

TAP Network Steering Committee - 2020-2021 Steering Committee

Meeting Decisions

29 January 2021

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. Claudia Villalona, TAP Secretariat
Ms. Judith Kaulem, Poverty Reduction
Forum Trust

Absent:

10 February 2021

Next meeting:

Judith Kaulem, PRFT

Chairing Meeting:

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

Agenda Items:

1. Review and Approval of last Steering Committee Call Notes and decisions between calls (5 minutes)
2. Discussion on Fundraising and Updates (30 minutes)
 - a. Review of Swiss Grant Proposal
 - b. Discussion on Mott Foundation Funding beyond 2021
 - c. Future fundraising plans
3. Review of Mott Foundation Interim Report (10 minutes)
4. Update on TAP Communications and Outreach Job Opening (minutes)
5. Review of TAP Partner Applications (5 minutes)
6. AOB

1. Review and Approval of last Steering Committee Call Notes

Discussion:

You can find the last Steering Committee Call notes from January 15, 2021 in the google doc here:

<https://docs.google.com/document/d/1bNv6oKiDjB2jEZgVn7NHNK-98Ng3D53aX/edit>

Confirming decisions taken by email between calls:

- Revised Terms of Reference for TAP Steering Committee
- Revised Work Plan for 2021
- Changing regular bi-weekly calls from Friday to Wednesday
- Confirming secondary representatives for TAP Steering Committee organizations

DECISIONS

The Steering Committee moved to approve the last Steering Committee call notes from the 15 of January 2021.

2. Discussion on Fundraising and Updates (30 minutes)

a. Review of Swiss Grant Proposal

You can find a revised draft proposal for the Swiss government in the google doc here:

<https://drive.google.com/file/d/1FnIC7P5LmLYhaYfnCoQXWLwRKqTvvfsa/view?usp=sharing>

You can find a revised draft budget for the Swiss government in the google doc here:

https://drive.google.com/file/d/1Nj79JH58S3J3vKuQfSn_qjWPKZWu_pYk/view?usp=sharing

b. Discussion on Mott Foundation Funding beyond 2021

c. Future fundraising plans

Discussion:

The Secretariat reminded the Steering Committee that the new strategic planning process will begin at the start of next year, 2022. In soliciting feedback from the Steering Committee on the latest draft proposal, it was suggested that the vision and the theory of change be more succinct.

The Secretariat proceeded to update members on Mott Foundation funding beyond 2021. Unfortunately, it may decrease from the current 400,000/year to 300,000 or 200,000 over the next three years. This is because Mott has expressed concern that TAP hasn't placed a specific focus on access to justice (16.3) explicitly. The Secretariat suggested that we add access to justice related activities to the 2021 WorkPlan-- possibly updating the Justice Advocacy Toolkit, which was drafted by TAP Partners dedicated to 16.3. This could be a simple project added to the core work to incentivize Mott to keep funding at the current rate-- as it would not require much effort from the secretariat itself.

However, some members worried that adding more to the WorkPlan, especially around new product development, can take away focus on the current priorities that were decided upon. As long as the cut in funding doesn't put the Swiss funding at risk (which cannot be a certain percentage of the total funding) then the Secretariat should focus on the workstreams already prioritized. The Secretariat confirmed that a decrease in Mott funding wouldn't put the Swiss funding for 2021 at risk, but there would need to be a push for new funding sources for 2022 and 2023. Nonetheless, there is enough time between now and the next year to find fundraising of 50,000 to 100,000.

On the topic of fundraising, the secretariat suggested that the Steering Committee turn attention to funding and dedicate a meeting on discussing possible fundraising strategy in the next few weeks.

Decisions:

The Steering Committee decided to keep the current working plan for 2021 as is without adding access to justice programs, even if this results in a decrease in funding from Mott.

Follow up:

- Securing another source of funding will be necessary ahead of 2022. The Steering Committee should plan on a dedicated discussion on fundraising strategy in the coming weeks.

3. Review of Mott Foundation Interim Report (10 minutes)

- You can find a draft interim narrative report in the Mott Foundation's template in the google doc here:

<https://drive.google.com/file/d/10hLrM-L5LeeYkZ67lUcqL1jZ2lhm21ty/view?usp=sharing>

Discussion: The Secretariat turned members' attention to the draft interim narrative report to be submitted to the Mott Foundation by Monday, February 1. The draft report is based heavily on the TAP Strategic Plan for 2020 to 2022, as well as the impact and adjustments made in response to the COVID-19 Pandemic.

Follow up:

- The Steering Committee should provide edits or comments to the shared google doc of the draft interim narrative report ASAP, by Monday February 1.

4. Update on TAP Communications and Outreach Job Opening (minutes)

Discussion:

The TAP Communications and Outreach Officer left the meeting for this Agenda item.

Decision:

All decisions and follow ups were made over email correspondence.

5. Review of TAP Partner Applications (5 minutes)

There were no new partner applications to review since the last Steering Committee meeting.

6. AOB

- SDG16+ Civil Society Toolkit Advisory Group call
- TAP Hosting next SDG16+ Community Meeting
- Follow-up on TAP Working Groups
- Listserv discussion

Discussion:

The Secretariat let members of the Steering Committee know that it plans to hold the first Advisory Group meeting for the SDG 16+ Toolkit next week. It will also host the next SDG16 Global Community meeting.

Additionally, the Secretariat will host a membership engagement call and send a newsletter reminding the membership of the engagement opportunities for this year and to follow up on Jeans email from the co-chairs-- introducing them to the membership.

The Secretariat will also reach out to all those who signed up for the Working Groups ahead of the next Steering Committee call, as well as set up the Whatsapp group to all those who expressed interest in the Membership Refresh form. The whatsapp group can give a space to those who wish to have more active discussions not possible on the listserv emails, where the posting guidelines ask members to keep emails to a minimum. The Secretariat will also reach out to the member that recently made a complaint regarding these guidelines.

Follow up:

- **The Secretariat will keep the Steering committee updated on the Advisory Group call for the SDG 16 Toolkit as well as the next SDG16 Global Community Meeting (to be hosted by TAP in the months ahead)**
- **the Secretariat will host a membership engagement call and send a newsletter reminding the membership of the engagement opportunities for this year and to introduce the new SC co-chairs**
- **It will reach out to all those who signed up for the Working Groups ahead of the next Steering Committee call, as well as set up the Whatsapp group to all those who expressed interest**
- **Finally, it will also reach out to the member that recently made a complaint regarding these guidelines.**