



## STEERING COMMITTEE MINUTES

MEETING HELD ON 23 NOVEMBER 2004

### **Apologies; Introductions; Chairing and minutes; Matters arising**

1. Present: Richard Calland, Jennifer Kalafut, Vincent Lazatin, Toby Mendel, Catherine Musuva, Jeff Powell, Graham Saul, Magda Stoczkiewicz, Ilse Toerien
2. Apologies from Bruce Jenkins, Issa Luna Pla and Toby McIntosh.
3. Catherine Musuva introduced as the new co-ordinator at the Secretariat (IDASA) replacing Kayum Ahmad.
4. RC chaired the meeting and CM took minutes.
5. Minutes of the last meeting (19 August 2004) were confirmed and there were no matters arising.

### **Fundraising**

6. TMe suggested that approaching other potential funders should be prioritized. It was agreed that longer-term funding was, in this context, a greater priority now.
7. GS said that a structure was needed for following up on fundraising and suggested that the Secretariat play a co-ordinating, but not a leading role. In other words, individual SC members would make the introductions and 'pitches', but Secretariat (IDASA) would follow-up etc. RC said that the TOR did not include any fundraising responsibilities but the Secretariat could provide updates and send reminders around fundraising; each member would be responsible for approaching funders. This was agreed.
8. RC suggested that fundraising should be linked with GTI activities – that is the best way to attract attention and sell the idea. This was agreed. A proposal to include a fundraising element in the Washington DC Advocacy Trip was agreed: potential funders will be invited to the event.
9. JK agreed to take responsibility for this and also to explore the viability and usefulness of including a day visit to New York to meet with funders. This was agreed in principle and it was agreed that the budget would be covered from

within our existing funding. JK to circulate a revised budget (including the New York leg) to the SC.

10. TMe agreed to approach a Dutch funder through Article 19 Director. JK suggested approaching the Swiss Development Cooperation.
11. Members would continue to think of possible funders and fundraising would be an agenda item for the next meeting as there is need for a long term fundraising strategy.

### **Budgeting and Finances**

12. IDASA confirmed receipt of funds from TMe and clarified that the budget submitted to TMe was based on the assumption that more funding would be available. The budget would be adjusted to the original 18 month period if no additional funds are received and cuts would be made from "year two" to accommodate actual and necessary costs incurred during year one (eg telcon costs).
13. TMe asked other members to check if they had received the \$ 1,000 for SC duties and inform him.
14. TMe announced a saving of approximately \$3,500 from the Manila Advocacy trip. This would be put in the pool.
15. TMe would produce a cash flow statement and share with SC in due course.

### **Communication**

16. Communications Strategy: valuable comments received from JK. RC agreed that face to face meetings need to be included in the strategy. SC asked to submit any comments to the Secretariat by 6 December 2004 (which MS asserted, controversially, to be "Santa Claus Day").
17. Website: JP had spoken to Green Net. He asked the SC to think about creating a website that would also be a template which similar groups could use. As the original budget did not include the development of a website, money would have to be reallocated from other items.
18. Pamphlet: There was consensus that a pamphlet was as much of a priority as a website. TMe and JK reported that a brochure would have been very useful in Manila, given that GTI is a new "brand". Both were rough assessments. It was agreed that the Secretariat will write up short briefs for both an initial website and a brochure and circulate it for comments in December 2004, with a view to producing both an initial website and a brochure by the end of January 2005 (to be organized by the secretariat). This will be based on production costs in South Africa. Others are welcome to get quotes from their home towns based on the briefs to be circulated. Agreed that this will be allocated from the existing budget and that if no further funds were forthcoming, we would discuss how this should be covered.

19. It was agreed that \$5,000 would be allocated for Communications.

### **Ford Foundation reporting**

20. The first report is due at the end of the first year of the project. Discussions will be held closer to the time.

### **Moving forward on component parts**

21. Case studies and audits: Secretariat to prepare a document which spells out how organizations and individuals can apply for small grants for advocacy by the end of December 2004 and circulate. This document will cover three types of small grant: Translation, Case Studies, and Ad Hoc Advocacy. Small grants under the FOI requesting project will be dealt with separately.
22. Coordinated Requests: Some baseline data received from the World Bank requests submitted by the OSI FOI project countries, but data likely to be patchy. Idasa has circulated third draft on FOI requesting project for comments. Comments to be submitted by 6 December 2004. TMendel to help Idasa contact possible partner in Pakistan.
23. Charter: Comments were received from TM and GS. SC agreed to submit comments to TMendel by 6 December 2004. Draft to be sent to a wider group for comment, including all participants of the Georgia meeting.
24. Coordinated advocacy: SC approved JK's proposal for the Washington DC Advocacy trip. JK to revise proposal to include meetings with funders in Washington DC and New York.
25. Ad hoc advocacy: See paragraph 22.
26. Translation: See paragraph 22

### **General meeting**

27. RC asked if the General Meeting was included in the budget. GS confirmed that it was and that it was a requirement by Ford Foundation. GS also suggested that it should be easy to get funding for this activity from other sources and allocate the budgeted funds to other activities.
28. Agreed to aim for September 2005 in Washington DC to coincide with the World Bank Annual Meeting. It would be an opportunity to market GTI and engage with key stakeholders and activists. Noted that by combining general meeting with an advocacy trip, we would save money. Agreed, however, that ideally we should include time for strategic planning, hence suggested to have a meeting at Musgrove, or some such venue, immediately afterwards. RC to follow up.

**Any other business**

29. Magda will be off work for 3 months from end of year and will resume on 1 April 2005. She is also planning to move to Brussels by end of March 2005. GS will be away during the month of December 2004.

**Date of Next meeting:**

30. 16<sup>th</sup> February 2005.

**26 November 2004**