

TAP Network Steering Committee - 2020-2021 Steering Committee

Meeting Decisions

30 October 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. Claudia Villalona, TAP Secretariat
- Ms. Jean Scrimgeour, Accountability Lab

Absent:

- Ms. Judith Kaulem, Poverty Reduction Forum Trust

Next meeting: 13 November 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 (5 minutes)
2. Review of Draft Budget for FY2021 (30 minutes)
3. Partnership Updates (15 minutes)
 - a. Update on Membership Refresh
 - b. Update on SDG16+ Toolkit Survey
 - c. Update on Swiss Funding Proposal
2. Review of TAP Partner Applications (10 minutes)
3. 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/1O02jeEpbNOUNTeVAE6kP_P4OqjQMIGAF/view?usp=sharing

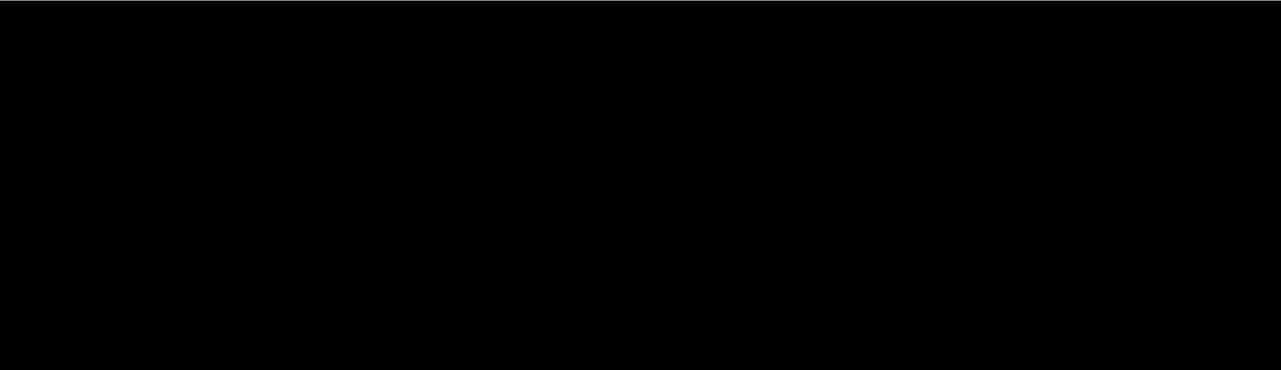
The comments made have been reviewed and fixed accordingly.

DECISIONS

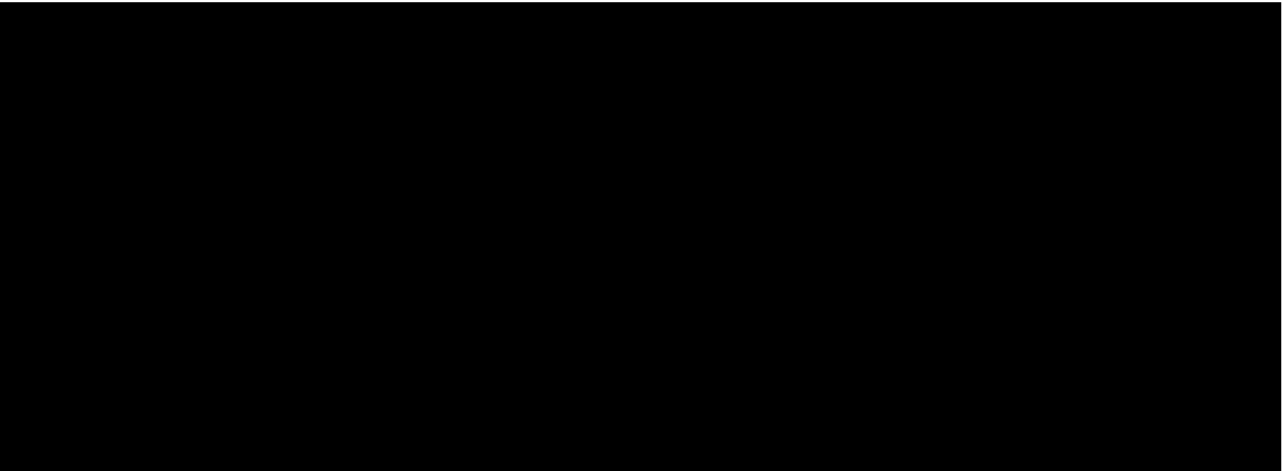
- **The Steering Committee moved to approve the last Steering Committee call notes from the 16 of October 2020.**

2. Review of Draft Budget for FY2021

Discussion:



The funding can be categorized through the budget lines: Secretariat support and Concrete activities. The Secretariat support budget line includes the salary for the TAP Coordinator as well as a consultant or staff member for program support for either 6 months or 12 months. Duration and compensation should be discussed among members. The secretariat noted that continued support in digital engagement is needed to sustain the strengthening of membership engagement.



TAP membership engagement costs are flexible and can be reallocated if left unused. This budget line requires more discussion following the membership refresh. General communications and digital resources, including the website, is flexible and may require more funding if activities continue virtually. The consultant or program officer would lead on web design, graphic design, and membership engagement work streams.

The Secretariat included tentative funding for HLPF 2021 if held in person, which would also require an office space a few months in advance. This would cover the costs associated with in person events. Next year's HLPF format has yet to be determined. However, office space will not be needed at least the first quarter of the next year.

The budget lines transferred from last year include remaining funds from the Goal 16 toolkit and the in-person SC meeting which was held virtually. The secretariat will provide a more concrete budget report for 2020 prior to the holiday break.

In the discussion, members agreed that by the middle of next year in-person events may still not be possible. In regards to the Secretariat support budget line, members agreed the hiring of a 12-month consultant, especially since external, non-core funding will be more likely to support concrete activities.

Decisions:

- **The Steering Committee moved to support the funding to hire a 12-month program consultant.**

Follow-up

- **The Secretariat will revise the current tentative budget with feedback from the call**
 - **Allocate funds to secretariat staff or consultant for 12 months**
 - **Keep funding lines flexible**
- **The Secretariat will share the revised budget with members to review ahead of work planning discussions that will be held on a quarterly basis.**
 - **First before the holidays or on the next call 11/13 and again by the end of this year or early next year after the membership refresh.**
- **Before the holidays, the secretariat will provide a final 2020 budget report**

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3. Partnership Updates

- a. Update on Membership Refresh
- b. Update on SDG16+ Toolkit Survey
- c. Update on Swiss Funding Proposal

Discussion:

Regarding the update to the committee on the membership refresh survey, responses have been slowing since the last SC meeting. The secretariat solicited feedback on the survey deadline (currently set for November 16): should there be one or two extension through the end of the year? Members agreed that the process should be stricter and clearer with one extension or no extension at all. This should also include personal outreach to those who have yet responded.

In terms of the SDG16+ toolkit survey, the survey has since been published and the secretariat will continue to promote it. The consultancy for the toolkit has also been published and has received 8 responses. The SC decided it would like to be part of the decision-making process. The secretariat will provide a shortlist of candidates for members to score ahead of the next meeting.

There are no new updates from the Swiss on the funding process. The current draft proposal will be fleshed out once they reach out and shared with the SC for feedback.

Follow up:

- **The Secretariat will follow up with membership to fill out the refresh form with a strict deadline Nov 16**
- **The membership engagement discussion following the membership refresh will be had at the last SC call of the year**

- The Secretariat will continue to promote the toolkit survey and provide a shortlist of candidates for the consultancy next week via email with criteria/score guide for the SC members to fill out.

4. Review of TAP Partner Applications

Discussion:

There were no new TAP Partner Applications to review.