



STEERING COMMITTEE MINUTES

HELD ON 25 JULY 2005

Apologies; Introductions; Chairing and minutes; Matters arising; Agenda

1. Present: Richard Calland, Bruce Jenkins, Jennifer Kalafut, Vincent Lazatin, Issa Luna Pla, Toby McIntosh, Toby Mendel, Catherine Musuva, Graham Saul, Magda Stoczkiewicz and Ilse Toerien
2. Apologies from Jeff Powell
3. JK chaired the meeting while CM and IT took minutes.
4. Minutes of the last meeting (09 May 2005) confirmed and no matters arising.

Communications

5. IT reported that 1,000 brochures were being printed. Each organisation represented in the SC would receive 100 brochures at the general meeting. She also asked any organisation that needed printed letterheads to inform her so that she could send some by snail mail.

Budgeting and finances

6. TMe said that he was expecting a response from Novib in August, as per his email, meanwhile the GM would proceed with the USD 45,000 already available.
7. MS wanted to know about the GTI report to Ford. TMe said he would report to Lisa in the week starting 1st August.
8. TMe would send updated cash flow and organizations receiving Ford money were asked to review their budgets and send any adjustments by 30th July.

Fundraising

9. While fundraising would be discussed at the GM in depth, JK asked SC members to begin brainstorming about activities that we would require funds for. CM would use the SIDA proposal to pull out activities that still need funding and circulate to the SC.

General meeting

10. RC shared a draft outline of the GM. The list of cousins was discussed and agreed upon. A distinction was made between cousins who would be invited in their personal capacity and those who would be invited in their organisational capacity. The issue of inviting funders was raised and the conclusion was to invite Lisa (Ford). TMe would send more names of possible cousins from Asia. IT would send out invitation letters together with a draft programme to cousins.
11. JK asked SC to begin thinking of background materials. The SC agreed that an external facilitator was not required however the SC would ensure that among the cousins there would be resourceful and experienced people who would help us achieve our objectives. RC would approach SC members and cousins individually to prepare presentations and facilitate sessions.

Transparency Charter

12. TMe said it was necessary to discuss the presentation of the charter during the GM. GS said that this would depend on the expected objectives. He wondered whether the objective was to give the cousins an opportunity to contribute towards the charter or whether we wanted them to ratify a final draft.
13. TMc and BJ suggested posting the charter on the GTI website and/or other websites well in advance of the GM to give people an opportunity to comment. JK reported that she had circulated an outline within her network and asked whether there would be enough time to circulate the draft and receive comments. TMe reported that he had received more comments from the FOIA community than from IFI watchers.
14. TMe would circulate the latest draft by 12th August 2005 and SC would publicise the charter as much as possible before the GM with the aim of getting comments.

Updates on component parts

15. **Small Grants:** CM provided a summary of proposals received to date. TMe explained that the allocations of the three sub-categories had been amalgamated. CM suggested revising the RFP with the aim of making the administration process more effective and efficient. CM to circulate a draft of revised RFP.
16. TMc reported that he was reviewing the case study proposals and was in contact with some groups. He said that he was willing to continue taking the lead on this as per the protocol.
17. **Coordinated Advocacy:** MS mentioned the progress with the review of the EIB disclosure review process which she circulated by email and disclosed that a second draft policy would be released soon. MS would circulate a report and submit financial report to TMe.
18. **Coordinated Requests:** CM reported that activities were running on schedule and countries were conducting interviews with IFI and government officials. IL inquired whether the results should be ready before the GM. RC and CM replied

that the final report would be published and launched at a separate event but preliminary results can be shared at the GM.

Date of Next meeting:

19. 1st September 2005 in Poland

1 August 2005