

TAP Network Steering Committee

Meeting Decisions

29 September 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/54uysr4ibn7p3d74>

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 8 September 2017.

2. Next steps for transition to Proteus Fund

Discussion: The TAP Steering Committee co-chairs presented key points for follow-up regarding the transition to Proteus Fund, as tasked with from the previous steering committee call, including 1) salary information for TAP Coordinator, 2) office arrangements for TAP Secretariat in New York and 3) a revised budget for 2017-2018 grants from Hewlett Foundation and OSF (covered in agenda item #3). It was highlighted that the process to find a permanent office space in New York for the Secretariat needed to be fully transparent and inclusive of TAP Members, to ensure that no members perceived the Secretariat and Steering Committee to give preference to any organization over another. Consequently, it was proposed by the co-chairs for TAP to explore potential options for TAP office space available by TAP members, with a public call for TAP Members to offer any space they may have available. It was noted that the co-chairs would send an email update to TAP Network members to update them on the fiscal sponsorship transition and the opportunity for TAP Members to offer office spaces for the Secretariat. It was highlighted that the message to Network members should be very clear about what TAP was looking for – that this would merely be providing office space for the TAP Secretariat, with the Secretariat operating

independently from that organization offering the office space, to avoid any members confusing this with the “hosting” of the TAP Secretariat. The Fiscal Sponsorship Agreement with Proteus Fund was also presented to the Steering Committee. It was unanimously agreed that the Steering Committee co-chairs should sign the Agreement on behalf of the Steering Committee, with the Steering Committee serving as the permanent institution that represents the TAP Network and its leadership.

Decision: Steering Committee co-chairs to sign the Fiscal Sponsorship Agreement with Proteus Fund, on behalf of the TAP Steering Committee.

Decision: TAP Steering Committee to send communique to TAP Network Members to update them on the fiscal sponsorship transition, as well as to open up opportunity for TAP Members to apply to offer office space in New York for TAP Secretariat.

3. Review of proposed budget for 2017-2018 and end of 2017 spending

Discussion: The co-chairs presented a revised budget for the 2017-2018 grant year with the Hewlett and OSF grants, as they were tasked with from the previous Steering Committee call. The budget line for travel for “project support” was also discussed, with added clarification by the Secretariat that this budget line would be to support travel costs supporting any project/grant activities, which would include for the Secretariat, Steering Committee and/or any future TAP regional coordinators. It was also proposed for the Steering Committee to have further discussions about developing a clear framework for how TAP takes decisions on travel for TAP Secretariat, Steering Committee and TAP Members, which clearly includes guidance and transparency of procedures for decisions and what TAP will cover for TAP Members travels. It was agreed that these would be necessary, and would also help the Steering Committee take transparent and timely decisions in this regards. Additional budget lines were also discussed for the Secretariat to clarify, including around costs of TAP Secretariat benefits, communications and anticipated costs through the end of 2017.

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. Update on delayed payments by WFUNA

Discussion: The co-chairs updated the Steering Committee about the current situation regarding the delayed payments by WFUNA to TAP Network members, vendors, consultants

and TAP Coordinator. Multiple emails have been sent to WFUNA from the co-chairs, including a letter on behalf of the entire TAP Steering Committee, with a physical copy of this letter also being sent to WFUNA by mail. These payments have still not been made, and concerns were expressed by the Steering Committee about delayed salary payment to the TAP Coordinator for the past 2 months. Concerns were also raised about the lack of communication and response from WFUNA on this situation, both with the Steering Committee itself, and with the TAP Members, vendors and consultants that have directly followed up with them on the payments. It was proposed that the co-chairs try and arrange a meeting with WFUNA to try and resolve the situation ASAP. It was also proposed that the Steering Committee will look to reach out to the donors to have a discussion about the current situation. It was also noted that the Secretariat has also been without an office space for most of September, with World Vision kindly offering to lend free office space to the Coordinator in the interim until a permanent space is identified.

Follow-up: Steering Committee co-chairs to explore having a meeting with WFUNA ASAP.

Follow-up: Steering Committee co-chairs to arrange a call with TAP's donors about current situation.

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