



## STEERING COMMITTEE MINUTES

MEETING HELD ON 23 FEBRUARY 2006

Conference call:

### **Apologies; Introductions; Chairing and Minutes; Matters arising; Agenda**

1. Present: Richard Calland, Jennifer Kalafut, Jeff Powell, Issa Luna Pla, Toby McIntosh, Toby Mendel, Catherine Musuva, Magda Stoczkiewicz, Nepo Malaluan and Ilse Toerien.
2. Apologies from Bruce Jenkins.
3. MS chaired the meeting and IT took minutes.
4. All received the minutes of the last meeting (22 November 2005). IT mentioned that the saving from the general meeting in point 10 should be changed to \$16,000. No other matters arising.
5. The order of agenda points was changed.

### **Updates on component parts**

6. Coordinated Advocacy: JK to initiate discussions via email to discuss upcoming meetings.
7. Small Grants: CM said that a lack of consensus from the SC on the proposals presented for approval and/or rejection meant that no final decision had been reached. It was agreed by all that in such instances, Idasa as the lead organisation, would make the final decision.
8. MS requested CM to circulate the decision making protocol and the RFP. Any suggested amendments to the two documents to be sent to CM.
9. In order to make the process more transparent, JP suggested that a summary of the decisions be put on the website and JK proposed that clear reasons for rejecting proposals are communicated to applicants. This was agreed by all, however a set of criteria needs to be agreed upon.

10. TMe said that it was the lead organisations' responsibility to verify the substantive reports of completed activities received from recipients of the grants. TMe would verify the financial reports. CM and TMc confirmed that they are aware of the agreement.
11. Coordinated Requests: CM asked for comments on the draft report she emailed earlier to be submitted to her by 15 March. The report will be finalized by the end of March 2006

### **Proposal**

12. MS submitted the proposal to Novib but it was not in the required format. TMc offered to adjust the proposal to the required Novib format and TM would adjust the budget. MS committed to follow-up with Novib and Article19 will be the official applicant.
13. TMe submitted a proposal to Ford Foundation. TMe will follow-up with Lisa in a few days. Article19 is the official applicant in this case.
14. TMe to make a change on the draft proposal budget to reflect Article19's application costs, etc. separately.
15. RC to send the new proposal to DFID & SIDA after TMe has amended the budget as per 14 above.
16. JK to follow up with Hewlett and RBS.
17. The log frame may still need to be done.
18. TMe felt that the proposal did not have the feel of a globally coordinated campaign and that some changes to its presentation were necessary. He suggested that the budgets for years 2 & 3 be 'filled-up', but the proposal should be sent out as is for now. Seconded by RC.
19. TMe & TMc agreed to look at the proposal for Novib and amend accordingly as per their requests and focus more on the items where we don't have enough text.

### **Budgeting and Finances**

20. JK mentioned the upcoming EBRD advocacy trip and requested money for it. TMe confirmed that \$10,000 was allocated for this.

### **Charter Launch**

21. TMe reported that only one set of comments was received since the extended consultation period. TMe identified some contentious issues that arose from the consultation, which would need to be resolved before finalisation of the charter. He agreed to circulate these as well as a charter launch plan. It was also agreed that the SC hold a discussion around the issues that TMe identify and resolved these before moving to the final drafting stage.

22. A sub-committee to work on the Charter Launch comprising TMe, ILP, CM and NM was formed.
23. TMe felt that April/May was too soon to have the charter launch given the amount of preparatory work required. It was agreed that the charter launch will not happen in India in May this year.

**Any other business**

24. JK mentioned that she will be traveling from 27 February to 15 March.
25. The SC agreed to keep Tomasz and Vincent on the SC email group list. Nepo will discuss with Vincent.
26. JK to discuss Graham Saul's participation with him.
27. JK asked the SC members to think about how we are going to use the GM list for outreach and governance purposes.

**Date of Next meeting:**

28. Next meeting will be held the week of 15 May. IT to send email with possible date.

**28 February 2006**