

1 May 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. Claudia Villalona, TAP Secretariat

**Absent:**

**Next meeting:** 15 May 2020

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

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

**Agenda Items:**

**1. Review and Approval of last Steering Committee Call Notes**

**Discussion:** Apart from minor edits, none of the committee members had any further comments on the last call's notes.

**DECISIONS:**

- Approval of Decisions and Notes from TAP Network Steering Committee Call on 17 April 2020.

**2. Discussion on TAP Membership Engagement**

- Overview of TAP Secretariat Analysis and Recommendations, and TAP Survey analysis
  - TAP Secretariat Recommendations and Analysis on Membership engagement:**  
<https://drive.google.com/file/d/1svoQm9dYuDITXly1R4Xb6LsgZ-Rrrvp8/view?usp=sharing>
  - Background on TAP Surveys on Membership Engagement**  
<https://drive.google.com/file/d/1ROXGaSEXeiJh8jECPgTayiD9PXThKzuD/view?usp=sharing>
- Discussion on questions for TAP Survey

**Discussion:**

The chair requested that the secretariat review the membership engagement documents shared with the Steering Committee prior to the call. The secretariat noted that mapping out TAP's current engagement and recommendations was a helpful exercise.

The Secretariat briefly summarized the background information and recommendations outlined in the document. It breaks down the options for engagement approaches based on an analysis of previous consultations and survey feedback.

The breakdown of key areas of engagement mechanisms include: (1) Growing and expanding current membership through coordinated outreach, (2) deepening existing partnership engagement and expanding benefits, (3) broadening engagement and ownership opportunities, and finally, (4) managing and assessing membership structure.

In terms of the recommendations, the secretariat prioritized (1) facilitating proactive engagement opportunities (primarily digital engagement ie webinar and blogs) for TAP partners as a way to promote ownership, (2) encouraging within network partner coordination, or lateral engagement, through creating structures for partners to engage with one another, (3) further developing virtual engagement opportunities including surveys, newsletters, etc. Secondary priorities include: reviewing the membership structure, regional structures, and accessibility of resources.

The Secretariat noted that in previous survey responses on membership engagement, there was a general desire for greater opportunities of lateral engagement within the network, as well as opportunities to promote their own work. As has been discussed in previous calls, plans for blogs, newsletters, and webinars are good approaches to facilitating partnership ownership. The creation of a COVID-19 task force of interested partners was also suggested.

The secretariat clarified that there are no regional focal points currently in place, partly due to the difficulty of under resourced partners. However, some national workshops organized in the past were opportunities for expansion and deepening of engagement, but follow ups were difficult given capacity restraints. This form of engagement would also prove challenging in the current context of the COVID-19 Pandemic.

CSPPS expressed satisfaction with TAP's top-down engagement, and maintained that focus should be channeled to bottom up and lateral engagement.

PRFT noted that while it is difficult to conduct in-person engagement, monthly webinars and virtual engagement may lead to fatigue. Members agreed that engagements should be marketed effectively, as well as tailored in subjects to cater to a variety of partners. The secretariat communicated that monthly webinars require a significant amount of work for the secretariat, and every other month was more feasible. A concrete timeline would need to be developed.

The secretariat underscored the difficulty of lateral engagement in that it requires a high level of partner ownership. Existing platforms, such as the TAP partner webpage platform can be developed further to include a search bar function or map for example. Since many partners don't have websites and their commitment page can be used as a platform to promote and showcase their work further.

SPPS suggested integrating the platform with interactive tools such as a forum or comment box to promote internetwork communication. However, the potential for outside spam proved difficult, and a password to enter a forum would be a barrier to entry. Using existing google groups and regional listservs as a potential engagement tool was also suggested. CSPPS noted that these ideas should be included in the survey to gauge partner interest.

Additionally, CSPPS suggested splitting the survey into two and centering the first on membership engagement. The challenge of survey fatigue was discussed. Since membership engagement feedback is a priority, the committee agreed that multiple surveys make more sense, as long as the surveys are user-friendly and easy to complete.

Going forward, the secretariat reminded the committee of the first webinar on March 12, as a good opportunity to promote the survey and different opportunities for partner engagement.

### **DECISIONS:**

- The network survey will be split into multiple surveys, the first of which will focus on membership engagement and will be launched before or during the first webinar on March 12.

### **FOLLOW-UP**

- The secretariat will follow up with Steering Committee members on categorizing engagement mechanisms that can be taken forward now and others that can be postponed.
- The secretariat will also draft a survey on membership engagement by early next week. SC members should provide feedback and comments on the document by the middle of next week.

### **3. Partnership Updates (5 minutes)**

- a. HLPF Side Event Applications - deadline extended
- b. Update on Mott Foundation match funding
- c. Launching TAP Strategic Plan

### **Discussion:**

The deadline for HLPF side event proposals has been extended to May 30th. The topic will be postponed for discussion on the next call. PRFT asked if there were any updates regarding how HLPF meetings will take place. Side events, SDG learning labs, and VNR presentations will likely convene virtually, but civil society participation is unclear.

The Secretariat communicated with the Committee the possibility of Mott releasing match funding. The contact at Mott will check with the grant administrators and will update John on Monday.

The secretariat presented the finalized version of the Strategic Plan with minor edits and design changes, as well as the Strategic Plan webpage. It will be launched before or during the webinar on March 12.

### **FOLLOW-UP**

- The secretariat will reach out to the Steering committee with an communications and outreach plan to promote the Strategic Plan and Webinar on March 12.
- The secretariat will also follow up with the co-chairs to begin planning the content of the webinar.

### **4. Review of TAP Partner Applications**

**Discussion:** There were no new partner applications in the past two weeks.

### **5. AOB**

**Discussion:**

The secretariat made note of the SDG 16+ community discussions that took place on Tuesday and Wednesday.

**FOLLOW-UP**

- The secretariat will share with the steering committee the community meeting summary notes, key takeaways, and TAP-related follow ups as soon as they become available.