



STEERING COMMITTEE MEETING

MINUTES OF MEETING HELD ON 20 JUNE 2007

Apologies, Chairperson and minute-taking

1. Present: Richard Calland, Bruce Jenkins, Nepo Malaluan, Toby McIntosh, Toby Mendel, Jeff Powell, Magda Stoczkiewicz and Ilse Slabbert
2. Apologies: Tintin Morales-Alikpala
3. Toby McIntosh chaired the meeting and Ilse Slabbert took minutes. The Secretariat to send an updated chairperson roster.
4. Follow-up on the governance meeting was added to the agenda.
5. The new component parts based on the new Ford grant were absent from the agenda and the discussion on these had not been reflected in the minutes of 29 March 2007.
6. Nepo Malaluan agreed to add in a few lines on the Asia work. Toby Mendel agreed to circulate a list of the new component parts to Ilse Slabbert for inclusion in the next meeting's agenda.

Fundraising

7. There was a discussion concerning the rejection of the DFID proposal and the specific matter of GTI's link with 'downstream' impact on the poor. Idasa and Article 19 reported that they are preparing concept notes for the fund. Idasa indicated that if it gets through the concept note stage then it intends to include GTI activities in Africa in the final proposal.
8. It was agreed that the GTI do a broader scan for funding options.
9. Magda Stoczkiewicz will give feedback to NOVIB as per their agreement as soon as the governance meeting report has been received from Ivan Samdaan, the Facilitator.

10. Interim narrative and financial reports must be submitted to NOVIB at the end of this year on the first year allocation of Euro60,000.
11. It was agreed that the Executive Committee members raise funds individually, but we also need to send leads via email for core fundraising and think creatively. To be discussed further at the next meeting.

Outreach

12. Nepo Malaluan required approval on the GTI Outreach Strategy and Work Plan document that was sent out by Tintin Morales-Alikpala. Toby Mendel suggested that rather than formally approve the plan, it should be seen as a living document and that we could have a discussion via email. We decided to allocate the funds for outreach of approximately Euro10,000 to the GM. It was agreed that the Outreach Coordinator continue with current plans as per the work plan and this can be discussed further at the next meeting.
13. Tintin Morales-Alikpala and Jeff Powell will attend the round table in Bangkok and do outreach work on behalf of the GTI.
14. It was agreed that more work be done on the endorsement of the Charter as we currently only have a few networks listed.
15. Referring to the NOVIB agreement, it was agreed that the Outreach Coordinator needed to prepare regional outreach plans, working with organisations and particularly Executive Committee members in different regions. She should stay in contact with the Executive Committee members and schedule telephone conversations with each of them to discuss regional outreach.
16. The Outreach Coordinator must remind people of the outreach possibilities and opportunities and report to the Executive Committee regularly. Nepo Malaluan will assist her with the appropriate form for reporting.
17. The Executive Committee members must send her their schedules so that she can tap into and exploit the interactions we are having with people/organisations.
18. Tintin Morales-Alikpala will be on maternity leave for the month of November 2007. Nepo Malaluan suggested that we were not under any legal or financial responsibilities regarding this but he will clarify this and confirm. Toby Mendel suggested that we needed to consider this as part of our commitment to comply with good labour practice (as a human rights group).

Follow up on the Governance meeting

19. Jeff Powell clarified that the draft document entitled "GTI Advisory Council: Draft Terms of Reference" was not intended to focus on outreach, but rather strategic guidance. Comments on the paper to be provided by end July.
20. The report in the Governance session has not been received from the Facilitator yet. Richard Calland to push him for it.
21. Richard Calland, Jeff Powell and Nepo Malaluan will work on the GTI expanded Executive Committee and the Advisory Council list for agreement by the Executive Committee. All the Executive Committee members to send nominations of people to them soonest so that they can return a shortlist to it by end July 2007.
22. The Advisory Council sub-committee should contact Issa Luna Pla re her suggestions regarding possible Latin American members of this and also the expanded Executive Committee.
23. It was agreed that all the Executive Committee members send their notes on the governance meeting, held in Cape Town, to Toby Mendel and Nepo Malaluan within the week. They will then use these to prepare draft constitutional documents for discussion by the end of July.
24. It was agreed that we will ensure that core GTI members also take notes at future governance, or such, meetings so that a report can be compiled by the Executive Committee and so that we are not dependent upon consultants for this

Financial Reporting

25. All the lead organisations that have not sent Toby Mendel narrative and financial reports on the activities/meetings funded by the first Ford grant that took place between August 2005 to date, must do so by 27 June 2007.
26. Toby Mendel to send the last financial report to all the Executive Committee members so that they can use the same format.

Charter Activities

27. Toby Mendel mentioned that there was money allocated from the new Ford grant for one Charter training session each year.
28. We could also use NOVIB funds for further Charter training sessions.

Advocacy

29. Magda Stoczkiewicz and Bruce Jenkins will work together on the updated version of the score card.
30. Bruce Jenkins and Toby Mendel will follow up on ERB's disclosure policy and think of a package to move forward with. There are still ad hoc funds available for this.
31. Bruce Jenkins will send an update around re the World Bank disclosure policy for further discussions.
32. Bruce Jenkins will remain involved with the GTI, but Jennifer Kalafut's replacement will take over the GTI work with Bruce overseeing.
33. ATIN to identify two activities by August 2007.

General Meeting

34. It was agreed that the meeting be held in Manila in September or October 2007.
35. The sub-committee consists of Toby McIntosh, Nepo Malaluan and Ilse Slabbert.
36. They will start working on the draft agenda, concept note and circulate it for discussion. They will also send the suggested dates by end June 2007.
37. It was agreed that at least a ½ day Executive Committee meeting and ½ day charter training be included in the draft agenda.
38. US\$30,000 for the AGM – this includes Euro10,000 from NOVIB for outreach and also \$17000 from the Ford grant.

Any other business

39. Toby Mendel will send the updated budget spending sheet to the Executive Committee for discussion at the next meeting.
40. Ilse Slabbert to update the e-group name and discuss removing Jennifer Kalafut's moderator access and ownership from the group.

Next meeting

41. Ilse Slabbert to send an email to all Executive Committee members to confirm the date and time of the next meeting, possibly week of 6 August.

42. It was agreed that the draft minutes of this meeting be circulated by 27 June 2007.