



STEERING COMMITTEE MEETING

MINUTES OF MEETING HELD ON 17 AUGUST 2006

Conference call:

Apologies, Chairperson and minute-taking

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

Minutes of last meeting and matters arising

4. All received the minutes of the last meetings (16 May 2006 and 24 July 2006). CM referred to point no. 4 of the minutes of 24 July regarding Freedominfo's evaluation. TMc agreed to submit an evaluation by 31 August 2006. No other matters arising.

Proposals

5. NOVIB: MS sought input from the SC regarding the questions from Novib on the GTI governance structure, the involvement of Southern groups and the PSIA activity.
6. RC and TMe noted that NOVIB was inquiring about the future direction of the GTI and that we were not in a position to provide detailed answers on all matters, not least because some components are as yet unfunded. We would only be able to explain where we are presently and the processes that we have put in place to address some of the concerns they raised.

7. JP and RC asked MS to refer to the DFID proposal, which included some governance proposals which would respond to Novib's questions as well as some targets and time frames, including the draft indicators included in the logframe.
8. On the PSIA activity, JP said that the proposal included a budget for a staff member and that the whole activity was dependent on other sources of funding, not just Novib.
9. MS was asked to correct Novib on the milestones outlined in their document as well as the misconception about Idasa's specific role as the Secretariat.
10. DFID: JP reported a proposal for £500,000 over 3 years was submitted in July, prepared by JP, JK and RC. He asked the SC to look at the logframe and also highlighted two new ideas included in that proposal: i) an additional governance structure (Advisory Committee) and ii) an opinion survey. He said that if DFID approves the proposal then the SC would need to discuss these additions. A decision from DFID is expected towards the end of the year.
11. FORD: Ford has approved a grant of US\$ 200,000 over 2 years.
12. SIDA: RC to follow up in mid September.

Budgeting, finances and re-allocations

13. A working committee was formed to provide the SC with a framework for decision-making on the new Ford grant. TMe, TMc, a representative from BIC and either Issa or Nepo would make up the committee. TMc to email the members and set up a meeting date.
14. TMe asked all organisations to submit their budgets for key priority activities to the working committee ahead of the full SC committee meeting scheduled for 29 September to discuss allocations for the new grant.
15. TMe highlighted the remaining funds from the first grant from the cash flow but noted that the figure would drop if the pending small grants proposals were included. \$20,000 was put aside for these proposals and RC requested an additional \$ 500 for the Co-ordinated requests report, which was approved by the SC. This left approximately \$30,000 for re-allocation. RC reminded the SC about his previous request for additional money to address the Secretariat's shortfall.
16. The members present discussed how the money should be split between the two abovementioned proposals. Eventually, it was agreed that 50% i.e. 15,000 would be divided among the six SC organisations that can receive honorarium for their participation in the SC and the other half would go to the Secretariat.

17. There was some confusion about which were the final the minutes of the meeting held on 12 December 2005 on re-allocations, and different SC members had different sets of minutes. TMe emphasised that previous minutes should always be circulated together with the agenda of the next meeting so that it would be clear which minutes were being approved by the SC.

Charter Launch

18. TMe reported that plans were going well and that the Sub-committee would be meeting by telcon on 22 August 2006. TMc suggested that the sub-committee should also begin discussing a long term plan post Singapore and that this would be of interest to Novib. JP added that this should include discussions on the Outreach Co-ordinator.
19. MS suggested that a press release is prepared in advance and would communicate further with TMe regarding this.
20. MS and Toby Mc suggested that the Charter should contain information on how to sign on to the Charter and that this would be done on the website where a list would be created. The GTI founding organisations would be top on the list.
21. The SC agreed to put aside up to \$10,000 from the new Ford grant to support parallel Charter launch activities which would be organised by any of the GTI partner organisations. The Charter Sub-committee would deal with requests for this funding.

Updates on component parts:

22. Coordinated Requests:
CM reported that the report was with the publisher and would be available after 2 weeks. CM to post the findings on the website and also draft a 2-3 pager summary of the results which could be published in journals, papers etc.
23. Active partners small grants:
CM requested feedback on the four proposals circulated by email before 30th August 2006 and mentioned that the report from Friends of the Earth Canada was long overdue. BJ offered to assist in following up with them
24. TMe stressed that, as per our earlier decision to reallocate funds, only US\$20,000 was remaining for advocacy grants

Any other business

25. RC circulated a general meeting note. The SC was asked to provide feedback before the meeting of the Budget Sub-committee.

Next Meeting

26. A meeting to discuss the new grant will be held on 29 September 2006 and will be chaired by TMc. The normal quarterly meeting will take place on 21 November 2006 and will be chaired by BJ.