

20 March 2020

**Present:**

- Mr. Peter van Sluijs, CSPPS
- Ms. Judith Kaulem, Poverty Reduction Forum Trust
- Ms. Florence Syevuo, SDG Kenya Forum
- Ms. Jean Scrimgeour, Accountability Lab
- Mr. Hideki Wakabayashi, ADA
- Mr. John Romano, TAP Secretariat
- Ms. Elle Sweeney, TAP Secretariat

**Next meeting:** 20 March 2020

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

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

**Agenda Items:**

1. **Budgeting/Programming and Work planning for remainder of 2020**
  - a. **TAP Secretariat staffing review**
    - i. **Reviewing TAP Secretariat Staff time allocation**
    - ii. **Reviewing TAP Capacity Analysis from previous Steering Committee**
  - b. **Setting priorities and finalizing work plans for 2020**
    - i. **Review of work plan and overview of opportunities**
    - ii. **Allocation of staff time/Steering Committee time**

**Discussion:** John provided an overview of the work planning for the remainder of 2020, noting that the global pandemic may have a significant impact on these plans for the months ahead. There will be a need to look at how TAP engages digitally with its members. From a budgeting perspective, the limitations of the pandemic in terms of TAP's ability to engage in countries, such as the national workshops, opens up some of these previous allocated funds to other activities.

The group opened up their discussion with some general comments about the budget/programming and the work plan for 2020.

With regard to the focus of building up the membership, PRFT noted that, given the Secretariat's capacity limitations, there is an option either focus on a) expanding TAP's membership or b) deepen its relationship with its current membership. John noted that TAP has never had a concerted membership drive—its current members have joined the Network organically after having seen the added-value of the Network. John's preference going forward would be to deepen engagement rather than expand it. This is in line with the feedback we receive from the Network itself in our recent survey.

John walked the group through the workplan, which aligns with the objectives outlined in the strategic plan. John suggested that each Steering Committee member review the workplan and note where each of their organizations might be able to actively engage.

Again, given the changes brought about by the global pandemic, there is a need to reshuffle TAP's work and focus on opportunities where we can engage digitally.

For the first strategic goal (Localization and Capacity Building), John suggested that the following workstreams be given a high priority:

- Developing a revised "Goal 16 Advocacy Toolkit"
- Further development of additional capacity building tools
- Advance work with the SDG 16+ Localization Consortium
- Strengthen Post-VNR Best Practices for SDG 16+

The above activities are easy to translate into digital activities. On the other hand, John suggested that the following activities be given a low priority given the need for these to be in-person:

- National SDG 16+ Workshops
- National SDG Accountability Workshops (\*PRFT noted that these workshops could be offered digitally and should be given a higher priority)

Generally speaking, Accountability Lab noted that there is quite a lot of activities on the workplan and it would be necessary to put together a Gaant chart so that TAP can prioritize projects, especially given the capacity constraints of the Secretariat.

John noted that a few of his perceived priority workstreams, including the Goal 16 Toolkit, which is one of the Network's key resources.

ADA asked what the added-value of digitalization of some of TAP's work would be. John noted that the Goal 16 Toolkit and Justice Toolkit are currently only available in a static PDF form, whereas the SDG Accountability Handbook is on a website and therefore more accessible to members to actively engage with. For example, members are able to more easily provide content, such as case studies. To digitalize these other resources, the biggest investment will be time to put the platforms together.

For the second strategic goal (Monitoring, Data and Accountability), John noted that the following objectives/workstreams should be given a high priority:

- Coordinating a Campaign for a "Decade of Accountability for the SDGs"
- Improving the frequency, effectiveness and impact of SDG Spotlight Reporting

The following objective was suggested to be given a medium priority:

- Improving the recognition and use of independent and “non-official” data sources to measure SDG16

For the third goal (Global Civil Society Coordination, Advocacy, Learning and Leadership), John suggested the following objectives be given a high priority:

- Fostering a coordinated community of civil society practitioners around SDG16+ and Accountability for the SDGs
- Enhancing Peer-to-Peer Knowledge Sharing, Capacity Building, and Learning Opportunities for CSOs working on TAP issues

The following objective was suggested to be given a medium priority:

- Increased recognition of the importance of civil society for SDG16+ and accountability for the 2030 Agenda through coordinated advocacy
- Expanding the role for civil society in work to advance SDG16+ and SDG Accountability through leadership in key spaces at all levels

Through the workplan document, each Steering Committee member noted where their organizations could engage actively and support TAP’s workstreams.

ADA asked if TAP’s advocacy is limited to the UN and the HLPF or if there is interest in expanding this advocacy to other realms. For example, ADA engages in the C20. TAP noted that there have been passed discussions about expanding its presence into other communities, such as the human rights and the financing for development communities. However, with the pandemic, there may be more limited opportunities to engage in these broader international arenas. John noted that it relies on its members to connect us with these opportunities.

SDG Kenya Forum agreed with the need for TAP to focus on engaging in other communities, particularly the G20. There are opportunities to gain allies in this community for SDG16.

PRFT asked how the membership has responded to the opportunities to showcase spotlight reports on the TAP platforms. John noted that there is already a strong interest in spotlight reporting from your members/partners and is therefore why it should be prioritized going forward and why has been prioritize in the past. Last year, TAP called its membership to submit their spotlight reports so they could be analyzed and showcased on TAP’s website.

Finally, John reviewed the last internal workstream: fundraising. It was noted that all of the focus on the substantive areas above are dependent on the availability of funds. TAP has spent a majority of its time in recent years leading up to the 2019 HLPF on its substantive work. Now, there is a critical need to focus on fundraising in order to maintain the momentum TAP has built.

Jean suggested that the Secretariat should identify its “quick wins” in terms of its activities and deliverables that should be prioritized. John noted that the TAP Secretariat will again put together a Gaant chart after this meeting with prioritization.

The Secretariat to create a Gaant chart following this meeting. It was suggested that additional time be allocated be at a subsequent meeting to discuss membership engagement. Steering Committee members to note which activities their organizations would be able to actively contribute to in the coming year and send an email to the Secretariat after this meeting.

#### **Follow-up:**

- The Secretariat to create a Gaant chart following this meeting. It was suggested that additional time be allocated be at a subsequent meeting to discuss membership engagement.
- Steering Committee members to note which activities their organizations would be able to actively contribute to in the coming year and send an email to the Secretariat after this meeting.

#### **c. Finalizing Budget Scenarios for 2020**

**Discussion:** John provided an overview of the three budget scenarios for the remainder of the year.

For the first scenario, no additional funding would be raised. As such, the budget would be limited to key line items, including staff costs for the Coordinator and the Program Officer, and potentially a Fellow. Given that the Program Officer is departing, there is a need to hire a consultant to take over the post-VNR work specifically. John has already reached out to a few candidates. There is a need to revise the Goal 16 Toolkit, which would be the responsibility again of a hired consultant. In terms of other major costs, this budget notes line items for in-person steering committee meetings, travel, and office space. TAP's current office space is month to month and could potentially be given for the time being with the reality of the current pandemic.

ADA asked for the Secretariat to provide a background on the salary standards for TAP's staff persons. It was noted that the Coordinator has not received a title change or raise since 2017.

It was noted that the costs of the previously planned in-person meeting in Kathmandu was to be covered by ADA. ADA noted that the Tokyo Democracy Forum in October may be a new opportunity for the in-person meeting to be hosted and potentially some of the costs covered.

Accountability Lab noted that there is a need to do a salary analysis compared to other organizations. It is imperative to have internal accountability and to employ people at a fair rate, including benefits.

John noted that the previous Steering Committee had suggested that a future staff person be based in another city. Alternatively, it was suggested by the previous Steering Committee that the current Coordinator move from place to place around the world. CSPPS and Accountability Lab suggested that the above options both have their challenges in terms of costs as well as in terms of the staff's ability to coordinate with one another.

The second budget and third budget scenarios are the same, which would amount to the full-match budget amount from the Mott Foundation. However, the third budget scenario defers part of the budget to 2021.

The Steering Committee decided and agreed approve the first budget scenario. It was decided and agreed that the Secretariat should make arrangements to save money in the months ahead on rent

costs and that it should also look to hire additional staff members to help assist with the expected workload. It was noted that John will need to be reimbursed for his at-home costs.

ADA noted that the fundraising outlook for the rest of the year does not look good.

#### Decisions:

- The Steering Committee decided and agreed approve the first budget scenario.
- It was decided and agreed that the Secretariat should make arrangements to save money in the months ahead on rent costs and that it should also look to hire additional staff members to help assist with the expected workload.

#### Follow-up:

- Secretariat to do a comparative salary analysis to assess TAP's current salaries against industry standards to be delivered by the next Steering Committee meeting.
- Secretariat to make arrangements to suspend WeWork office space indefinitely.

## **2. Fundraising**

- a. Fundraising scenarios and target donors**
- b. Discussion on potential fundraising projects**
- c. Fundraising plans and strategy**

**Discussion:** John provided a brief overview of TAP's fundraising strategy and updates from its potential funders given the circumstances around the pandemic, including KOICA and the Swiss.

The Swiss noted that it is not able to say yet what the implications of the pandemic will be in terms of funds.

KOICA indicted on the other hand that given the successful response of the Koreans to the pandemic that TAP may be able to push for funding now for 2020. This would not be a significant amount of money but would help TAP to reach the next stage of its match funding with Mott. The proposal has already been submitted to KOICA, which include three priority areas (Spotlight reporting, Decade of Accountability, and Localization). KOICA now requires TAP to indicate which workstream it would prioritize first of these three. It has been suggested by Anselmo that Spotlight Reporting has the highest likelihood of being approved.

John noted that there is a critical need to think about TAP's fundraising strategy and how the Steering Committee engages in this effort.

#### Follow-up:

- John to follow-up with outstanding funding proposals and update the Steering Committee at the next Steering Committee meeting.
- ## **3. AOB, Review of Outcomes from meeting and Next Steps**
- a. Plans to address other items not discussed (i.e. Membership Coordination, Management and Engagement, etc.)**

**Follow-Up:**

- Steering Committee to provide feedback on the new Theory of Change , visualizations, and the overview of the strategic goals in the draft Strategic Plan on the google document by next Wednesday
- Strategic Plan to be reviewed and hopefully adopted at the next Steering Committee call.