



## **STEERING COMMITTEE MEETING**

### **MINUTES OF MEETING HELD ON 25 JANUARY 2007**

Conference call:

#### Apologies, Chairperson and minute-taking

1. Present: Richard Calland, Bruce Jenkins, Jennifer Kalafut, Nepo Malaluan, Toby McIntosh, Toby Mendel, Catherine Musuva, Jeff Powell, Magda Stoczkiewicz and Ilse Toerien.
2. Apologies from Issa Luna Pla
3. Nepo Malaluan chaired the meeting and Ilse Toerien took minutes.
4. The order of the agenda was changed to discuss funding first.
5. The minutes of the meeting held on 21 November 2006 were approved.

#### Fundraising

6. Discussions on the re allocation of new funds, except those related to the Governance meeting and the Outreach Co-ordinator, will be held once DFID has responded to our proposal.

#### Governance Meeting

7. Euro 10,000 is available for this meeting.
8. Jennifer Kalafut reminded the members that in the NOVIB grant we agreed to have this meeting within the first 3 months of 2007. It was therefore agreed by all that a date and venue be finalised at this meeting.
9. It was agreed that the meeting would be held in Cape Town, South Africa from 29 - 31 March 2007.

10. Richard Calland recommended that only the Steering Committee meet on the first day and then meet with the facilitator on the 2<sup>nd</sup> day. It was agreed that the meeting would not last longer than 2 ½ days.
11. It was agreed that a sub-committee will work on the agenda, draft budget and give feedback to the Steering Committee. The sub-committee consists of the Secretariat, Jennifer Kalafut and Nepo Malaluan.
12. It was also agreed that the sub-committee will find a suitable facilitator for the meeting. They will first look for a suitable facilitator in South Africa. It was agreed that the facilitator understands the concept of what we are trying to achieve.
13. Richard Calland to resend the Terms of Reference.
14. All Steering Committee members to send an estimate for their travel costs to Cape Town to Ilse Toerien to do a draft budget.

#### Outreach Coordinator

15. Nepo Malaluan summarised the comments received by the Steering Committee members.
16. Issa Luna Pla resigned from LIMAC and sent email on 24 January 2007 and LIMAC indicated that they will no longer be part of the Steering Committee as they have different priorities. Therefore it was agreed that the coordinator would not be based at LIMAC.
17. Richard Calland suggested that as point of departure, the coordinator be located in a country in the global south, and said that he would support the Philippines and ATIN as the appropriate location for the outreach.
18. It was agreed that the coordinator be 'mobile'; able to attend meeting around the world; be a key position for the GTI and be anchored with one of the Steering Committee members.
19. After further discussion it was agreed that the Outreach Coordinator would be based in the Philippines. It was further agreed that once further funds become available Africa and Latin America should be the priorities for outreach support.
20. Nepo Malaluan felt that the only disadvantage of having someone in the Philippines is mobility, but Nepo Malaluan would take this person under his wing. The coordinator would work with some of the programmes within the organisation, not just in the Philippines, but also across Asia.
21. It was agreed that Nepo Malaluan would re-look at the job description, amend and resend to the Steering Committee for final

comments.

22. Magda Stoczkiewicz suggested that we advertise globally and state that he/she would be based in the Philippines. Nepo Malaluan felt that this is possible, but it might have an implication on the budget. It was agreed that the position would be advertised according to Philippines salary scales/financial arrangement.
23. Nepo Malaluan to also send a proposal to the Steering Committee after the final job description has been sent out to decide who will advertise the position.
24. Richard Calland suggested that the governance meeting could provide Nepo Malaluan with guidance and even telephone interviews can be scheduled for when the Steering Committee members are together.

#### General Meeting

25. There was not enough time to discuss the general meeting. Richard Calland to send an email to the Steering Committee members with possible dates, venue, etc. for further discussion and comments via email.

#### Next Meeting

26. The next meeting was scheduled for March 2007 in Cape Town.