterly reviews of the other staff as well.

It was agreed that the KPI development will also be taken up with the potential Advocacy Officer and presenting them to the Steering Committee.

A Steering Committee member commented that the Director's KPI should include an action point/indicator on staff development, which should also include the management of work-life balance and mental health.

- It was concurred that additional language will be written into the document.

Do weekly meetings on the Director's KPIs indicate a meeting about reviewing the team's progress? This may be too much.

- That action point references the Secretariat's operation meetings to discuss weekly work items. These meetings are used to provide updates and coordinate.
- A Steering Committee member suggested that this language on this may also need to be reviewed.

Follow-up: Director to adjust a few points on their KPI's reflecting the suggestions of the Steering Committee. Advocacy and Campaigns Officer to work with Cheri on drafting their KPIs.

4. Partnership Updates (5 minutes)

The TAP Secretariat held the first advocacy working group meeting last week. It was a good opportunity for participants to share their vision for the group and get the opening questions about the operations of the group into the forefront. The group showed enthusiasm for member-led processes and expressed a need for a concrete outline of the vision and structure of the group. There was an enthusiasm to assist in leading the group, and a consensus for multiple focal points contributing to coordinating the group. A form was distributed to all members to collect inputs and get names for who will take the leadership role forward. The group will meet monthly.

The C20 working group has brought in the Accountability Lab, thanks to Cheri's assistance. This addresses some concerns about capacity, since the Accountability lab has experience engaging with this process and will assist in offloading the work.

Regarding the UN Foundation CSO SDG group, it is still unclear what they hope to do. TAP had a conversation with them last week about strategy and coordination. One opportunity is their interest in collecting commitments around the summit and supporting accountability. Potentially they will be able to support or fund TAP on this work.

Did you ask the UN foundation about their interest to be in the advisory group of the Halfway to 2030 report?

- It was mentioned. However, since they work on all SDGs and not just SDG16, there is a little bit of hesitation. They said they would consult their team to see how they can get involved. It may be that they are at least able to help us with promotion into different processes.

5. Review of TAP Partner Applications (5 minutes)

Both Partner organizations under review are still waiting for inputs from a TAP Partner. Further updates will be presented on the next call.

6. AOB (5 minutes)

Accountability Lab is launching Hack Corruption, an initiative that will bring together technologists to build institutions on transparency.

CEA will be doing a workshop for women living with HIV in Tanzania.

CIVICUS will be releasing its CIVICUS Monitor global ratings on 16 March which can be helpful for TAP to assess civic space/fundamental freedoms commitments. We will also be releasing our State of Civil Society Report at the end February.

CSPPS will be leading a workshop on VNR processes and traveling in the coming weeks.

DECISION: 10 AM on Fridays is a viable weekly time for the Steering Committee to meet.