Report on the SDGs Catalysts Network
2nd Quarterly Meeting

under the project

CSOs For Good Governance: Enhancing civil society’s contribution to governance and development processes in Trinidad and Tobago (CSOs4GoodGov)

February 16, 2018
UWI, SALISES, Trinidad and Tobago
1 Introduction

This report presents the main findings of the second Quarterly meeting of the SDGs Catalysts Network. This meeting was held at the Sir Arthur Lewis Institute of Social & Economic Studies (SALISES), at the University of the West Indies, St. Augustine, Trinidad, on February 16, 2017. The report provides an overview of the meeting participants, objectives and methods, and recounts the meeting’s main activities and areas of discussion including recap of the project, progress reports on project components, introduction of a Community Agreement for input of Catalysts, sharing by Catalysts on key events and activities and planning for the national CSO advocacy workshop carded for March 2018.

1.2 Participants
23 persons tended the 2nd Quarterly meeting in total, with representation from 14 of 23 members of the SDGs Catalysts Network and all members of the Capacity Building Working Group (CBWG).
See Appendix 1 for the full list of participants.

2 Meeting Objectives

The specific objectives of the meeting were to:
- To provide Catalysts with progress reports and information on key activities under the CSOs4GoodGov project, including for their participation
- To introduce a Community Agreement for input of Catalysts
- To check-in with Catalysts on their activities relevant to the project and provide opportunities for sharing
- To engage Catalysts in planning and preparations for the national workshop on developing a collective civil society position on the SDGs and CSO advocacy strategy
See Appendix 2 for the workshop agenda and objectives.

3 Methodology

PowerPoint presentations delivered by component leads were used to recap the project and share project component updates, followed by a brief verbal discussion to check in with Catalysts on any actions related to communication on the project within their networks; networking they were able to do with other Catalysts; and upcoming activities or events. Catalysts were then engaged in plenary discussions and interactive sharing exercises to elicit inputs and feedback on a draft Community Agreement prepared by the CBWG.

4 Review of Key Sessions / Discussion and findings

Recap of the project and progress reports

Recap of Year 1 of the project was done by CANARI as a refresher for participants and for the benefit of new participants as the project Year 1 was coming to a close. CANARI then led off on project component updates for Component 1. See the presentation here. CANARI shared its updates via a summary dashboard and suggested it as a possible template which could be refined and also used by others for future reporting.
CANARI introduced Ms. Sasha Jattansingh (consultant) who was hired to assist in documenting advocacy case studies and encouraged Catalysts to cooperate with her over the next month for interviews, providing useful info and materials and reviewing draft case studies. It was emphasised that participation was desirable as the case
studies will be presented at the national workshop and feed into other project deliverables such as the knowledge platform and annual report.

Component 2 updates by Veni Apwann on the capacity building component can be found here. Information was shared on proposed elements of the capacity building strategy for the Network including ideas on synergies between components moving forward. UWTT provided update on small grants and progress of component 4. It was noted that the Legal, Fiscal and Funding Working Group was established and one meeting was held. They also informed Catalysts of intent to have two members join the Project Steering committee and outlined the rationale. In response to asking for interested Catalysts, it was suggested the process be documented and shared along with TORs so they could review, make decision and respond accordingly. UWTT agreed to do same and share.

**Introduction of Community Agreement for inputs**

*N.B. An in-depth report of the session will be shared by the CBWG.*

The session was led by Veni Apwann and the CBWG and was designed to help participants understand:

- the need/importance of having/abiding by a standing community agreement to guide the partnership/collaboration on this project
- complaints, their origins and how developing a process to deal with them can strengthen community agreements
- key ingredients of effective partnership and by extension, of an effective community agreement
- the tenets of the drafted community agreement

![Fig. 1: Catalysts discuss key ingredients for effective partnership and collaboration](image)

As part of the process to gather feedback and inputs of Catalysts into a draft Community Agreement developed by the CBWG, participants were engaged in interactive exercises and discussions to examine positive and negative experiences of partnerships and collaboration with and without formal agreements, as well as examine key ingredients of effective partnership/collaboration.

Participants were split in groups focusing on three sets of themes (ingredients) – Communication and Decision making, Conflict Management and Accountability, to discuss what that key ingredient meant to them. Some key ingredients noted across the themes were respectful communication, realistic expectations for deliverables and
communicating changes, efficient and timely reporting to the Network and committing a minimum amount of time to being engaged, democratic approach—ensuring all voices/parties are heard and also well informed and creation of a mediation team.

Fig. 2 Catalysts dissect what the key ingredients for effective partnership and collaboration mean to them

The benefits of having a formal agreement was discussed and some results shown in graphic below. Some key points of discussion included that the community agreement would act as a point of reference, and seek to clearly outline ‘how’ the Catalysts work together.

Fig. 3 Results of session on benefits to having a community agreement
The CBWG also explored with Catalysts what are complaints and how they factor into the partnership/collaboration process and community agreements that govern the process. An overview of different kinds of complaints was shared and the process for sending complaints to CBWG (email to be provided) – CANARI and VA members of CBWG will recuse themselves from discussion of any complaints towards their organisations and Catalysts will be asked to identify not only the problem but suggested solutions.

The CBWG will follow up to share the revised draft of the Community Agreement.

**Discussion on national workshop to develop collective civil society position on SDGs and advocacy strategy**

CANARI introduced the session by noting the national CSO advocacy workshop will be held on March 22-23rd to start to develop collective civil society position on SDGs and outline an advocacy strategy. The approach is that CANARI will be working closely with VA and the CBWG to facilitate the workshop given interlinkages between components and objectives under the project as relates to advocacy capacity building - VA will focus on the advocacy capacity building/communications strategy aspect and CANARI provide backstopping and ensure the proper SDGs context and examples are being drawn in. Participants were asked for feedback on additional objectives to be considered, target audience/key stakeholders to be invited/engaged, suggestions for venue and were encouraged to prepare to contribute i.e. start catalysing their networks.

It was noted workshop outcomes/outputs will be used to guide collective advocacy/inform small grants work and be built on in later capacity building activities. In addition, it is supposed to feed an advocacy campaign moving forward.

**5 Next Steps for the SDGs Catalysts Network**

- The national advocacy workshop carded for March 2018 was noted as the next key event for Catalysts and their wider networks.
- The next quarterly meeting of the SDGs Catalysts Network would be held after the workshop, in May or June.
- Catalysts were reminded to cooperate with Sasha Jattansingh for development of advocacy case studies.

Action items emanating out of the meeting include
- CANARI to update project Dropbox with materials and presentations from the meeting; project leads to provide all information to include.
- CANARI to prepare and share quarterly meeting report and VA/CBWG add notes on the community agreement session or follow up with more in-depth report.

In evaluating the meeting, Catalysts were again happy to have opportunities for networking and collaboration.
## Appendix 1: List of participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Contact No.</th>
<th>Email</th>
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*participated virtually

Absent members: T&T Energy Chamber, SERVOL, CYEN-TT, YBTT, Network of NGOs of Trinidad and Tobago for the Advancement of Women (Network), Family Planning Association.
Appendix 2: Meeting Agenda

**SDGs Catalysts Network Quarterly Meeting 2**

under the project

**CSOs For Good Governance**: Enhancing civil society’s contribution to governance and development processes in Trinidad and Tobago (CSOs4GoodGov)

UWI SALISES Conference Room

February 16, 2017

9:00am – 1:30pm

**Meeting Objectives:**
1. To provide Catalysts with progress reports and information on key activities under the CSOs4GoodGov project, including for their participation
2. To introduce a Community Agreement for input of Catalysts
3. To check-in with Catalysts on their activities relevant to the project and provide opportunities for sharing
4. To engage Catalysts in planning and preparations for the national workshop on developing a collective civil society position on the SDGs and CSO advocacy strategy

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<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>8:45am</td>
<td>Registration</td>
<td>CANARI</td>
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| 9:00am| ▪ Welcome and introductions  
▪ CSOS4GoodGov project recap                                         | CANARI            |
| 9:15am| Progress reports on project components:  
▪ Advocacy case studies and SDGs Knowledge Platform (CANARI)  
▪ Capacity building (Veni Apwann)  
▪ Legal, fiscal and funding framework and small grants (UWTT) | Project component leads - CANARI, Veni Apwann, UWTT |
| 9:45am| Developing a Community Agreement for the SDGs Catalysts Network | Capacity Building Working Group (CBWG) |
| 12:15pm|(Brownbag Lunch):  
▪ Sharing from Catalysts  
▪ Calendar of events – Catalysts announcements                     | CANARI            |
| 1:00pm| National CSO workshop planning  
- Inputs on objectives, target audience and venue  
- Discussion on Catalysts preparations to contribute             | CANARI / Veni Apwann |
| 1:30pm| Recap of meeting and next steps  
Wrap up and close                                                      | CANARI            |