



STEERING COMMITTEE MINUTES

MEETING HELD ON 9 MAY 2005

Conference call:

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

1. Present: Richard Calland, Jennifer Kalafut, Toby Mendel, Catherine Musuva, Jeff Powell, Graham Saul, Magda Stoczkiewicz and Ilse Toerien
2. Apologies from Bruce Jenkins and Issa Luna Pla.
3. RC chaired the meeting while CM and IT took minutes.
4. Minutes of the last meeting (16 February 2005) confirmed and no matters arising.

Budgeting and Finances

5. TMe asked lead organizations to think about their upcoming activities and call down their second half of funds. TMe and JK would discuss reporting of the Manila mission.

Ford Foundation reporting

6. The GTI project report is due in May 2005, which marks the end of the 1st year of the project. TMe reported that he had received reports from BIC and IDASA. Bankwatch was preparing its report. It was agreed that all the active organizations should submit an activity report covering GTI-related activities regardless of whether or not they were receiving any of the Ford funds.

Updates on component parts

7. **Coordinated Advocacy:** MS explained that preparations for the EIB mission to Luxembourg were underway but were unable to proceed until a date for the EIB meeting had been set. Some of the activities planned include a round table with the European Parliament and submitting proposals for the new information policy. MS to share the full text of their proposal with the SC. Once the date had been set, groups from the South would be invited. MS welcomed proposals for individuals who could be invited.

8. **Coordinated Requests:** CM reported that the 2 day meeting in Slovakia was a success. The five countries (Argentina, Bulgaria, Mexico, Slovakia and South Africa) were each represented by one person from the nodal organization. RC and IL from the SC were present. JK provided support with identifying and formulating requests. Thomas Carson from the OSJI was present to conduct a demonstration on the database software that would be used by all countries. An action plan was agreed upon and the first wave of requests to the IFIs had already been submitted.
9. JP asked about the possibility of including a group from Argentina interested in ICSID. RC said that we could consider them for the second phase. CM would however send JP the contact of our partner organization in Argentina to link them with his group. GS pointed out that the current active organizations are weaker in openness in the trade institutions and this needed to be looked into.
10. **Charter:** TMe reported that there had been a good session in New York in April to work on the details of the charter, attended by around 20 people. He further reported that he hoped to have the final draft, taking into account the deliberations from New York, ready by June.
11. **Small Grants:** CM reported that 13 proposals had been received thus far and the SC needed to make a decision regarding the advocacy proposals recommended by IDASA. JK and TMe suggested that it was necessary to work with the potential recipient organizations to ensure that their proposed activities more directly and explicitly focus on IFI openness and offered to assist as they felt that these proposals were interesting but did not highlight the issue. Freedominfo, which was previously a lead organization could also assist in this regard but TMe suggested that IDASA take the lead in reviewing and processing proposals for all three categories of the grants as there were overlaps between the proposals. He suggested allocating more funds for the Secretariat to fulfil this role. RC explained that the Secretariat did not have the capacity to act as a grant maker but would discuss whether it would be able to take on this role. Having considered it further, IDASA will circulate a short note capturing this new role for final approval. MS proposed that the RFP could be revised to emphasize on the aspect of IFI openness. CM agreed to look into this.

Communication

12. Logo: The SC endorsed the logo, color scheme and stationery presented by the Secretariat. All stationery printing would be done by IDASA. Business cards and logos would include details of the different active organizations. SC members would be trusted to use the stationery. IT to send the GTI logo and colors to JP for use on the website.
13. Website: JP reported that he had met with GreenNet (the web developer) to agree on a time line for the website, which would be developed at a cost of approximately £3500. He asked members to send suggestions of what they would like to have on the website as well as suggestions for URLs as the domain name www.gti.org was not available. Suggestions should reach him by 23rd May 2005.

14. Brochure: CM had circulated the most recent draft and members who had not made comments were asked to do so by 23rd May 2005.

Fundraising

15. JK gave feedback on the New York donors meeting held in April. JK, TMe and RC met with senior OSI staff members and Lisa from Ford Foundation.
16. JK had to re-submit the proposal to SIDA after she found out that it had not landed in the right hands. MS suggested that the proposal could be updated if SIDA showed an interest. DFID had not responded to the FOI Coordinated Requests proposal but RC would follow up.

General meeting

17. RC reported that Musgrove would not be a possible venue. While the initial meeting had been planned to coincide with the annual meetings of the World Bank and IMF in September and to include an advocacy mission as well as the launch of the Charter, RC proposed the separation of these activities as per the amended Concept Note-in other words, a 'roadshow' approach to the General Meeting and associated events. TMe proposed that the Charter should be launched ahead of the Annual Meeting. The Annual Meeting would then focus on strategic planning and would include the SC and the "cousins". An advocacy mission could still take place in September. RC suggested that the Charter should be launched in a Southern country to give it more weight and this was endorsed by the SC. It was agreed that a smaller group begin working on these events and decisions will be made using the decision making protocol between meetings. JK, TMe, MS and RC offered to be part of this group. Cape Town, Manila and DC were mentioned as possible venues. IT will cost out different options to assist the small group in its work in finalizing the General Meeting.
18. CM suggested that the results of the FOI Coordinated Requests should be officially released during one of the above events.
19. TMe reminded the SC that there was also a London advocacy mission that had been budgeted for in the existing funding.

Date of Next meeting

20. 25th July 2005.

12 May 2005