

Date: 15 December 2023

Present: Mr. Peter van Sluijs, CSPPS
Ms. Cheri-Leigh Erasmus, Accountability Lab
Ms. Bridged Faida, Consolation East Africa
Ms. Arelys Bellorini, World Vision
Mr. John Romano, TAP Secretariat
Ms. Elena Marmo, TAP Secretariat

Chairing Meeting Mr. Peter van Sluijs, CSPPS

Next meeting (Final meeting for the year, January meeting will be held with new Steering Committee - TBD by Doodle)

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. Discussion and update on TAP Steering Committee elections (10 minutes)
 3. Discussion on transition to 2024-2025 TAP Steering Committee and review of Draft Handover Note (15 minutes)
 4. Update on work planning and budget for 2024 (10 minutes)
 5. Partnership Updates (10 minutes)
 - a. Update on grant renewals and fundraising
 6. AOB (5 minutes)

1. Review of notes and decisions from last Steering Committee call

You can find the notes from the last Steering Committee call on 16 November 2023 in the google doc here:

<https://docs.google.com/document/d/1si2IESJteCZKraB3NtdGEQ-7SawwfRvhATCTV-F71h8/edit?usp=sharing>

ACTION: Steering Committee moved to adopt the notes

2. Discussion and update on TAP Steering Committee elections (10 minutes)

The Secretariat shared the results of the elections for the 2024-2025 TAP Network Steering Committee. The following organizations have been elected:

“Regional and National” organizations:

- [African Center of Excellence for Access to Justice \(ACE-AJ\)](#)
- [Asia Development Alliance](#)
- [Women for Peace and Gender Equality Initiative \(WOPEGEE\)](#)

“Global” organizations:

- [Alliance for Peacebuilding \(AfP\)](#)
- [CIVICUS](#)
- [World Vision](#)

3. Discussion on transition to 2024-2025 TAP Steering Committee and review of Draft Handover Note (15 minutes)

The Secretariat presented a Steering Committee Handover note, with a view to share the note via email with the incoming Steering Committee before planning a joint meeting with outgoing and incoming committees in January. Members of the Steering Committee highlighted the need to raise the priorities earlier in the document, and to note that fundraising should be a priority in the coming year.

ACTION: Secretariat will send the Handover Note to the new Steering Committee along with a Doodle Poll to schedule a joint January call (the week of 15-19 January).

ACTION: The Steering Committee will prepare a note to the membership regarding their departure to share with the TAP Network membership, to be finalized and sent by the TAP Secretariat.

FOLLOW UP: Secretariat to explore a certificate of service for existing members of Steering Committee.

4. Update on work planning and budget for 2024 (10 minutes)

The Secretariat presented a revised budget for 2024 based on current funding availability, noting the budget should not be set in stone, that fundraising efforts will be necessary so that areas of the budget may grow. The Secretariat shared they are putting together both a detailed work plan and a more consolidated work plan to be shared with the broader TAP Network membership.

FOLLOW UP: TAP Secretariat to share work plan documents in Handover note when available, to discuss in January joint meeting

5. Partnership/Fundraising updates (10 minutes)

The Secretariat presented updates on fundraising efforts, and the grant renewal process with existing donors. The Secretariat has a proposal on-hand, ready to send after confirmation from donors. The Steering Committee discussed options for something the Secretariat could send to donors in the interim, noting impact to date and generally proposed activities.

FOLLOW UP: TAP Secretariat to prepare a document, to be shared and consulted with the Steering Committee co-chairs.

6. AOB

Confirming final TAP Steering Committee calls before end of the year

The Secretariat offered thanks to the Steering Committee members who will