

TAP Network Steering Committee

Meeting Decisions

8 September 2017

Present:

- Ms. Arelys Bellorini, World Vision
- Mr. Louis Busingye, HRFRA
- Mr. Zia Ur-Rehman, ADA
- 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/vygsnzuuda6hpzma>

Chairing Meeting: Ms. Arelys Bellorini, World Vision

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 25 August 2017.

2. Review of TAP Network Governance Review Questionnaire and next steps

Discussion: The Secretariat presented the draft of the questionnaire for the TAP Governance Review, and outlined a prospective timeline for the governance review process, as well as for TAP Steering Committee elections. The Steering Committee highlighted the need to publish the questionnaire ASAP to the Network, to allow for sufficient time for members to provide their inputs.

Decision: Approval of draft of TAP Network Governance Review questionnaire

Decision: Approval of the following timeline for elections and consultation:

TAP Governance Review Consultation:

- **TAP Network Governance Review consultation open for inputs:** 13 September - 20 October (6 weeks)
- **TAP Secretariat provides synthesis/analysis of consultation:** 25 October 2017
- **Richard Bennett to complete his work - reviewing and re-drafting Terms of Reference for TAP Steering Committee:** Mid-October for revised ToR presented to TAP Steering Committee for review; with interviews and work from mid-September to mid-October.

- **TAP Steering Committee to take decisions on governance and membership engagement mechanisms/strategy:** 25 October - end of 2017.

TAP Network Steering Committee elections:

- **Nominations for TAP Steering Committees Open:** 1 November 2017 - 17 November 2017
- **Voting for TAP Steering Committee nominated organizations:** 20 November 2017 - 15 December 2017
- **Next Steering Committee's mandate begins:** 1 January 2018

Follow-up: TAP Secretariat to send out questionnaire to TAP Network ASAP

3. Update on application and transition to Proteus Fund

Discussion: The co-chairs outlined the current status of the application and transition process with Proteus Fund, noting in particular that Hewlett Foundation has informed us that there would be no need for a financial health assessment on Proteus Fund, and that we are flexible to use that funding (\$5,000) under the Organizational Effectiveness grant to help support the governance review going forward. Proteus Fund and the TAP Secretariat have come up with a list of key information that we'll need for the transition process to Proteus Fund. Out of these items, the Steering Committee will need to provide information on 3 items in particular, including TAP staff salary information and job descriptions, fiscal year budgets for 2017 and 2018, as well as office rental information going forward. It was proposed and agreed that the Steering Committee co-chairs work to put forward a proposal for these items for review by the rest of the Steering Committee on the next call, and continue to lead on the transition process with the TAP Secretariat.

Decision: TAP Steering Committee co-chairs to put forward proposals for 1) TAP staff salary and job descriptions, 2) budget for remainder of 2017 and 2018, and 2) office arrangements for TAP Secretariat.

4. Review of prospective budget for next TAP grant for 2017-2018

Discussion: The TAP Secretariat briefly outlined the key considerations for next year's TAP grants from OSF and Hewlett Foundation which will need to be outlined by the TAP Steering Committee. The need for a discussion around this budget will be important for our strategy and planning for the next year through October 2018. It was proposed for the Steering Committee co-chairs to put together a proposed budget for next year's grant for discussion going forward. It was highlighted that TAP Steering Committee members should provide comments to the co-chairs ASAP on what they feel should be included in this initial draft budget.

Decision: TAP Steering Committee co-chairs to draft proposed budget for TAP Steering Committee to review on next Steering Committee call.

5. Update on delayed payments by WFUNA

Discussion: The TAP Steering Committee co-chairs updated the Steering Committee on the status of delayed payments from WFUNA. The co-chairs indicated that they have continued to hear from various TAP members about delays in payments and reimbursements. This includes delays in payments to TAP funded participants for HLPF, Goal 16 national workshops, as well as the TAP coordinator's monthly salary payment delayed by 2 weeks. All of these delayed payments total roughly \$35,000. The co-chairs outline that WFUNA has indicated that they do not have the funding available to make these payments immediately. Concerns were expressed by all Steering Committee members that these delays in payments impact the credibility of TAP more broadly. Concerns were also expressed that WFUNA did not have TAP's funding readily available and has used funding from TAP for other WFUNA expenses, as well as a concern about lack of transparency and communication from WFUNA from a financial management perspective. The Secretariat also highlighted that WFUNA has also not been able to provide any up-to-date financial or administrative information that are necessary for the transition process to Proteus Fund, with the Secretariat having to take significant time and effort to fill these gaps. An idea was proposed and agreed for the Steering Committee to draft a joint letter from the Steering Committee to WFUNA expressing concerns about delayed payments, as well as information regarding the transition to Proteus Fund. Concerns were also expressed that this has affected the perception and credibility of the TAP Network from our members. Questions were asked about the protocols from WFUNA about managing TAP's funding and oversight protocols regarding the TAP budget. The Steering Committee co-chairs committed to continue to follow-up with WFUNA on these matters.

Decision: Steering Committee to send letter to WFUNA outlining concerns about late payments and transition to Proteus Fund.

Follow-up: co-chairs to work to put together draft of this letter for Steering Committee

6. AOB

Discussion: ADA outlined the opportunity for TAP to be involved with the upcoming GALAA trainings in Cambodia and Nepal, as a primary focus of these trainings will be focused on SDG16. No funding support would be needed, but instead merely allowing ADA to utilize TAP's logo for the event to recognize TAP's contributions and work around SDG16.

Decision: Approval of support for GALAA trainings by ADA



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