



STEERING COMMITTEE MINUTES

MEETING HELD ON 16 FEBRUARY 2005

Conference call:

Apologies; Introductions; Chairing and minutes; Matters arising; Agenda

1. Present: Richard Calland, Jennifer Kalafut, Vincent Lazatin, Toby Mendel, Catherine Musuva, Jeff Powell, Graham Saul, Ilse Toerien
2. Apologies from Bruce Jenkins, Issa Luna Pla, Toby McIntosh and Magda Stoczkiewicz.
3. RC chaired the meeting while CM and IT took minutes.
4. Minutes of the last meeting (23 November 2004) and matters arising: No. 18 to include and confirm the decision to allocate \$5,000 Communications.
5. The agenda was re-organised and new items were included.

Budgeting and Finances

6. TMe explained the cash flow statement he had shared with the SC. The statement showed that the GTI project was, in general, under spending. This was to be expected at this point in the development of the GTI; but there is a need to get budget activities going.
7. TMe announced a saving of about \$5,000 from the Washington DC mission which raises the total savings on targeted advocacy to \$8,000.

Ford Foundation reporting

8. The GTI project report is due in May 2005. TMe will work on the financial report and each lead organization will write a narrative report on its component(s) and submit this to TMe by end of April 2005.

Updates on component parts

9. **Small Grants:** The Request for Proposals (RFP) is in circulation however members need to spread it widely. Only 2 inquiries have been made so far. The SC decided that the RFP will not be translated into other languages; however, applicants will be allowed to conduct and produce their case studies/audits in languages other than English. CM to add this to the RFP.
10. **Co-ordinated Requests:** CM and RC reported that the action plan for requesting involving five countries was ready and had been circulated. It was necessary to have a 2-day workshop in March to bring the participating organizations together and train them on the methodology prior to the actual requesting. However there was no budget allocation for such a meeting. A funding proposal for such a workshop had been put together and sent to DFID, GTZ and OSI. The proposal also sought to interest donors in funding the full phase of the Co-ordinated requesting as well as the broader GTI project. CM and RC proposed to the SC that should the potential donors not respond positively in due course, the \$16,740 required for the meeting be re-allocated from the Small Grants funds under the Co-ordinated Requesting. The SC agreed to this conditional re-allocation.
11. **Charter:** TMe said he was incorporating the comments received thus far and would share a further draft with people at the Mexico FOI Commissioners' Meeting. He hopes that a full draft of the Charter will be ready in April 2005.
12. **Coordinated advocacy:** JK gave positive feedback on the recent Washington DC Advocacy trip and agreed to write a short report about it for circulation to the SC. JK would also circulate the main advocacy points that were presented to the IFIs. In total, five members of the SC were present and said it was a success. RC suggested that an opinion piece arguing the main advocacy points be prepared and placed in national newspapers where the SC has a presence or media connections, in order to promote the GTI and its advocacy agenda. The five agreed to the suggestion and said they would discuss it further amongst themselves. The five are GS, IP, JK, TMe, and TT. RC expressed his willingness to assist with the writing of the piece.

Streamlining decision-making between meetings

13. TMe suggested that decision-making be decentralized for other matters outside financial and strategic matters. A two week feedback period was agreed upon for such matters for which feedback is requested by email. Silence will constitute acquiescence. A protocol to capture this process will be drafted by the secretariat (Idasa) and circulated for confirmation by the SC.

General meeting

14. Ford require that the meeting take place, but not that their money be used. In other words, the general meeting was ripe for fund-raising. RC said that he had approached Tom Blanton about meeting in Musgrove and Tom had agreed to approach the funder. RC would remind of this in Mexico. JK said it was necessary to have a more specific discussion on who would be invited, GTI outreach during that meeting, and a better definition of the GTI purpose. TMe agreed that more

thinking needed to be done but said that it would be a good time to launch the Charter. RC offered to draw up a concept paper to share with SC members in Mexico, for them to consider and then make concrete recommendations to the SC.

Fundraising

15. TMe commented that it was important to ensure that funders were approached correctly and that members who fundraised separately informed the SC and were sensitive about the implications for the wider group. JK said that members needed to share information on any donors that they had approached separately.
16. It was agreed that if any of the donors who have been approached so far expressed an interest in funding the GTI, then it would be necessary to update the proposal to reflect project developments.
17. A fundraising sub-committee comprising RC, TMe and JK was formed. IL would also be approached to join the team. They would come up with a draft fundraising strategy in Mexico.

What is the GTI?

18. The SC discussed longer-term directions for the GTI. The focus was on the GTI "movement" beyond the active organizations and the GTI project. GS appropriately named this the "middle space" which allows other groups to participate in and become a part of the GTI.
19. While this needed further discussion, it was proposed that the Charter and the Communications Strategy strive to build in elements that would encourage the participation of others. There was consensus that the Communications Strategy was a fundamental starting point.

Communication

20. Communications Strategy: It was challenging to develop a communications strategy without a clear vision for the GTI outside the GTI project. SC therefore agreed that a "medium term" strategy be developed which would put most emphasis on outreach, to encourage more people to know about the GTI and engage with it and its activities. CM to make the necessary amendment to the Communications strategy to reflect this. TMe suggested increasing the budget to \$10, 000 and this was accepted by the SC in order to meet the communication goals below. TMe would make the necessary re-allocations in the working budget to permit this.
21. Website: SC agreed on a GTI website with its own URL. JP had obtained a quote of GBP3,500 (around \$6,500). JP to send CM the specifications he had used to get a quote in the UK so that she can use them to get quotations in South Africa. These will then be compared and, all other things being equal, we will go with the least expensive option. JP agreed to continue to oversee this aspect of the communication strategy.

22. Brochure: There was consensus that a brochure is necessary for outreach. SC members who will meet in Mexico will improve on the current draft to suit the target group and to include information on the broader GTI. They will also decide on a suitable logo from the logos circulated by the Secretariat. JP asked them to ensure that the chosen logo passes the test of scalability and usability in black & white or color.

Date of Next meeting:

23. 10th May 2005.

29 March 2005