



STEERING COMMITTEE MINUTES

MEETING HELD ON 1 SEPTEMBER 2005

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

1. Present: Richard Calland, Jennifer Kalafut, Issa Luna Pla, Toby McIntosh, Toby Mendel, Catherine Musuva, Jeff Powell, Magda Stoczkiewicz and Ilse Toerien
2. Apologies from Bruce Jenkins
3. IL chaired the meeting while CM and IT took minutes
4. Minutes of the last meeting (25 July 2005) confirmed and no matters arising

Transparency Charter

5. TMe presented an evaluation of the Charter alongside the final draft. He said he had been moving on with the partners in Manila and wanted to hold a discussion with Asian IFI groups as part of an educational process on the Charter. Funds were available for such an event but the details would still need to be discussed. TMe informed the SC that the Philippines group was asking for funds to organise the event.
6. 28th September (International Right to Know Day), was seen as an opportunity to have a discussion with broader groups on the Charter and GTI FOIA organisations already planning events for this day were asked to present the draft Charter. Other organisations were asked to implement a consultation plan of their own.
7. JK suggested a more detailed description of the principles to enable the IFI community to better distil the issues and consultations to explain the substance of the Charter.
8. The issue of what kind of groups would sign-on was raised. JP suggested targeting other human rights groups and development organizations such as Action Aid and Oxfam. Environmental and grassroots groups were also

mentioned. RC proposed that a list organisations that we would like to comment, sign-on or endorse the Charter be compiled and disseminated.

9. RC suggested using events in Africa to present the Charter. TMe said that the existing funds could be used for a series of launch events but organisations should use their resources where possible.
10. TMe suggested that during the consultation process, a broader range of questions on how useful parts of the charter would be useful as a basis for eliciting comments.
11. TMe said that fundraising was necessary for a major charter launch event to be held in multiple cities in early 2006.

Updates on component parts

12. **Small Grants:** TMc reported that he had approved one case study proposal from Macedonia and was in contact with some groups.
13. CM provided a brief evaluation of the challenges and successes of the administration and management of the Small Grants and sought a decision on the pending advocacy proposals.
14. RC suggested renaming the Small Grants to highlight the partnership element that the GTI would like to enter with groups. CM would modify the RFP to give it an outreach spin and circulate draft.
15. TMe mentioned that funds would be allocated to the Secretariat to cover the additional time and work on processing proposals. He asked the SC to be more pro-active in reviewing proposals.
16. **Coordinated Advocacy:** MS reported that there was not much happening at the EBRD until February 2006 together with other Executive Directors in the UK.
17. **Coordinated Requests:** CM provided a brief evaluation of the challenges and successes as the project nears completion.

Budgeting and finances

18. TMe reported that the project was no longer running on deficit because of the Novib money. He presented a cashflow reflecting the €30,000. He also announced savings from the GM, bank transfers and co-ordinated advocacy.
19. RC noted that the Secretariat was seriously under funded. TMc suggested that those with profitable ideas should forward their ideas to the SC which would be financed by the savings, if approved.

20. TMe said that he had agreed with Lisa to submit the annual report after the GM. He asked LOs to provide him with an update until August 2005. He would approach others individually to help with other information.

Communications

21. JP announced that the website would be unveiled by 28th September 2005 and construction work was ongoing. He asked LOs for information about their activities for the website.

Fundraising

22. RC provided a summary of the funding situation. The fundraising sub-committee would need to find out the deadlines for receiving proposals for each of the donors and develop a 3 year activity plan.
23. MS proposed that the existing proposal be updated and that fundraising be conducted as a whole and not by LOs. TMe said that private fundraising had to be co-ordinated with central fundraising. LIMAC and ATIN would be included in future proposals as they were not receiving any funds from the current budget.
24. Ideas for future activities would come out of the GM and be integrated into the core activities already in the existing proposal.

Date of Next meeting:

25. 22nd November 2005

28 September 2005