

TAP Network Steering Committee - 2020-2021 Steering Committee

Meeting Decisions

4 December 2020

Present:

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

Absent:

Next meeting:

TBD

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 (5 minutes)
2. Update and Next Steps on TAP Membership Refresh Process (15 minutes)
3. Review of Revised 2021 Draft Work Plan (20 minutes)
4. Review of Updated Job Description and Budget for TAP Staff Support (15 minutes)
5. Review of Consultants for SDG16 Toolkit Update and Next Steps for Advisory Group (15 minutes)
6. Partnership Updates (5 minutes)
 - a. Confirming TAP Partners Call
 - b. Update on Swiss Funding
7. Review of TAP Partner Applications (10 minutes)
8. 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://docs.google.com/document/d/1vwNXpewqLWXej1O1ptANtTQf2e3TBEpt/edit?rtopof=true>

DECISIONS

- The Steering Committee moved to approve the last Steering Committee call notes from the 13 of November 2020.

2. Update and Next Steps on TAP Membership Refresh Process

Discussion:

- For your reference, you can find a background document related to the TAP Membership Engagement Refresh Process, along with outlined next steps here: <https://drive.google.com/file/d/11z9JXqaJlajz0ZBZuF0SQKp8Na1xzEvC/view?usp=sharing>
- You can find a breakdown of the TAP Membership Refresh in the google doc here: <https://drive.google.com/file/d/1bo5rSaPVpOVDs5lkdh93uaUJ0u0zypqY/view?usp=sharing>

The TAP Secretariat provided the Steering Committee on the Membership Refresh process. After the survey response deadline closed, the secretariat went through the data of members that chose to retain their membership (53%). A thorough analysis can be found in the documents above. The next steps would entail one last email to members that did not confirm their membership, developing a new TAP membership listserv with members that confirmed as well as existing partners. Once this process is completed, the secretariat can move forward with the plans for the Partnership refresh for early 2021.

Steering Committee members expressed satisfaction with the retention rate, emphasizing the importance of quality membership over quantity of members. Some expressed concern over the need for a final “last chance” email that may be unnecessary. The secretariat clarified the final email would be sent just in case there had been a mistake.

Follow-up

- The secretariat will provide a background note on the membership refresh with results, discussion points, and proposals ahead of the membership engagement call next week
- The secretariat will continue with the next steps of developing the new listserv following the next call.

3. Updated Work Plan for 2021

Discussion:

- Revised version of the 2021 Work Plan, based on your inputs, which you can find in the google doc here: <https://drive.google.com/file/d/1iPN0AE3ljHqeOMiCN2zq6S5f1RLSCf7v/view?usp=sharing>

The Secretariat provided a revised version of the 2021 Work Plan based on the feedback from the previous SC call (see document above). In addition, CSPPS and Accountability Lab have provided further reflections and proposals for the work plan particularly in regards to COVID-19 and enhancing Membership Engagement. The Secretariat gave the floor to the Accountability Lab to elaborate on their proposals. You can find a summary of their presentation can be found here: https://docs.google.com/presentation/d/1Ywwl29V9TUdf_0iQuf8Yx4x9Q90v5-J1FJg_zUiWIKw/edit#slide=id.gacb5cce199_0_11.

In summary, they propose a shift away from resource development and a greater focus on enhancing membership engagement, particularly through showcasing and sharing TAP partner's work and providing platforms for collaboration within the network. They recommended that the secretariat revise the Work Plan to reflect the showcasing/storytelling as an umbrella priority for membership engagement. The primary objective for the network going forward should be being responsible to the needs of the membership.

Follow up:

- **The Secretariat will incorporate the feedback made during the call in the Work Plan**
- **Members should provide further comments or edits to the document by the middle of next week (Wednesday, December 10)**
- **The secretariat will then finalize the document and develop an external-facing document to share with the Membership.**

4. Review of Updated Job Description and Budget for TAP Staff Support

Discussion:

Claudia Villalona was excused from this topic of the call. Details about the discussion can be found below:

In line with the proposal above from Peter and Jean, we also discussed the possibility that the TAP Network Support Staff position will need to reflect this shift in focus for TAP in 2021. Therefore, we have made some additions to the original job description we discussed on our last call, to include some potential additional roles and responsibilities for this TAP staff member (in track changes), which you can find in the google doc here:

<https://drive.google.com/file/d/1M6zI8-CM7xzBW1XNiUWMu41jV-0MSxXo/view?usp=sharing>

Something to note is that with the increase in responsibilities that this revised job description would entail, we will likely have to re-assess the "level" of staff that we will be looking to hire. So instead of a "Program Assistant", we would likely be looking instead at a "Program Associate" role, which would have an impact on the compensation scale for this position. Consequently, I have provided a salary scale for a Program Assistant position and a Program Associate position from Proteus Fund at the bottom of this document as well. Along with reviewing the job description and agree on this staff-person's role, we will also need to subsequently review the budget to ensure that we are budgeting for any option going forward.

For your reference, you can also find a revised proposed budget in the google doc here:

<https://drive.google.com/file/d/1WYz9bBldWQM0UI89n7RwTYJWuS6MJnII/view?usp=sharing>

- As you can see from this revised proposed budget, I have suggested that we take the funding from the "TAP Membership Engagement" budget line (\$12,000) and added it to the TAP staff position, particularly in light of the fact that this staff-person will take on

many responsibilities related to Membership Engagement going forward. I have also added an extra \$10,000 into that budget line, which comes from a “voluntary funding contribution” from World Vision in the amount of \$5,000, along with \$5,000 in match funding from Mott Foundation that we previously did not include in our budgeting before. You can find a breakdown of salary/benefits costs in the bottom of this budget, alongside the salary scales from Proteus Fund for the two different staff levels (Assistant or Associate).

Follow-up:

5. Review of Consultants for SDG16 Toolkit Update and Next Steps for Advisory Group

Discussion:

Following the discussion on the SDG16+ Toolkit consultants from the previous call, the secretariat held discussion with both Nicole Cardinal and Sapna Considine for the position. Both candidates provided updated proposals, timelines, and budget estimates. While both fit the allocated budget, the difference would be in the amount of days allotted to the project based on their daily rates: Sapna (20 to 36 days) and Nicole (40 to 46 days).

The Steering Committee held a discussion on best candidates based on the priorities of developing, editing, designing and following up with the resource. The Secretariat will reach out to the candidates based on the discussion.

As discussed previously, the secretariat will look to form an Advisory Group composed of interested TAP Partners to lead the development of the toolkit-- similar to the process for the SDG Accountability Handbook. For your reference, you can find a Terms of Reference, along with a corresponding timeline for selection for this Advisory Group in the google doc here: <https://drive.google.com/file/d/1Mnvs19GfdKXRn7FyfQt3Z4ryz26Q8qzo/view?usp=sharing>. Additionally, you can find a draft of the form for nominations for the Advisory group here: <https://forms.gle/hNtbU8iTZVqNccAn9>

Follow-up:

- **The Secretariat will reach out to the candidates based on the discussion.**
- **The Secretariat will share with the TAP Partners the opportunity to join the Advisory Group for the revision of the SDG 16 Toolkit**

6. Partnership Updates

- a. **Debrief from TAP Network Partners Call - Wednesday, 2 December 2020, 9:00 ET**
- b. **Update on Swiss Funding**

Discussion:

The Secretariat provided a brief overview of the TAP Partners call that took place earlier this week. Although there were less participants than the members call, the feedback received during the call was helpful and echoed many of the suggestions made over the course of the

consultation. These suggestions include more opportunities for ownership, advocacy-related activities, showcasing work, and collaboration with other partners.

Follow-up:

- **The Secretariat will share the summaries of the membership and partnership calls, membership call recording with the Steering Committee for feedback to then share with the membership and upload to the website**

7. Review of TAP Partner Applications

Discussion:

There have been no new TAP Partner applications since the last Steering Committee call

8. AOB

- Rotating TAP Co-chairs for 2021
 - Accountability Lab will takeover for CSPPS
- Discussion on Membership Engagement next week

Follow-up:

- **The Secretariat will follow up with ADA to hold discussion with PRFT and SDG Kenya Forum to decide on the Co-Chair for 2021.**