



STEERING COMMITTEE MEETING

MINUTES OF MEETING HELD ON 29 March 2007

Apologies, Chairperson and minute-taking

1. Present: Richard Calland, Bruce Jenkins, Nepo Malaluan, Toby McIntosh, Toby Mendel, Catherine Musuva, Jeff Powell, Magda Stoczkiewicz and Ilse Toerien.
2. Bruce Jenkins chaired the meeting and Ilse Toerien took minutes.
3. The order of the agenda was changed and "Budget and Expenses" was added to point number 5. "Governance meeting" was added to point number 7.
4. It was agreed that future minutes would be more formal and the final minutes will be distributed a week after request for comments.
5. The minutes of the previous meeting was approved.

Fundraising

6. No news at present from DFID. Toby Mendel to follow up with DFID re the funding proposal.
7. It was agreed that fundraising efforts by Steering Committee members must continue. Richard Calland suggested a presentation at SIDA when he and/or a group of GTI SC members are next in Stockholm.
8. The new protocol for fundraising drafted by Richard Calland, dated 6 February 2007, was approved as amended:
 - 8.1 Reference was made to point 7 of the and it was agreed that comments on budgets will be made in the early stages of the drafting of proposals and circulated to the Steering Committee members before submitting a proposal to a Funder. The final sentence was amended to read: "Then, once it is finalised, any funding proposal should be circulated to the Steering Committee".

8.2 It was agreed that the document's heading should be amended to read "GTI Funding Protocol for Individual Steering Committee Funding".

8.3 It was agreed that an effort should be made to include Administration costs, where appropriate and possible, to cover the overall running costs of the Steering Committee.

8.4 Richard Calland to make the relevant changes on the document.

Outreach

9. Nepo Malaluan confirmed that eight CV's were received for the Outreach Coordinator position, but based on the job description a decision was made to interview the best three candidates by 12 April 2007.
10. It was also agreed that a female ATIN staff member plus a person from the NGO Forum form part of the panel to do the face-to-face interviews. Jeff Powell will also form part of the panel via telephone.

Coordinated Advocacy

11. It was agreed that BIC would take the lead, but other lead organisations must put their hands up to also lead advocacy.
12. It was further agreed that BIC would set up a 'state of play' internal website for GTI to prompt a more integrated approach to advocacy (as suggested previously by RC and discussed at the self-evaluation meeting).
13. Review of our environment and the state of play will be discussed at the Governance meeting.

Ad hoc missions

14. It was agreed that ad hoc missions be raised with the Steering Committee members via email and a final decision will be made by using the decision-making protocol.
15. Bruce Jenkins mentioned the IFI disclosure appeal mission. Bruce to follow up with the Bangladesh group. The IFC project has not been identified yet.
16. Magda Stoczkiewicz mentioned that Bankwatch Network had a seminar in November 2006. She suggested that the Steering Committee members read the info on their website under "Right to Appeal", especially the summary on the panel discussions and the background paper by Ludwig Kramer.

17. Toby Mendel confirmed an amount of \$2,500 per annum for ad hoc missions.

Charter Activities

18. Toby Mendel suggested training in Latin America. This is important given that LIMAC is no longer part of the group. A decision must still be made on the way forward with this activity. Toby McIntosh seconded outreach in Latin America, pending further discussions with LIMAC. Magda Stoczkiewicz agreed, as it is one of NOVIB's proposal agreements.
19. Nepo Malaluan suggested that the outreach coordinator and strategy be involved in this.
20. It was agreed by all that there should be at least one Charter/Outreach event per annum and one must be in Latin America.
21. Bruce Jenkins suggested a Charter/Outreach event at the ADB meeting in Shanghai in May this year.
22. Bruce Jenkins and Toby Mendel to move forward with future activities and set targets for Charter/Outreach work.
23. Nepo Malaluan did a presentation on the Charter in Manila, but there were no endorsements.
24. Richard Calland did a presentation on the Charter and the GTI work at the PNOWB meeting in Cape Town on 16 March 2007.

Small Grants

25. Toby McIntosh suggested that the information we request from small grants applicants be fine tuned so that the requests are clearer and this will avoid opportunistic requests.
26. Toby Mendel confirmed that we have \$10,000 for Small Grants this year.

Budget & Expenses

27. Toby Mendel requested the SC members to request the \$1,000 for oversight.

General Meeting

28. It was agreed that this will be discussed on 31 March 2007.

Any Other Business

29. It was agreed to discuss LIMAC's role on 31 March 2007.

Next Meeting

30. Ilse Toerien will send an email with a suggested date for the next meeting.