



STEERING COMMITTEE MEETING

MINUTES OF MEETING HELD ON 21 NOVEMBER 2006

Conference call:

Apologies, Chairperson and minute-taking

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

Minutes of last meeting and matters arising

4. All received the minutes of the last meetings (17 August 2006) and the minutes were approved.

General Meeting

5. The general meeting note circulated by the Secretariat was discussed. Richard Calland suggested that we plan far ahead to prevent what happened with the last general meeting where there was not enough time to obtain visa for certain invitees.
6. An amount of US\$17,000 has been allocated for the general meeting from the Ford II grant.
7. Jennifer Kalafut requested a discussion on what we would like to envisage from the general meeting and how many people are going to be invited.
8. The matter of combining the general meeting with the governance meeting was discussed. Novib granted us an amount of US\$10,000 to hold a governance meeting.

9. Jennifer Kalafut felt that splitting the events would be a benefit because we can have a governance meeting just with the Steering Committee and 2 or 3 close cousins with whom we have been working closely with already and 1 expert. She also felt that this will give the Steering Committee time to make actual decisions on how to move forward at the general meeting.
10. Consensus were reached and it was agreed that the governance meeting would be held in February 2007 and the general meeting in early May 2007 as proposed in the secretariat's GM note.
11. It was agreed that the last points on the general meeting notes will be discussed at or after the governance meeting – in terms of who precisely to invite to the May meeting.

Governance Meeting

12. Richard Calland reminded the Steering Committee to look at the financial implications closely. The Secretariat will do a draft budget for the governance meeting and begin also to prepare for the May meeting, conferring around dates.
13. It was agreed that only 1 expert consultant would be invited. The Secretariat to do a draft TOR for the expert facilitator and forward it to the Steering Committee members for comments by 30 November, conferring with Magda Stoczkiewicz re agreement with Novib on facilitator. Members of SC to actively ask around and submit suggestions for candidates by 7 December. Ideally, a facilitator should be contacted before end of year and contracted in January.

Fundraising

14. Novib got the final doc re the toolkit and now awaiting decision from Novib.
15. SIDA – Richard Calland is in contact with them and the proposal is being re-looked at by Department of Foreign Affairs in Stockholm.
16. DFID - No feedback from them, but expecting decision by Feb 2007. Jeff Powell will touch base with his contact there.
17. Richard Calland will do a note within the next few days regarding fund raising strategies.

Updates on component parts

18. Small Grants – Catherine Musuva gave feedback re recent application. She mentioned that we still haven't received a report from Friends of the Earth. Catherine Musuva to forward email correspondence to Jennifer Kalafut to

follow up.

19. Charter Launch Activities – Jeff Powell reported back on the London launch. It was a successful launch and he is following up with interested organisations to get involved in signing onto the charter.
20. Jennifer Kalafut suggested a high profile launch in Washington, D.C., but first part of January will be more suitable for attendees.
21. Toby McIntosh gave feedback re the launch in Guatemala and suggested that we work on a few key organisations to have on the list. He will write a report on the charter launch there.
22. Toby McIntosh mentioned that Transparency Initiative employed staff members to do FOI requesting.
23. Someone from Article19 might attend the EBRD meeting in London on GTI's behalf, but Toby Mendel must confirm this.
24. List of people that attended the charter launch in London should be sent an invitation to join the GM e-group list. Jeff Powell suggested that we revisit the communications – clarify what the GTI GM e-group is all about. Jennifer Kalafut will send a note to the Steering Committee to explain exactly why we have this list.

Any other business

25. Outreach – Richard Calland felt that the urgency on this is that it was suggested that Catherine Musuva attend the World Social Forum (WSF) in Kenya. Jennifer Kalafut mentioned that a few people from BIC will also be attending the WSF. Idasa and BIC to work together on how they will approach and what the programme will look like. It was agreed that Catherine Musuva attend the WSF and that the GTI will cover her travel costs.
26. Richard Calland's Outreach notes refer. It was agreed in principle, that 4 other meetings be funded, when the time comes, with approval from the Steering Committee.
27. Jennifer Kalafut wanted to know how Idasa will be working together with the Outreach Coordinator regarding this. Richard Calland explained that we consult and see that work is not duplicated and work from there. Nepo Malaluan pointed out that the two activities are not mutually exclusive – that the outreach co-ordinator is only one person and should not deter organisations from continuing with their own outreach plans.
28. Richard Calland suggested that we advertise the Outreach Coordinator position and ideally conduct interviews/decide at the Feb. meeting. All Steering Committee members must send a ½ pager to Catherine Musuva by

1 Dec covering suggested job description, location, responsibilities, etc.

Next Meeting

29. Governance meeting in February 2007. There might be a conference call in mid-Dec to discuss the governance meeting further and Nepo Malaluan will facilitate this.