

## TAP Network Steering Committee 2022 - 2023

16 September 2022

**Present:**

- Mr. Peter van Sluijs, CSPPS**
- Ms. Cheri-Leigh Erasmus, Accountability Lab**
- Ms. Olabisi Mekwuye, Civil Society Coalition on Sustainable Development**
- Mr. Tor Holdenfield, CIVICUS**
- Ms. Bridged Faida, Consolation East Africa**
- Mr. John Romano, TAP Secretariat**
- Ms. Ellery Wong, TAP Secretariat**
- Ms. Alonna Despain, TAP Secretariat**

**Chairing Meeting**                      **Ms. Cheri-Leigh Erasmus, Accountability Lab**  
**Next meeting**

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

#### **AGENDA:**

1. Review of notes and decisions from last Steering Committee call (5 minutes)
2. Review of Draft of TAP Network Strategic Plan Survey (10 minutes)
3. Review of "Halfway to 2030 Report" Concept Note (15 minutes)
4. Review of Revised TAP Translation Plan (10 minutes)
5. Review of Revised TAP Membership Engagement Plan (15 minutes)
6. Planning for October 2022 in-person Steering Committee meeting in Geneva (10 minutes)
7. Partnership Updates (5 minutes)
8. Review of TAP Partner Applications (5 minutes)
9. AOB (5 minutes)

# Background

## 1. Review of notes and decisions from last Steering Committee call (5 minutes)

You can find the notes and decisions from the last call on 27 July 2022 in the google doc.

**DECISIONS: The Steering Committee moved to approve the call notes from the Steering Committee call from 27 July 2022**

Approved

## 2. Review of Draft of TAP Network Strategic Plan Survey (10 minutes)

-As previously discussed, we should do a consultation with membership on the new strategic plan. We have kept it very simple and straightforward. It essentially asks about their overall vision for TAP going into 2023 and beyond. We can also take from the membership engagement consultation when we draft the new strategy. But the main thing to highlight is that the second question will be a rating, and these are areas that we are currently working on. Ideally we want to get this survey out ASAP.

- Like that the survey is short and to the point but perhaps the first question is a little broad. Could we break this into two and maybe rephrase?
- You said it was a deliberate choice not to include questions on membership engagement- should we include a question? Possibly a question similar to question two where they can rate? Should we revalidate that point?
  - That was one of the first questions from the membership engagement survey and the response was that there have been some good things but that there is an interest in engaging more deeply going forward. If we want to have a question on membership engagement, maybe we tailor it to "what areas of work do you want to engage more deeply around".

**DECISIONS: The Steering Committee will provide edits and feedback and then the TAP Secretariat will send out survey early the following week**

## 3. Review of "Halfway to 2030 Report" Concept Note (15 minutes)

This is a draft of a concept note for the report we discussed in person. This is an opportunity for us to mobilize the membership and consult with civil society more

broadly on the status of SDG16+ globally, and doing a bit of an assessment. Want to take in spotlight reports, data, what needs to happen to improve the second half of implementation. It includes an extensive consultation both within TAP and beyond. We have TAP members and partners who can contribute analysis/chapters on specific SDG16 targets. We can also potentially engage thematic CSO Networks. This can be a really big ticket item for us. If we launch it in the second quarter or in the lead up to HLPF it gives us time to get that message out. We are rolling this report into our advocacy planning and other planning. We also discussed the potential for a sharing and learning platform, and this could also be a platform for us. This report won't just be a static PDF document. This gives it a longer-term value as well. This fits under our budget without extra funding, but we do also have funding coming in.

- 2nd quarter launch makes sense. How do we leverage other governance conversations around SDG16? Also there may be a Summit for Democracy hosted by the US government in March. Could engage here.
  - Agree- It is really important for us to think about milestones we can engage with as we are drafting the report as well as in the launch process. We will include a timeline of target launch date and what key consultations and opportunities are happening between now and then.
- Think this is a great initiative. Will the report look specifically at SDG16+? And is the main sources of information interviews? Where is the evidence/sources coming from? Also I think the where do we go from here section would be important in terms of helping to formulate a path going forward and what TAP can be doing.
  - The report will focus on SDG16+ specifically. We've had some internal discussions about chapters and more details internally but we want to cover all the SDG16 targets and then cover the "+" elements of it. We want to have at the bare minimum a chapter on interlinkages in broad terms. But we could also include potentially 1-page or 1-paragraph sections on the other SDGs/interlinkages with SDG16 and their progress.
  - The research element- we can do interviews, we will do a large consultation survey as well. We should work very closely with key partners and networks on this. This report will end up being something like the global SDG Accountability report where TAP will spearhead but it will be a very collaborative effort.
- What is the foreseen scope? What is the main focus we want to bring about with this report? Are we showcasing civil society? Is this a building block to be shared alongside other civil society networks doing other SDGs and build on collective mobilization? Are we doing something on interlinkages- would it be strategic to branch out to various goals linked to SDG16 directly and seek a more joint report?
  - Hopefully my response before answers your question, but we didn't want to put all the details in this concept note yet until it was discussed with the steering committee.
- This is a good idea. I want to understand- could members/partners maybe include storytelling? Also how many CSOs or members/partners is the report targeting? How big will the report be? How will we get in touch with people to contribute to the report?
- Follow-up on that question and issue of scope- I think it is good to have an idea of the size of the document and the direction we see this document to go. Is it an advocacy document? Policy/advocacy influencing? The way we package key messages and recommendations is important.

- This cannot be too big of a report. If its a massive amount of information it could overwhelm people. Maybe 40-50 print pages. Flexibility of the online platform could help with the overwhelming factor. I think one thing we will have to do is outline the chapters and then determine page length for each of the chapters. For each CSO review, maybe we give one page or two pages to them to do the review of targets. We need to identify leading organizations to draft content. We can also mobilize TAP membership and partners on who wants to be a part of this report.
- This report in overall scope needs to be advocacy focused. But also policy focused in that we are reviewing progress and providing recommendations. What we want to do is showcase the role of civil society throughout. Maybe even have a dedicated chapter to the leadership role of civil society.
- Importance of making this document accessible in terms of language. It shouldn't be an exclusive document.

Next steps: TAP Secretariat will outline the report in more detail and then outline page numbers.

#### **4. Review of Revised TAP Translation Plan (10 minutes)**

In particular, it would be helpful to discuss the key questions related to taking this forward, including:

- What languages to prioritize?
  - French has an obvious need for internal communication (many French speakers in TAP are not English proficient)
  - Spanish has an obvious need for external communications (we aim to widen our network in Latin America)
  - UN languages?
- How to optimize time-cost-effectiveness tradeoffs?
  - Who will benefit from what services?
  - How much time does it take the TAP Secretariat to execute translation services on a weekly basis?
- What resources/communications do we want to translate/prioritize?
  - All/some/none of TAP emails?
  - All/some/none of TAP conference calls/meetings?
  - All/some/none of TAP social media/comms and outreach?

We affirmed that this was really important during our in person meeting. This is the final action plan of all the facets we could propose to do. On publications- normally for our most recent publications we try to advertise as a translation document. What we are seeking today from the SC is concrete guidance on the steps we are taking and things we are doing from this plan, and instruction on how to go about the extent to which we are going to do this. It's really encouraging for network communication for us to show effort up front so they are engaging right away. But also it would take a lot of time and a lot of shuffling of documents. We should also take a look at this more closely as we think

about/consider a membership drive, both in terms of new people but also inactive current members.

- I think it is meaningful to translate. Maybe we select the most crucial emails for it to begin? Are there languages that we have more of right now? Maybe prioritize those.
- Should be realistic about our budget. Also we shouldn't over promise and not be able to deliver. I think that we should start at the languages you noted and be realistic about budget and capacity.

Next Steps: Ellery will follow up via email if there are other questions or brainstorming needed via email.

## **5. Review of Revised TAP Membership Engagement Plan (15 minutes)**

Skip for now due to time- its just an update. We can provide these updates via email.

## **6. Planning for October 2022 in-person Steering Committee meeting in Geneva (10 minutes)**

1. Confirming dates for the meeting - **25-27 October 2022**
2. Overview of agenda for meeting
  - a. Strategic planning (Day 1 morning)
    - i. Draft of Strategic Plan
    - ii. Review of TAP Independent Evaluation and Consultation inputs
  - b. Membership engagement (Day 1 afternoon)
    - i. Membership Engagement Plan
    - ii. Regional Focal Point outline
  - c. Work plan for 2023 (Day 2 morning)
    - i. Draft work plan for 2023
  - d. Budget for 2023 (Day 2 afternoon)
    - i. Budget Report
    - ii. Draft budget for 2023
  - e. Swiss donor visit/meetings/team-building (Day 3)
3. Flights: ~\$8,800; Hotels: \$8,290  
Estimated total cost: \$16,000

Budget breakdown for the meeting can be found [here](#)  
(approximate costs are on page 1. Disregard sheet 2 and 3

Action Item	Timeline
Plan/coordinate travel and lodging in Geneva	ASAP

Brainstorm on options for overcoming language barrier and translation/interpretation of TAP comms and resources	ASAP; discussion to continue to October
TAP 2023-202? Strategic Plan Draft	Secretariat to share in September to provide time/discussion before October meeting
Regional Focal Point Strategy: <ul style="list-style-type: none"> <li>- Objectives</li> <li>- Terms of Reference/Roles and Responsibilities</li> <li>- Regional coverage</li> <li>- Criteria/selection process</li> <li>- Budget/funding implications</li> </ul>	Secretariat to share in September to provide time/discussion before October meeting
Revised TAP Membership Engagement Strategy <ul style="list-style-type: none"> <li>- Engagement/added-value objectives and approach for Members vs. Partners</li> <li>- Utilizing Regional Focal Points</li> <li>- Utilizing existing national civil society platforms</li> <li>- Improving INGO engagement</li> </ul>	Secretariat to share in September to provide time/discussion before October meeting
Drafting of Comms, outreach and advocacy strategy, also including: <ul style="list-style-type: none"> <li>- Membership drive/expansion/geographic spread</li> <li>- Outline for sharing and learning/collaboration platforms</li> <li>- Calendar of opportunities</li> </ul>	Secretariat to share in September to provide time/discussion before October meeting
Drafting of 2023 Work Plan	Prepared in advance of October meeting
Drafting of 2023 Budget	Prepared in advance of October meeting
Drafting of Fundraising plan/background	Prepared in advance of October meeting
Consult with CSO networks on how to enhance TAP coordination around thematic issues	To be included in TAP Independent Evaluation

Skipped due to time- will send updates via email and discuss in the next SC call.

## **7. Partnership updates (5 minutes)**

### a. Final 2021 Interim Report to Switzerland

You can find a final interim report for 2021 to Switzerland in the google docs below.

### b. Updated Independent Evaluation Timeline

**Week of October 3<sup>rd</sup>:** TBO shares V1 of the evaluation report with TAP

**Week of October 10<sup>th</sup>:** Evaluation report review meeting between TBO and TAP

**Week of October 17<sup>th</sup>:** TBO integrates report edits and issues final evaluation report to TAP

**Week of October 24:** End of contract debrief. Contract close.

There has been a slight revision to the timeline for the independent evaluation. They will share a first draft the week of October 3rd. Once we get that report from them I will share it with the SC for your thoughts and comments because they will revise based on our comments and then have a final report. Right now they're planning on the week of the 17th for a final report.

Next SC call- in an ideal world I'd suggest getting back to our usual wednesday schedule so the next one would be the 28th of September.