



STEERING COMMITTEE MINUTES
MEETING HELD ON 16 MAY 2006

Conference call:

Apologies, Chairperson and minute-taking

1. Present: Richard Calland, Jennifer Kalafut, Issa Luna Pla, Nepo Malaluan, Toby McIntosh, Toby Mendel, Catherine Musuva, Jeff Powell, Magda Stoczkiewicz and Ilse Toerien.
2. Apologies from Bruce Jenkins.
3. TMe chaired the meeting and IT took minutes.

Minutes of last meeting and matters arising

4. All received the minutes of the last meeting (23 February 2006). No other matters arising.

Fundraising

5. DFID: RC reported that the proposal submitted to DFID was unsuccessful.
6. NOVIB: TMc and TMe would respond to NOVIB's questions on our proposal by the end of the week. JK and MS would provide a list of organisations the GTI has been working with in the advocacy missions.
7. FORD: TMe reported that he had been in communication with then but was still waiting for a response
8. SIDA: No feedback and RC would follow up.

Charter Launch

9. MS felt the launch should be more media orientated and that India was not the best place for a media focused event.

10. JK suggested having the launch in September in Singapore around the IMF and World Bank annual meetings. JK offered to find out more about Singapore. JP mentioned that Indonesian NGO, INFID, were organising a parallel conference to the WB-IMF meetings in Singapore which would be on the island of Batam.
11. There was consensus that the Charter would be launched at one major event with outreach and media as the main objectives. It was agreed that this would, subject to checking out a few things, be the Singapore annual meetings. This would be followed by a set of events/activities in different parts of the world subject to funding. The Charter launch sub-committee – consisting of Toby (lead), Jeff, Nepo and Catherine – would develop and present concrete plans to the SC.
12. TMe confirmed that \$20,000 had been already allocated to the launch, but felt that \$80,000 would be reasonable if we include the regional events, and depending on incoming funds.

General Meeting

13. It was agreed that a GM would be held later in the year if funding was available. RC said that Secretariat would need 3 month lead time to make logistic arrangements for the meeting. The Secretariat would prepare a short note with brainstorming options and objectives for a general meeting and send it to the SC.

Updates on component parts:

14. FOI Requests:
CM reported that a final draft report was under preparation and that two country reports were pending. JP suggested that the findings could be packaged in a 2-pager paper for the GTI. It was agreed that once the final report was ready, discussions on other ways to package the report would continue.
15. JK gave feedback on the World Bank meeting where the FOI Requesting in Argentina and Mexico were discussed and agreed to send around notes via email.
16. Active partners' small grants: TMc reported that he had received a small grants request from India and CM said no new proposals had been received.
17. The SC agreed to continue discussions on the small grants memo by email.
18. It was agreed that CM would circulate small grant proposals received from unfamiliar organisations/individuals to establish if the applicants were known to the GTI organisations.
19. SC organisations agreed to proactively announce the small grants. CM to send the revised small grants RFP to the SC members. The call for proposals would operate under the rules agreed upon at the AGM where the Secretariat circulates the proposals to the SC members, but make the final decision if there are no strong objections from the SC members.

Self-evaluation

20. Secretariat evaluation: TMe said the Secretariat report should distinguish RC's functions as an SC member and as the Secretariat. He added that those activities mentioned in the ToR which were not being done by the Secretariat must be removed and a more structured role regarding the website be incorporated in the ToR. SC members would comment on the Secretariat report by email. TMe commented that in addition to the report, which simply listed activities undertaken by the secretariat, an evaluation by the Secretariat was still necessary. It was agreed that the Secretariat would continue to report to the SC on a quarterly basis.
21. Lead organisations: There was consensus that all LOs should evaluate themselves and submit reports by 15 June 2006. The reports would include all activities branded under the GTI.
22. JP suggested that a further telecon be held after the reports were received so that a follow-up could be done to identify weaknesses.
23. RC suggested that a self evaluation of the SC be done at the next AGM. Seconded by TMe.

Any other business

24. JK would circulate a brainstorming document on structure and membership of the GTI.
25. TMe reminded the SC to adhere to the 2 week email decision making protocol and to be active in responding to requests from other SC members.
26. RC's suggestion of having a rotating chair person for the SC would be discussed at the next meeting.
27. JP thanked IT for taking on the website maintenance, but reminded the LOs that it was still their responsibility to update the website with docs and reports.
28. JP explained the alert function. TMc suggested that we look at what kind of lists we want to collect and maintain on the GTI website. CM to follow up with the website designer to activate the alerts.
29. JK explained that BIC was upgrading its website and that its database will be available to the GTI. CM, IT and JP to discuss this further with JK once BIC has upgraded their website.
30. It was agreed that information on GTI funders and minutes of SC meetings be made available on the website. CM to go over minutes to check if there were any confidential issues that should not be disclosed.

Next Meeting

31. The 17th of August 2006 was suggested for the next telecon.