

Virtual Steering Committee Meeting

Minutes | 15 March 2019



Participants

Steering Committee Members

1. Patrick Moriarty, Interim Steering Committee Chair (PM)
2. Aïssata Cisse, Mali
3. Anna Virginia Machado, LabGEA
4. Anthony Dedouche, WSSCC
5. Catarina de Albuquerque, SWA CEO (CTA)
6. Erma Uytewaal, IRC (EU)
7. Hans Olav Ibrekk, Norway
8. Kelly Ann Naylor, UNICEF
9. Khalid Massa, Tanzania
10. Lisa Schechtman, USAID (LS)
11. Lotte Feuerstein, WIN (LF)
12. Neil Dhot, Aquafed
13. Nguyen Thi Lien Huong, Viet Nam
14. Nicholas Igwe, Zenith Water Projects
15. Nompumelelo Ntshalintshali-Motsa, Eswatini
16. Rabab Hassan Abbas, Egypt
17. Sareen Malik, ANEW
18. Vanessa Dubois, ARCA

Permanente Observers

- Fiona Gore, WHO (FG)
- Federico Properzi, UN-Water

Observers

- Lucas Alves, LabGEA

Secretariat

- Alexandra Reis, Communications
- Heloise Chicou, CSO Adviser
- Joost Kooijmans, COO (JK)
- Muyatwa Sitali, Country Engagement

Did not attend

- Alexandra Carvalho, Portugal
- Andre Patinde Nonguierma, Burkina Faso
- Dominick de Waal, World Bank
- Fatema Akter, Nagar Daridra
- Haydee Rodriguez Romero, Costa Rica
- Hugo Ramón Ruiz Fleitas, Paraguay
- Kepha Ombacho, Kenya
- Mohammed Zobair, DORP
- Pie Djivo, Benin
- Tejraj Bhatt, Nepal

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Summary of Decisions

Decisions
Decision 1: Minutes The Steering Committee approves the minutes of its December 2018 meeting.
Decision 2: Agenda The Steering Committee approves the meeting's draft agenda.
Decision 3: New applications The Steering Committee decides to accept the application of: <ul style="list-style-type: none"> • Government of Somalia (Country) • AWF (Private sector) • Niyel (Private sector) • Toilet Board Coalition (Private sector) • Centro de Tecnología Apropiada / Universidad Católica Nuestra Señora de la Asunción (Research and Learning)
Decision 4: Strategy and Programme Sub-Committee Terms of Reference and Workplan The Steering Committee approves the Strategy and Programme Sub-Committee Terms of Reference and Workplan for 2019.
Decision 5: Governance and Finance Sub-Committee Terms of Reference and Workplan The Steering Committee approves the Governance and Finance Sub-Committee Terms of Reference and Workplan for 2019.
Decision 6: Process for elaboration of SWA 2020-2030 Strategy The Steering Committee endorses the proposed roadmap for the development of the SWA 2020-2024 Strategy.

Summary of Actions

Actions	Responsible	Deadline
Governance and Finance Sub-committee to submit a recommendation about the possibility of SWA funding SWA-related activities by SC members.	Governance and Finance Sub-committee	By June meeting
Secretariat to add a column to the minutes indicating the deadline of every action point agreed by the SC.	Secretariat	In the next minutes to be circulated
Civil Society and Private Sector constituencies to make recommendations on how they can support SWA fundraising efforts and how the SC and Secretariat can support those efforts.	Civil Society and Private Sector constituencies	By June meeting
Secretariat to prepare an overview of the financial implications of hiring the approved Secretariat organigram and make proposals to	Secretariat	By June meeting

the Steering Committee if there are not enough funds to implement it.		
<p>Civil Society constituency to</p> <ul style="list-style-type: none"> a) support the Secretariat in the due diligence process for the new CSO applications, and b) work on recommendations to strengthen the new applications and due diligence process to the Governance and Finance Sub-committee. <p>Both the results of the due diligence process and the recommendations will be presented to the Steering Committee at the June meeting.</p>	Civil Society constituency	By June meeting
Secretariat to contact all organizations that applied to inform them about the delay in processing their applications.	Secretariat	By June meeting
<p>Chairs of both Sub-committees to agree on:</p> <ul style="list-style-type: none"> a) how to clearly allocate the tasks that are part of both workplans, and alter the language in TORs and Workplans accordingly, including agreeing on consistent language; b) list of leaders to be invited to the SWA Global Leadership Council. 	Chairs of both Sub-committees	By June meeting
Secretariat to reach out to Steering Committee members that did not attend meetings, to remind them of the Governance rules that apply to SC meeting attendance.	Secretariat	
Francophones Steering Committee members that listened to the interpretation during the meeting to give feedback on the service's quality.	Francophones Steering Committee members that attended this meeting	By June meeting

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Session 1 Introductions and Overview

Patrick Moriarty

PM welcomed the Steering Committee (SC) and ensured the meeting had the quorum required for taking decisions. He also informed the SC this was the first time an SWA virtual SC meeting had an interpretation service.

PM asked for feedback on the agenda and on the minutes of the previous SC meeting (Lisbon, December 2018). Both documents were approved with no objections.

CTA then gave an update on actions pending from previous meetings and informed the SC that most were completed. Both the Research & Learning (R&L) and Private Sector constituencies have sent the Secretariat information about their focal points in several countries. However, there are still countries with very few focal points. EU informed the group that R&L is still working on this issue and that the Secretariat will receive more updates in the upcoming weeks.

Regarding the Regional Engagement Strategy, the Country Processes and High-level Political Dialogue Work Groups (CPWG, HLPDWG) are responsible for this task and will hire two consultants who will work as a team to support this chore. Regarding the question of whether SWA can finance SWA-related activities of SC members, CTA informed the SC that the Governance and Finance Sub-committee will submit a recommendation ahead of the June meeting.

PM asked the Secretariat to add a column to the minutes indicating the deadline of every action point agreed by the SC.

Decision 1: Minutes

The Steering Committee approves the minutes of its December 2018 meeting.

Decision 2: Agenda

The Steering Committee approves the meeting's draft agenda.

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Action 1: Governance and Finance Sub-committee to submit a recommendation about the possibility of SWA funding SWA-related activities by SC members.

Action 2: Secretariat to add a column to the minutes indicating the deadline of every action point agreed by the SC.

Session 2: Sector Ministers' Meeting (SMM) Update

Catarina de Albuquerque

CTA indicated that the Secretariat is expecting around 250 people to attend the SMM. Over 60 ministers from 55 countries have confirmed. She also reminded the SC that 30 ministers attended the previous SMM in Addis Ababa.

The preparation for the SMM was launched in November 2018, just before the Lisbon Steering Committee Meeting. Since then a Guidance Note for the preparatory process was prepared and sent in January to all countries, which have also been invited and briefings for the three ministerial dialogues were prepared by different teams, each led by an SWA partner. The briefings were sent to all countries in February. On behalf of the Secretariat, CTA thanked all partners who have been involved in this process. The Secretariat also organized two additional webinars, each with over 140 participants.

CTA also mentioned that the Secretariat similarly organized virtual country specific meetings and spoke to about 50 of the countries – in some cases there were multiple conversations with a given country. Through these calls, the secretariat and the country focal points discussed each country's national processes to be used for the preparation of the SMM, clarified questions on the focus of the SMM, the requirements for the preparatory process and encouraged partners to table commitments at the meeting.

The Secretariat anticipates that somewhere between 20-30 countries will table commitments as part of the Mutual Accountability Mechanism - this includes most of the pioneer countries. Private sector, civil society and some external support agencies are also expected to table commitments. GLAAS agreed to prepare country highlights using the data they just received from their current cycle. Draft country highlights are being prepared and shared with countries on a rolling basis by the GLAAS team. The Secretariat thanked GLAAS for their continued support. FG mentioned the GLAAS team is also preparing External Support Agencies Country Highlights ahead of the SMM. The communications team developed press and social media toolkits for partners and has been inviting key media to attend the event. The Secretariat welcomes articles from partners about preparatory activities.

The group discussed the reasons behind such an increase in interest on the part of ministers. Some factors mentioned were the increase of the Secretariat's Country Engagement team (now with Regional Advisors), the fact there was no High-level Meeting in 2018 and hence a bigger focus was put of national-level engagement, and the launch of the Mutual Accountability Mechanism.

Session 3: Funding Update and Information on Consultants

Catarina de Albuquerque and Joost Kooijmans

CTA informed the SC she had visited several existing donors and potential donors in the last few weeks: Finland, The Netherlands, Sweden and Spain, as well as the Aga Khan Foundation. She is also reaching out to other donors.

The group discussed how existing partners from all constituencies can support the Secretariat in fundraising. LF mentioned the proposal by the Governance and Finance Sub-committee (GFSC) of creating a Fundraising Work Group and informed the SC she and Thilo Panzerbieter from the German Toilet Organization met with BMZ to talk about, and promote, SWA. LS also raised a point about how the support of civil society organizations (CSO) can be important for fundraising efforts. The group in general agreed that SWA CSOs partners should be empowered and resourced to be able to support fundraising initiatives.

CTA also informed the SC about other instances where partners contributed to fundraising, such as Paul Deverill from DFID offering to reach out to Canada or Hans-Olaf Ibrekk offering a list of donor contacts. The group asked CSOs and the Private Sector to give guidance about what the SC and Secretariat can do to empower their fundraising efforts on behalf of SWA.

Regarding the SC request for more information on the Secretariat's consultants, CTA called the SC's attention to the document circulated in advance with the complete list of consultants. She also mentioned that the SC approved a budget of around \$900k/yearly for consultants and the Secretariat is expecting to use about \$600k in 2019.

JK gave a brief update on the Secretariat's budget. He underlined the team is working hard to fill in all the positions approved by the SC. Some of those positions will be created within UNICEF and, despite the 2020 short-fall, the Secretariat is currently able to offer 2-year contracts for the positions already planned.

There was some discussion about how confident the SC and Secretariat are that the funds needed will indeed arrive. CTA mentioned that the feedback during her fundraising travels was positive, but the funds will not start coming in immediately. The SC agreed that, before their next meeting, the Secretariat would prepare an overview of the financial implications of hiring the staff in the approved organigram and make proposals if the budget is not enough to cover it.

Action 3: Civil Society and Private Sector constituencies to make recommendations on how they can support SWA fundraising efforts and how the SC and Secretariat can support those efforts.

Action 4: Secretariat to prepare an overview of the financial implications of hiring the approved Secretariat organigram and make proposals to the Steering Committee if there are not enough funds to implement it.

Session 4: Consideration of partner applications

Joost Kooijmans

JK informed the SC that since their last meeting the Secretariat received 30 applications from CSO organizations, four from the private sector, one from Research and Learning and one country. He proposed that the SC should approve the country, the Research and Learning and three of those of the Private Sector. The remaining applications were still under review or incomplete.

JK also informed the SC that the Secretariat will send the Governance and Finance Work Group recommendations on how to strengthen the new partners' application and due diligence process, to ensure that new organizations have the capacity to engage in the partnership. Meanwhile, JK recommended that the Secretariat should apply the rules that are currently in force when reviewing pending applications.

The SC discussed how to handle the large amount of CSO applications, and some concerns were raised about the criteria for them entering the partnership. CTA explained that the Secretariat does not make recommendations about new applications, simply reporting on the due diligence process to the SC for their decision (e.g. does the organization have a website? Does it publish annual reports? Is it in UNICEF's list of vetted CSOs?).

The SC decided to accept the application of all non-CSO members and asks the CSO constituency to support the Secretariat in improving the due diligence process for the new CSO applications. In parallel, the CSO constituency will work on recommendations for the Governance and Finance Subcommittee, on how to strengthen the criteria to select new applications and the due diligence process. Both the results of the due diligence process and the recommendations will be presented to the SC at the June meeting. The SC also asked the Secretariat to ensure consistency in the names of the organizations, and a good editing in general of the due diligence reports and application forms presented to the SC.

Decision 3: New applications

The Steering Committee decides to accept the application of:

- Government of Somalia (Country)
- AWF (Private sector)
- Niyel (Private sector)
- Toilet Board Coalition (Private sector)
- Centro de Tecnología Apropiada / Universidad Católica Nuestra Señora de la Asunción (Research and Learning)

Action 5: CSO constituency to

- c) support the Secretariat in the due diligence process for the new CSO applications, and
- d) work on recommendations to strengthen the new applications and due diligence process to the Governance and Finance Sub-committee.

Both the results of the due diligence process and the recommendations will be presented to the Steering Committee at the June meeting.

Action 6: Secretariat to contact all organizations that applied to inform them about the delay in processing their applications.

Session 4: Consideration of the Terms of Reference and Workplan of the Strategy and Programme Sub-Committee

Lisa Schechtman

LS gave an overview of the Terms of Reference (TOR) of the Strategy and Programme Sub-Committee (SPSC), explaining it was very similar to the draft presented at the Lisbon meeting, but with a different organization. The tasks are now organized into two categories: 1) implementation (e.g. Mutual Accountability Mechanism, the Framework, how it all comes together strategically), and 2) effectiveness, and monitoring and evaluation (e.g. effectiveness of the Work Groups, review of High-level Meetings). The rest of the document is drawn from the Governance Document. The Terms of Reference were approved with no objection.

Regarding the workplan, LS highlighted the important role of the Sub-committee to ensure that there is cohesion in the work of the partnership, that the strategy is relevant, that there is a risk management initiative in place, and the partnership can identify and respond to good opportunities. She explained the workplan also has two streams of work aligned with the TOR categories, the first led by the High-level Political Dialogue Work Group and the second by the Country Processes Work Group. The SPSC also recommended the creation of a new Ad-hoc Work Group to lead on the development of the new strategy and the hiring of a consultant to support this work. The Sub-committee will also support the development of public engagement, communications and advocacy materials in order to ensure a cohesive set of messages and priorities.

The group received positive feedback from the SC. LF pointed out both Sub-committees have performance review and risk management in their TOR and the leads now need to work together to ensure there is no overlap between their respective activities. There was also a request for the Sub-committee's work to be mainly focused on strategic oversight, assessment and identifying opportunities, and not too operational.

The Sub-committee's workplan was approved.

Decision 4: Strategy and Programme Sub-Committee Terms of Reference and Workplan

The Steering Committee approves the Strategy and Programme Sub-Committee Terms of Reference and Workplan for 2019.

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Action 7: Chairs of both Sub-committees to agree on:

- c) how to clearly allocate the tasks that are part of both workplans, and alter the language in TORs and Workplans accordingly, including agreeing on consistent language;
- d) list of leaders to be invited to the SWA Global Leadership Council.

Session 5: Consideration of the Terms of Reference and Workplan of the Governance and Finance Sub-Committee

Lotte Feuerstein

LF gave a brief summary of the proposed TOR and workplan of the Governance and Finance Sub-Committee (GFSC). This includes 1) advising the SC on SWA's governance (e.g. reviewing the Governing Document, advising on the selection and orientation of SC members), 2) Integrity of the SWA Partnership (e.g. implementation of the SWA Ethics and Code of Conduct Policy), 3) Performance Management (advice on evaluations of the partnership), 4) Finance (e.g. Review and approval of annual Secretariat work plans and budgets). She also informed the SC that the Code of Conduct document is being finalized and highlighted that one of the Sub-committee's priorities is to identify a new SC Chair, finalize a new Memorandum of Understanding with UNICEF, and set-up the proposed Fundraising Work Group to immediately start supporting the CEO.

LS suggested that both Sub-committees should work together to identify more leaders to join the Global Leadership Council. The SC approved this suggestion.

The SC also discussed which Sub-committee would be responsible for the strategic advice on the Global Water Architecture and SWA's place in it. LS answered that those issues were raised at the SPSC, but there were concerns about SWA's capacity to engage beyond the HLMs. It was agreed that such work be mostly connected to the development of the new strategy; hence it is included in the TOR of the SPSC, but that its implementation was a joint work of both Sub-committees.

The Sub-committee's TOR and workplan was approved.

Decision 5: Governance and Finance Sub-Committee Terms of Reference and Workplan

The Steering Committee approves the Governance and Finance Sub-Committee Terms of Reference and Workplan for 2019.

Session 7: Consideration of Process for Elaboration of SWA 2020-2030 Strategy

Joost Kooijmans

JK presented the Secretariat's proposal for the process for developing the new SWA Strategy 2020-2030. He underlined there will be some heavy-lifting done in the coming few months, since the Secretariat will present a first report to the SC in June. This draft will include a retrospective of, and lessons learned from, the previous strategy, priorities for the future strategy and ideas on how SWA can maximize its impact. This content will be based on in-depth interviews with stakeholders that will kick-off during the SMM. A first draft of the strategy will be circulated by June and the Secretariat will organize a series of global consultations before presenting a final strategy for approval at the December SC meeting. The launch of the new strategy is foreseen to be held at the 2020 FMM. JK also pointed out these activities will be done in consultation with the SPWG.

The SC approved the approach and agreed that the June SC meeting should have a strong focus on this Strategy.

Decision 6: Process for elaboration of SWA 2020-2030 Strategy

The Steering Committee endorses the proposed roadmap for the development of the SWA 2020-2024 Strategy.

Session 8: AOB

Catarina de Albuquerque

Several SC members asked the Secretariat to share the list of attending ministers, to which CTA agreed.

PM also asked the Secretariat to reach out to SC members that did not attend meetings, to remind them of the Governance rules that apply to SC meeting attendance. He also asked the francophones that listened to the interpretation (first time this service was available at SC meetings) to give feedback on its usage and quality.

Action 8: Secretariat to reach out to Steering Committee members that did not attend meetings, to remind them of the Governance rules that apply to SC meeting attendance.

Action 9: francophones Steering Committee members that listened to the interpretation during the meeting to give feedback on the service's quality.