Participants

Steering Committee Members

1. Patrick Moriarty, Steering Committee Chair (PM)
2. Catarina de Albuquerque, SWA CEO (CTA)
3. Diana Carlos, Portugal (DC)
4. Anna Virginia Machado, LabGea (AV)
5. Djoouro Bocoom, Mali (DB)
6. Erma Uytewaal, IRC (EU)
7. Pim Van Der Male, The Netherlands (PVM)
8. Maria Bethania Tellechea López, Paraguay (MB)
9. Amanda Marlin, UNICEF (AM)
10. Lisa Schechtman, USAID (LS)
11. Lotte Feuerstein, WIN (LF)
12. Ramakanta Duwadi, Nepal (RD)
13. Mohammed Zobair Hasan, DORP (ZH)
14. Neil Dhot, Aquafed (ND)
15. Nicholas Igwe, Zenith Water Projects (NI)
16. Pie Djivo, Benin (PD)
17. Rabab Hassan Abbas, Egypt (RA)
18. Sareen Malik, ANEW (SM)
19. James Wicken, WSSCC (JW)
20. Nathalie Seguin, FAN Mex (NS)
21. Yamileth Astorga Espeleta, Costa Rica (YA)

Observers

1. Bruce Gordon, WHO
2. Federico Properzi, UN-Water

Guests

1. Paul Deverill - DFID on behalf of the HLPDWG (PD)

Secretariat

1. Joost Kooijmans, COO (JK)
2. Angie Saleh, Governance and Partnerships (AS)
3. Alexandra Reis, Communications (AR)
4. Heloise Chicou, CSO Adviser (HC)
5. Ludovica Bartoli, Programme Support (LB)
6. Soumeya Benbouchta, Programme Support (SB)

Did not Attend

1. Dominick de Waal, World Bank
2. Kepha Ombacho, Kenya
3. Khalid Massa, Tanzania
4. Makhosini Khoza, Eswatini
5. Fatema Akter, NDBUS
6. Fousseni Palenfo, Burkina Faso
7. Nguyen Thi Lien Huong, Viet Nam

Summary of Decisions

Decisions
Decision 1: Agenda The Steering Committee approves the agenda for the meeting.
Decision 2: Minutes The Steering Committee approves the minutes of its December 2019 meeting.
Decision 3: Frequency of SC Meetings The Steering Committee approves in principle the suggestion for more flexibility in the number of SC meetings, and asks the GFSC for an amended draft decision by March 26, 2020.
Decision 4: Upcoming SC Elections 1. The SC approves the proposal by the Secretariat to organise elections according to the approach and timeline presented in the proposal contained in document #3.1; 2. The SC appoints Angie Saleh as the elections officer for the 2020 SC elections.
Decision 5: Results Framework The Steering Committee approves the proposal of the Results Framework Task Team regarding the next steps of the preparation of the Results Framework, as contained in document #4.1.
Decision 6: PSSC WGs Budgets and Workplans The Steering Committee a) approves the plans and budgets of the PSSC Work Groups as contained in documents #5.1-5.6, pending availability of funds and subject to minor adjustments requested by the Secretariat. b) noting that the proposed budget exceeds the approved budget of $70,000 by $4000, the SC requests the Secretariat to make the necessary adjustments to the 2020 budget.

Addendum to Decision #6 – approved through a no objection vote:

Decision 5: PSSC WGs Budgets and Workplans
The Steering Committee approves all plans and budgets of the PSSC workgroups as contained in documents #5.1-5.6, pending availability of funds and subject to minor adjustments requested of PSSC by the Secretariat. Noting that the full budget of the workgroups is $4000 higher than the total budget of $70,000 approved by the Steering Committee in December for all working groups, the SC requests the Secretariat to make the necessary adjustments.

The Steering Committee also asks the PSSC to work with the Secretariat to take the necessary measures to create a new work group focusing on the new strategy objective #3 "Rally stakeholders to strengthen system performance and attract new investments" by the June Steering Committee meeting.

Addendum to Decision #3 on frequency Steering Committee meetings – approved through a no objection vote:

The Steering Committee confirms the value of face-to-face meetings in terms of in-depth exchange, and the fact that virtual meetings may not necessarily replace them.

It also affirms that the number of face-to-face meetings should be determined based on need and necessity as determined by the work plan and as circumstances arise; rather than on a pre-requisite requirement determined regardless of the needs.

The Steering Committee also sustains that in line with further operationalization of the new SWA strategy 2020-2030, such face-to-face meetings may be complemented by other regional meetings that bring SC members together with their constituencies in a more focused setup whenever possible.

The Steering Committee, therefore, decides to replace the Current article 3.1.1 in the governance document that reads as follows:

3.1.1
The SC has four meetings a year, roughly once a quarter: two face-to-face meetings, usually in June and December, as well as two virtual meetings in between. Ideally, the SC should set the dates for these meetings at its December meeting for the following year. The SC Chairperson, in consultation with the Executive Oversight Committee, may call extraordinary meetings when necessary. However, extraordinary meetings are exceptional, and only called for when a full consensus or vote of the entire SC is needed (for example the selection of new leadership after a sudden, unexpected departure). Otherwise, the SC mandates its Executive Oversight Committee (See Section 2.6) to take interim administrative decisions that are then ratified (or overturned) by the full SC at its biennial face-to-face meetings.

With the New proposed article 3.1.1
~~The SC has four meetings a year, roughly once a quarter: two face-to-face meetings, usually in June and December, as well as two virtual meetings in between.~~ The SC has three to four meetings a year, with up to two face-to-face meetings. ~~Ideally~~ Taking into account needs arising, the SC should set the dates and number for both face-to-face and/or virtual meetings, at its December meeting for the following year. The SC Chairperson, in consultation with the Executive Oversight Committee, may call extraordinary meetings when necessary. However, extraordinary meetings are exceptional, and only called for when a full consensus or vote of the entire SC is needed (for example the selection of new leadership after a sudden, unexpected departure). Otherwise, the SC mandates its Executive Oversight Committee (See Section 2.6) to take interim administrative decisions in between SC meetings that are then ratified (or overturned) by the full SC at its meetings.

Summary of Actions

Actions	Responsible	Deadline
Action 1: The SC to always set deadlines for decisions and actions.	SC, Secretariat	n/a
Action 2: The Secretariat to update the SC on the following pending actions from Hanoi in June: • Action 1 - "The Steering Committee asks the Chairs of both Sub-Committees to agree on a list of leaders to be invited to the SWA Global Leadership Council and send a written report to the SC by end-year."	Secretariat	June SC meeting

• Action 3: Secretariat to send SC members the mailing lists of their respective constituency members • Action 7: Secretariat to research online sexual harassment trainings that Steering Committee members can take, and to reach out to UNICEF to ask for permission for SC members to attend its courses		
Action 3: The GFSC to a) re-draft the proposed decision adding the value of face-to-face meetings and a mechanism to decide on the number of yearly meetings b) share it for a no objection approval by the SC in the next two weeks (by March 26th 2020).	GFSC	March 26, 2020
Action 4: The Secretariat to add an addendum to the above decision asking the PSSC to create a Work Group focusing on the new strategy objective #3 "Rally stakeholders to strengthen system performance and attract new investments".	Secretariat	March 26, 2020
Action 5: The Secretariat to share the final draft of the SCA with the Governance and Finance Sub-Committee to confirm alignment of language with SWA governance documents.	Secretariat	Immediately
Action 6: The Secretariat to analyse the need to transform the June SC meeting to a virtual format at a later stage, depending on the evolution of the corona pandemic and inform the SC with a recommendation.	Secretariat	Ahead of June SC meeting

Note: all decisions were taken during the Executive Session, but for clarity they are included in the minutes in sessions where the main discussion happened.

Session 1: Introductions and Overview

PM welcomed the Steering Committee (SC) and asked its members to declare any potential conflicts of interest. None of the members had any conflicts to declare. He then gave an overview of the agenda. DB had an AOB to add to the agenda relating to the coronavirus. The agenda was approved.

PM then guided the group through the minutes of the December SC meeting, which were approved.

PM and CTA then guided the group through the list of pending decisions from previous SC meetings, and, the following Actions from the Hanoi meeting were reported as still in progress:

- Action 1 - "The Steering Committee asks the Chairs of both Sub-Committees to agree on a list of leaders to be invited to the SWA Global Leadership Council and send a written report to the SC by end-year."
- Action 3: Secretariat to send SC members the mailing lists of their respective constituency members
- Action 7: Secretariat to research online sexual harassment trainings that Steering Committee members can take, and to reach out to UNICEF to ask for permission for SC members to attend its courses

The three actions are to be reported upon in the June SC meeting.

Decision 1: Agenda
The Steering Committee approves the agenda for the meeting.

Decision 2: Minutes
The Steering Committee approves the minutes of the September 2019 meeting.

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Action 1: the SC to always attach deadlines to decisions and actions so it is easier to follow-up on them.

Action 2: The Secretariat to update the SC on the following pending actions from Hanoi in June:

- Action 1 - "The Steering Committee asks the Chairs of both Sub-Committees to agree on a list of leaders to be invited to the SWA Global Leadership Council and send a written report to the SC by end-year."
- Action 3: Secretariat to send SC members the mailing lists of their respective constituency members
- Action 7: Secretariat to research online sexual harassment trainings that Steering Committee members can take, and to reach out to UNICEF to ask for permission for SC members to attend its courses

Session 2: Frequency of SC Meetings

In this session, LF presented the contents of document #2.1 that was shared with the SC emphasizing that the decision to organize a Steering Committee meeting should be guided, not by an "abstract

obligation" contained in the Governance Document, but rather by the concrete need and justification to have one.

LF also said that due to limited financial and human resources among partners and the secretariat, the Governance and Finance Sub-Committee is proposing, as is the case with other Global Partnerships, to allow some flexibility in the number of annual face-to-face Steering Committee meetings. Such flexibility will allow the SC to decide to increase or reduce the number of yearly meetings based on existing needs.

Many members of the SC supported this suggestion completely. Others pointed to the fact that physical meetings have an added value in contributing to the SC's functioning as a team being critical to allowing more free flowing conversation.

PM asked the Sub-Committee to clarify how decisions to replace face-to-face by virtual meetings would be taken. He hence proposed that the SC accepts the decision in principle, while asking the Sub-Committee to re-draft the decision including a reference to the value of face to face meetings and adding a mechanism to annually guide the decision on the number and type of meetings for that year; and to share it for a no objection approval with the SC in the next two weeks. This was agreed upon unanimously.

Decision 3: Frequency of SC Meetings
The Steering Committee approves in principle the suggestion for more flexibility in number of SC meetings, but asks the GFSC for an amended decision.

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Action 3: The GFSC to re-draft the proposed decision adding a reference to the value of face to face meetings and adding a mechanism to decide on the number of yearly meetings and share it for a no objection approval with the SC in the next two weeks (by March 26th 2020).

Session 3: Steering Committee Elections

LF presented a summary of document #3.1 outlining the election process for 2020. She explained the proposed timeline, the seats that were up for election, as well as the election process.

There were no comments or questions on the presentation.

Decision 4: Upcoming SC Elections
1- The SC approves the proposal by the Secretariat to organise elections according to the approach and timeline presented in the proposal for 2020 elections contained in document #3.1;
2- The SC appoints Angie Saleh as the elections officer for the 2020 SC elections.

Session 4: SWA Results Framework 2020-2030
Summary of logic and approach

CTA, on behalf of the Results Framework Task Team (RFTT), presented a **logic, approach and scope** for approval and informed that a full draft Results Framework will be presented to the SC by the RFTT for consideration during the June 2020 in-person meeting.

CTA explained that a Results Framework will help SWA keep track of sector-wide progress toward SWA objectives, with a focus on if and how SWA activities and networks are contributing to this progress. It will also allow for more internal and external accountability.

CTA then explained that a more detailed Theory of Change will be developed by the RFTT - this will be mostly used by those responsible of the M&E of SWA as a whole. One question was raised by EU regarding how the global results framework would be informed by and/or aligned with the regional road maps. CTA said that this were parallel processes and that the contract with TPI had been extended to ensure alignment of both processes.

Decision 5: Results Framework

The Steering Committee approves the proposal of the Results Framework Task Team regarding the next steps of the preparation of the Results Framework, as contained in document #4.1.

Session 5: Programme and Strategy Sub-Committee Work Group Budgets and Workplans

LS first announced that the PSSC had elected Nicolas Igwe from Zenith Group as its new co-chair. She then presented the workplans and budgets of the four Work Groups:

1. High-Level Political Dialogue (HLPDWG)
2. Country Processes (CPWG)
3. Nutrition (NWG)
4. Strategy (SWG)

She explained that the total budget available for Work Groups (as approved in December) was of USD $70,000, while PSSC and its Work Groups were asking for a budget of US $74,000. From this amount the Sub-Committee itself is asking for USD $5000.

After LS referred to the fact that there should be some new structure put in place to pursue the implementation of Objective 3 of the Strategy, LF suggested to create a Work Group (WG). This proposal was supported by SC members.

Decision 6: PSSC WGs Budgets and Workplans
The Steering Committee approves all plans and budgets of the PSSC Work Groups as contained in documents #5.1-5.6, pending availability of funds and subject to minor adjustments requested of PSSC by the Secretariat. Noting that the proposed budget exceeds the approved budget of $70,000 by $4000, the SC requests the Secretariat to make the necessary adjustments to the 2020 budget.

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Action 4: The Secretariat to add an addendum to the above decision asking the PSSC to create a Work Group focusing on the new strategy objective #3 "Rally stakeholders to strengthen system performance and attract new investments".

Session 6: Update on the 2020 FMM

PD presented an update on the status of the Finance Ministers Meeting considering the evolving situation of the coronavirus pandemic and explained that the 2020 FMM would have a virtual format.

and no longer form part of the official Spring Meetings of the World Bank. This has been communicated to all invitees who received a 'save the date' letter.

PD explained that, notwithstanding the inherent challenges of the virtual format, SWA was committed to ensuring high-level attendance, an interactive format and the same thematic focus for the meeting.

PD also mentioned that the Finance Ministers' Handbook prepared by the Secretariat would be printed and couriered to countries to be handed to Ministers of Finance as part of the FMM.

AM expressed UNICEF's support to organizing the meeting.

ND inquired whether the FMM side event would still take place. CTA suggested that the side event should take place at a later occasion

The SC agreed with the plans for the FMM.

Session 7: Budget, Expenditure, and Funding Update

JK first gave an overview of all existing SWA donor grants; outlining their dates of expiry and levels of utilization. The overall fund utilization rate for the SWA secretariat is 92% across all 8 grants.

JK then presented the 2019 Operational Budget vs Expenditure Status (as of 26 February 2020) and the Funding Outlook for 2020. He explained that payments scheduled in 2020 include SIDA (Kr 5,000,000), and an additional instalment of $500,000 from the BMGF (through UNICEF USA). He added that we are also expecting €2 million from the government of the Netherlands, and currently discussing another USD $1.5 million from SDC. On the long term, SWA wants to renew multi-year funding partnerships with 5 donors.

He also gave a quick update on the 2020 Operational Budget vs Expenditure Status (as of 26 February 2020) noting that most FMM expenditure to date has been charged under the 2019 budget since consultants and service providers were engaged in 2019. He added that as of 25 February 2020, fund utilization against the approved 2020 budget for SWA is 20% which is equivalent to an amount of US$1.1M. JK also presented a summary of staff costs for 2020 and estimated HR costs.

JK then moved to discuss Fund raising efforts and the need to focus on 2021 and beyond. He mentioned that a resource mobilization consultant is currently being selected for:
- Development of Resource Mobilization Strategy/s and short- term Resource Mobilization Plans.
- Development of the investment cases, draft proposals, and identify new funding modalities.
- Creation of effective resource mobilization messages
- Evaluation of the success of current and new fundraising efforts.

In the end JK explained that some of the planned and approved expenses might change due to the corona virus. The meetings that are planned – not just the FMM but also the regional meetings, and other parts of the workplan might be affected, and the Secretariat will be constantly updating the SC and the EOC.

Session 8: Update on Trust Account

JK said that the Trust Account will be operational once funds are received, and that in order to receive funds, a Standard Contribution Agreement (SCA) is required. He explained that there is one template for all Hosted Funds, and that UNICEF has presented the SCA template to the donors and held a virtual donor meeting to present it. UNICEF expects the SCA to be finalized end of March 2020. He added that in the meantime, the Secretariat is putting all the needed administrative requirements in place (e.g, budget structure, table of authorities) so as to make sure the Trust Account can be operational

LF asked JK for the final draft SCA for the Sub-Committee to confirm alignment of language with SWA governance.

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Action 5: The Secretariat to share the final draft of the SCA with the Governance and Finance Sub-Committee to confirm alignment of language with SWA governance documents.

Session 9: AOB

DB suggested that the June face to face SC meeting be transformed into a virtual meeting due to the corona virus. CTA proposed to analyse this proposal at a later stage, depending on the evolution of the corona pandemic.

DB thanked CTA for her visit to Mali and showed the appreciation of the SWA team in Mali for the visit and its effects.

PM adjourned the meeting.

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Action 6: The Secretariat to analyse the need to transform the June SC meeting to a virtual format at a later stage, depending on the evolution of the corona pandemic and inform the SC with a recommendation.