

TAP Network Steering Committee - 2020-2021 Steering Committee

Meeting Decisions

2 June 2021

Present:

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

Absent:

Next meeting:

30 June 2021

Chairing Meeting:

Ms. Jean Scrimgeour, Accountability Lab

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
2. HLPF Planning Update
 - a. HLPF Planning
 - b. Comms and Outreach Plan
 - c. HLPF 2021 Page
 - d. Facebook Page
3. Update on TAP Partner Refresh
4. Partnership Updates
 - a. TAP Coordination Call - HLPF Prep
 - b. Update on TAP Storytelling
5. Review of TAP Partner Applications
6. AOB

1. Review and Approval of last Steering Committee Call Notes

Discussion:

You can find the last Steering Committee Call notes from May 19, 2021 in the google doc here: <https://docs.google.com/document/d/1wmgFVcBd0kEYvXg7iFkEuvFTyH-P7LtwHaD5jk0r44Y/edit>

DECISIONS

The Steering Committee moved to approve the last Steering Committee call notes from the 19 of May 2021.

2. **HLPF Planning Update**
 - a. **HLPF Planning**
 - b. **Comms and Outreach Plan**
 - c. **HLPF 2021 Page**
 - d. **Facebook Page**

Discussion:

- You can find an overview of the TAP side-events for the 2021 HLPF here: [HLPF 2021 Planning.docx](#)
- Communications and Outreach Outline forthcoming...<https://docs.google.com/spreadsheets/d/1t7ndaFsCYe39vwrQuANaWWPuBMOAENkdiu0HwBbH2UM/edit?usp=sharing>

The Secretariat has edited the tentative schedule to reflect the dates but are still flexible given that they are still subject to change when the schedule comes out. It has also cut a number of events that fell through. TAP is leading on four events that have the potential for high turnout

The Coordinator also gave the floor to the communications and outreach officer who provided an overview of their tentative Comms and outreach strategy/Social media toolkit-- to be developed further as the conference nears. It will be shared with colleagues in the weeks ahead to generate interest and give partners materials to aid in advocacy and outreach on social media platforms.

The officer discussed ways to generate ownership among members and partners, including a drive or page to share their events, upload advocacy materials and accessible resources during and before HLPF. The officer will also develop a “how to engage at HLPF” brief document for the membership as well. Finally, TAP will launch a Facebook page next week.

Follow up

- **The Secretariat will update the calendar and add details accordingly when the HLPF side event schedule is released**
- **The communications and outreach officer will further develop communications and outreach materials to showcase TAP’s events as well as facilitate ownership and participation among members and partners including a TAP HLPF Webpage and Facebook page**

3. **Update on TAP Partnership Refresh**

- a. TAP Partner Update Summary
<https://www.surveymonkey.com/results/SM-VQF2WYTV9/>
- b. Next Steps and TAP Partner Platform

Discussion:

The Secretariat shared the partnership refresh survey results with the Steering Committee. Just under 48 partners confirmed which is about a 50% response rate. TAP will reach out to partners that did not confirm with targeted outreach for a “last chance” to complete the form.

The Steering Committee agreed that partners should be the most active colleagues in the network, given that the survey was a reflection of TAP’s requirement for partners of reporting on their commitments.

Follow up

- **TAP will reach out to partners that did not confirm with targeted outreach for a “last chance” to complete the form.**

- The Secretariat will update the partner application form with relevant questions featured in the partnership platform
- The comms and outreach officer will provide an update at the next SC call of the uploaded info on the partnership platform under development
- Coordinated membership drive during HLPF to have members upgrade to Partnership

4. **Partnership Updates (10 minutes)**

- TAP Coordination Call - HLPF Prep
- Update on TAP Storytelling

The secretariat will host a coordination call two to three weeks in advance ahead of HLPF to promote engagement opportunities, details on how to engage and TAP-led events. Tentatively the call will be scheduled for June 21st. The Accountability Lab will be unable to moderate the call.

The Communications and Outreach Officer provided a brief update on the ongoing TAP Storytelling initiative that was launched last month. The communications and outreach officer will continue to roll out the initiative and keep the SC updated ahead of HLPF.

Follow up

- The secretariat will host a coordination call ahead of HLPF to promote engagement opportunities and events
- The communications and outreach officer will continue to roll out the initiative and keep the SC updated ahead of HLPF

5. **Review of TAP Partner Applications**

Discussion:

The secretariat has followed up with members and partners from on Assure Uganda's Partner application here:

<https://drive.google.com/file/d/1EZATioFqPuLjklw4ZPam1K5873p9d7H3/view?usp=sharing>.

Partners were not familiar with this organization and expressed concern that may not be active.

The coordinator suggested following up separately and confirming them as partners.

Follow up

- The secretariat will vet these applications separately and Assure Uganda if they meet the minimum activity requirements

Decisions:

- The SC agreed to allow both members and partners to evaluate partner application to allow for the greatest collection of perspectives

6. **AOB**

- Partner platform will be launched ahead of HLPF

Decisions:

- A decision was taken via email in between calls to push back the timeline for launching the updated TAP Network Partner Portal to September.