

## TAP Network Steering Committee - 2020-2021 Steering Committee

## Meeting Decisions

13 November 2020

**Present:**

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

**Absent:**

**Ms. Claudia Villalona, TAP Secretariat**

27 November 2020

**Next meeting:**

**Chairing Meeting:**

**Ms. Judith Kaulem, Poverty Reduction Forum Trust**

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

#### **Agenda Items:**

1. Review and Approval of last Steering Committee Call Notes (5 minutes)
2. Review of 2021 Draft Work Plan (20 minutes)
3. Review of Consultants for SDG16 Toolkit Update (15 minutes)
4. Partnership Updates (15 minutes)
  - a. Debrief from TAP Membership Call and next steps
  - b. Contribution to the UNDESA SDG16 Conference Background Paper
5. Review of TAP Partner Applications (10 minutes)
6. AOB

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

##### **Discussion:**

You can find the last Steering Committee Call notes in the google doc here:

<https://drive.google.com/file/d/11O6e5ukyA4WClqSJzdABqRzR-g6IRx1Q/view?usp=sharing>

The process of the two pending partner applications will be updated and reflected in the notes

#### **DECISIONS**

- **The Steering Committee moved to approve the last Steering Committee call notes from the 30 of October 2020.**

#### **2. Review of 2021 Draft Work Plan**

##### **Discussion:**

- Final budget planning document for FY2021, based on decisions from the last call here: <https://drive.google.com/file/d/1rYLArO4R8zCdAH7FYCKNrOVfV2hB934A/view?usp=sharing>.
- Draft Overview of a 2021 Work Plan [TAP Work Plan 2021\\_DRAFT.docx](#)

The secretariat first updated colleagues on the approved budget from the last meeting and has submitted the budget to Proteus Fund. Proteus has communicated that a 12-month consultancy is not possible and the support position would need to be a full time staff position. This has implications for the budget lines as Proteus's salary scale is slightly higher for NYC, and the current 48K allocated may not be enough to cover salary, benefits and taxes,

The Secretariat will reach out to HR at Proteus to see their range/figures as well as legal technicalities and extensions for the position. To tack on the benefits and payroll taxes would require approximately 10 to 12K extra. Proteus applied for the paycheck protection program and TAP has 20K unaccounted funding from that program-- however, it is uncertain when it will come in and, as a result, is not included in the current budget. If/when it comes in, the funding could be used to cover the extra benefits without the need to rebudget. The Secretariat will draft a job description to send to the Committee for approval before submitting it to Proteus for a tentative salary scale.

The draft work plan document follows the same template as the 2020 work plan, with key objectives, outcomes, and outputs in no particular order. The Secretariat asks for the SC feedback and will develop an external document to share with the broader membership. CSPPS suggested that the fifth objective be placed higher in a prioritized list. ADA also suggested including tentative plans for HLPF 2021. The timeline to review the document is flexible, but the external document should be shared with the membership before the end of the year, along with the membership engagement plans.

### Follow-up

- The Secretariat will reach out to HR at Proteus to see their range/figures as well as legal technicalities and extensions for the position
- The Secretariat will draft a job description to send to the Committee for approval before submitting it to Proteus for a tentative salary scale.
- The suggestions made during the call will be incorporated into the workplan. A revised draft will be sent to the Committee for further comments
  - The secretariat will populate the work plan with more concrete activities.
- An external facing work plan document will be drafted and shared with the membership before the end of the year.
- 

### 3. Review of Consultants for SDG16 Toolkit Update

#### Discussion:

- Short list of SDG 16 Toolkit Consultancy candidates  
<https://drive.google.com/drive/folders/1qTqTK3cBc81kCsewiLSW7a-8y4dhfxgD?usp=sharing>

- You can find background information regarding these consultants, including consultancy rates, selection criteria and a background/overview of their qualifications from the TAP Secretariat's perspective on the google doc here:  
<https://docs.google.com/document/d/1mALxkLGexhztJkv54HcuwZ-t9ai1GHze9vlgb-6PRhl/edit?usp=sharing>

The Secretariat shared a shortlist of the qualified candidates for the consultancy to draft and design the SDG 16 Advocacy Toolkit. Nicolas, who has worked closely with TAP in the past, has a competitive daily rate at 100/day which would allow the option to stretch out his timeline to work on the follow up and promotional activities. However, members agreed that quality of work should be the driving factor in selecting a candidate because the skill set for drafting and the follow up activities are not necessarily the same.

The Secretariat will reach out the two traditional candidates the Committee agreed on: Nicole (approx 44 days) and Sapna (approx. 26 days) to discuss pay rate, work plan and timeline and other logistical factors

#### Follow up:

- **The Secretariat will reach out the two traditional candidates the Committee agreed on: Nicole (approx 44 days) and Sapna (approx. 26 days) to discuss pay rate, work plan and timeline and other logistical factors**

#### 4. Partnership Updates

- Debrief from TAP Membership Call and next steps**
- Contribution to the UNDESA SDG16 Conference Background Paper**

##### **Discussion:**

The Secretariat provided the SC with an overview from the TAP Membership Call earlier this week. During the call, the secretariat and the SC co-chairs outlined tentative plans for membership engagement and clarified questions surrounding the membership refresh process. Not many concrete recommendations were made from colleagues, however, many members expressed a desire for lateral engagement within the network to facilitate partnerships and provide the added value of connecting members.

PRFT asked how many of the participants were members or partners. The secretariat will review the participants and provide the SC with a breakdown of members and partners. This will shape the decision to hold a partners call later this month.

TAP has been presented with the opportunity to contribute to the UNDESA SDG16 Conference Background paper ahead of HLPF 2021. The prep meeting is set to take place in Rome prior to HLPF. TAP can refer to two CSOs as case studies or the secretariat itself can find case studies for the paper rather than members.

#### Follow up

- The secretariat will review the participants and provide the SC with a breakdown of members and partners. This will shape the decision to hold a partners call later this month.
- The Secretariat will provide more information on the outcomes of the membership refresh process, which closed 11/16
- The Secretariat will also provide more information regarding the case study selection process for contributions to the UNDESA SDG16 Conference Paper.

## 5. Review of TAP Partner Applications

### **Discussion:**

There has been one application to become a TAP Network Partner since the last call, from the International Legal Foundation. You can find ILF's application here:

<https://drive.google.com/file/d/13M8IZlIdKihRQwuapmk2kH5jn-wv6jhU/view?usp=sharing>

ILF is an organization that has been engaged with TAP for the past few years, including as one of the lead advocates for the civil justice indicator for 16.3. They are a great organization, and have contributed significantly to TAP's advocacy resources previously, including TAP's advocacy materials around non-official data, and SDG16 indicators. Their commitment is very clear, succinct and relevant to TAP's work. We would recommend them for approval as TAP Partners.

### **Decision(s):**

**The Steering Committee moved to approve the International Legal Foundation as a TAP Partner.**

## 6. AOB

The Secretariat reminded the Steering Committee the need to begin the process for the TAP Secretariat Staff Evaluations, as well as the rotation of the TAP SC co-chairs to be discussed at the next and last Steering Committee meeting of the year.