



## **TAP Network Steering Committee Terms of Reference**

### **1. Title of the Group**

The group shall be called the “TAP Network Steering Committee”.

### **2. Terms of Reference and Mandate**

#### **a. Role of the Steering Committee**

The primary objectives of the Steering Committee is to:

- provide overall guidance, particularly helping guide advocacy priorities on policy and strategic issues.
- Take decisions on various action items that require quick turnaround or responses on behalf of the TAP Network members.
- build consensus on core issues facing the group for the 2030 Agenda (e.g. Joint Statements, Partnerships, Regional Representation, what is needed for successful Outreach and Advocacy).
- develop and finalize Logical Framework (log frame) and funding proposals for TAP Network’s programmes and objectives in a given year.
- build relationships and trust between all participants in the initiative.
- help identify actions and concrete outputs that will strengthen the overall credibility, visibility and influence of the TAP Network.
- decide on criteria and guidelines for members or partners within the TAP Network, such as TAP membership, the use of communication tools including the email list, and representation by members; and to respond to questions that arise.
- demonstrate in its functioning, the principles of the network (transparency, accountability and participation).
- review certain TAP Network budget and expenditures related to the TAP Network’s programme as appropriate.

- decide on thematic working groups, as appropriate, with inputs from official members of the TAP Network.
- if a member requires a ballot on an issue the committee will initiate a formal ballot process, if deemed necessary.

**b. Steering Committee Membership**

- Membership of the Steering Committee is open to any organization listed on the TAP Network mailing list/google group as of the launch date of the Steering Committee nomination process in a given year.

**c. Size and Composition of the Steering Committee**

- A maximum of five organizations can serve on the steering committee at one time.
- The organization that hosts the TAP Network Secretariat in a given year will serve as an ex-officio Member of the TAP Network Steering Committee.<sup>1</sup>
- The Steering Committee will comprise of at least two organizations from the Global South<sup>2</sup> and two organizations from the Global North<sup>3</sup>.
- An organization can serve a maximum of two consecutive terms on the Steering Committee.
- Members of the Steering Committee serve in an organizational capacity. Each organizational member on the Steering Committee may be represented by one individual at any given time serving as a “focal point”; notice of any change in representative should be given to the Steering Committee.

**d. Anticipated time commitment for Steering Committee Members**

- Each Steering Committee Member must be able to dedicate roughly 5 hours per week working as part of the TAP Steering Committee.

**3. Rules and Procedure**

**a. Methods of Work**

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<sup>1</sup> The Organization currently hosting the TAP Network Secretariat for 2016-2017 is the World Federation of United Nations Associations (WFUNA)

<sup>2</sup> Organizations that have headquarters in non-OECD countries. List of OECD Countries: <http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm>

<sup>3</sup> Organizations that have headquarters in OECD countries. List of OECD Countries: <http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm>

- The Steering Committee will engage regularly with the broader TAP Network in order to ensure transparency in its activities and decision-making. The frequency and method of this engagement will be determined by the Steering Committee itself.
- The Steering Committee, with the guidance of the TAP Coordinators, shall be responsible for determining the issues to be placed on the agenda.
- The Steering Committee shall elect two Co-Chairs to help facilitate the work of the group, with one member from the Global North<sup>4</sup> and Global South<sup>5</sup>.
- The Steering Committee will have conference calls every two weeks. The Steering Committee or the TAP Coordinators can convene conference calls on an ad hoc basis, as they are required, in between these bi-weekly calls.
- The Steering Committee may establish working groups if needed.
- Official decisions on agenda items can only be taken when there is a quorum present at the meeting. A quorum is achieved when three or more Steering Committee Members are present.
- The Steering Committee will strive to reach consensus in its decision-making processes, but if needed, members of the Steering Committee will conduct an open voting process to reach a decision on items. Voting on these issues will be decided with a majority vote, consisting of 3 or more votes.
- The Steering Committee will select speakers to represent the TAP Network, as necessary, and as opportunities arise. The TAP Coordinators will facilitate a nomination process to identify these potential speakers, and provide the Steering Committee with relevant information to make their decisions.
- Each member of the TAP Network Steering Committee shall select a substitute to represent their organization if the focal point cannot attend Steering Committee meetings.

#### **b. Channels of Communication**

- TAP Coordinators will transcribe decisions and follow-up actions from each meeting.
- For the sake of transparency, the steering committee will make public a list of decisions taken by the Steering Committee at each meeting, with the Coordinators also sharing these decisions with the TAP Network via the Newsletter, and uploading the decisions on the TAP Network website.

#### **c. Consultation Process**

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<sup>5</sup> Organizations that have headquarters in non-OECD countries. List of OECD Countries: <http://www.oecd.org/about/membersandpartners/list-oecd-member-countries.htm>

- The Steering Committee will serve as a main outlet for consultations from the TAP Coordinators on matters relating to the functioning of the Network and its strategic direction. The TAP coordinators will also consult with the entire TAP Network on certain issues particularly related to specific advocacy opportunities and ongoing intelligence gathering, however, the Coordinators may also engage the Steering Committee particularly in cases where decisions must be taken, or responses or actions are required in a timely and efficient manner.

**d. Review of Terms of Reference and Mandate**

- The TAP Network shall review the terms of reference and mandate of the Steering Committee at the end of the Steering Committee term, taking into account any recommendations from the Steering Committee for modifications.
- The Steering Committee may at any time ask the TAP Network to consider a recommendation for changes to its terms of reference and mandate.

**4. Selection of Steering Committee**

- The selection of the Steering Committee will be decided by a voting process, facilitated by the TAP Network Coordinators.
- The TAP Coordinator will make a call for self-nominations for organizations to serve on the TAP Steering Committee. All candidate organizations will be required to provide detailed descriptions of the nature of their work, why they are applying to be part of the steering committee and their advocacy priorities in the coming year, and identify a prospective organizational focal point. All nominations must be supported or “seconded” by another organization within the TAP Network. This organization that “seconds” a nomination must be explicitly identified in the nomination at the time of submission.
- Only Civil Society Organizations that are on the TAP Network listserv on the date that the nomination process is announced will be able to nominate themselves for a Steering Committee slot, to ‘second’ another organization’s nomination, or to be eligible to vote.
- If there are any issues that arise regarding nomination and voter eligibility, the TAP Network Steering Committee will take a decision on their eligibility.
- Once the nomination process has concluded, the TAP Coordinators will provide information about all of the potential candidates to the entire TAP Network, who will then vote on the new members of the Steering Committee.
- Each organization will be allowed to submit one ballot in the voting process. This ballot will require each organization to identify its top four choices for the TAP Network Steering Committee. In the case that multiple ballots are received, only the first ballot submitted will be used, and all others shall be void.

- The organizations with the most total votes after the voting round concludes will be selected as the new TAP steering committee.
- If there is a tie for any steering committee slot, a run-off vote will be held for this slot.

**a. Term of Service**

- Steering Committee Member Organizations shall be elected for a single term, or until their successors are elected, whichever comes sooner.
- The term of a Steering Committee member lasts until the end of a given year until new elections are held.
- The current Steering Committee shall serve for a period of one year from the date the results of the election are announced.
- If a member of the Steering Committee is not actively carrying out his/her duties and responsibilities, they will be asked to resign and their position shall be declared vacant. It will be offered in the first instance to the organisation that received the next highest number of votes in the most recent election. The Steering Committee must unanimously decide to replace an existing member on the Steering Committee.

**5. Inaugural Meeting**

The inaugural meeting of the new Steering Committee shall take place in a timely fashion after the close of the election. At this meeting the Steering Committee shall decide and finalize its working methods and procedures.