

# TAP Network Steering Committee

## Meeting Decisions

11 October 2019

**Present:** Ms. Florence Syevuo, SDG Kenya Forum  
Mr. Brenda Kayitesi, HRFRA  
Mr. Jordan Street, Saferworld  
Mr. Zia Ur-Rehman, ADA  
Mr. John Romano, TAP Secretariat  
Ms. Elle Sweeney, TAP Secretariat

**Next meeting:** 25 October 2019

**Chairing Meeting:** Ms. Florence Syevuo

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

### **Agenda Items:**

#### **1. Review and approval of last Steering Committee call notes**

**Decision:** Approval of Decisions and Notes from TAP Network in-person Steering Committee on 13 September 2019.

#### **2. Review of TAP Network Steering Committee Terms of Reference**

- a. Proposed areas for potential review by TAP Secretariat

**Discussion:** The TAP Coordinator provided a brief overview of the proposed areas for potential review for the Terms of Reference for the TAP Network Steering Committee. Areas under consideration included: the institutional memory seat, which was a seat designated by the prior Steering Committee; expanding or shrinking the size of the Steering Committee, which is currently set at five representatives; the regional, gender, and thematic area balance of the

Steering Committee; and the duties, including participation commitments, of serving Steering Committee Members.

It was decided and agreed that the Steering Committee would retain its current size (i.e. 5 members), retain the institutional memory seat (with an update that the seat would have to be filled by an organization from the Global South), retain the regional balance in favor of a Global South majority (with no updates regarding the definition of Global North/Global South. The current definition is based on the location of an organization's headquarters being in an OECD country or not. It was decided and agreed that the Secretariat would review all organizations nominated and their stated location and flag any issues to the Steering Committee for review if needed), not make changes that would require a thematic balance (but instead provide a recommendation to the next Steering Committee in the Hand-Over Note suggestion that the size of the committee be expanded in the event of a thematic imbalance, update the participation expectations to include language that requirements that Steering Committee Members must inform the group in writing in advance if he/she will miss a meeting or call—and requirements to have the secondary representative attend in his/her absence where possible—with a maximum of three unexcused absence, retain the current term limits to two (as opposed to defining eligibility by years), and finally make an update regarding campaigning requirements.

The TAP Coordinator then provided an overview of the proposed timeline for nominations, elections, and decision-making. It was decided and agreed that push the final day of the election up a week to 11 December in the case of a run-off.

Given the decision regarding the institutional memory seat and the term limits, only ADA and SDG Kenya Forum are eligible to put themselves forward. It was decided and agreed that each organization would decide whether or not they want to put themselves forward and then go to the other Steering Committee Members to vote.

### Decision:

- It was decided and agreed that the Steering Committee would retain its current size (i.e. 5 members), retain the institutional memory seat (with an update that the seat would have to be filled by an organization from the Global South), retain the regional balance in favor of a Global South majority (with no updates regarding the definition of Global North/Global South. The current definition is based on the location of an organization's headquarters being in an OECD country or not. It was decided and agreed that the Secretariat would review all organizations nominated and their stated location and flag any issues to the Steering Committee for review if needed), not make changes that would require a thematic balance (but instead provide a recommendation to the next Steering Committee in the Hand-Over Note suggestion that the size of the committee be expanded in the event of a thematic imbalance, update the participation expectations to include language that requirements that Steering Committee Members must inform the group in writing in advance if he/she will miss a meeting or call—and requirements

to have the secondary representative attend in his/her absence where possible—with a maximum of three unexcused absence, retain the current term limits to two (as opposed to defining eligibility by years), and finally make an update regarding campaigning requirements.

- It was decided and agreed that push the final day of the election up a week to 11 December in the case of a run-off.

**Follow-up:**

- TAP Coordinator to update the ToRs by next meeting according to the decisions above
- ADA and SDG Kenya Forum to decide if their organizations will put themselves forward for the institutional memory seat.