Participants

Steering Committee members
1. Patrick Moriarty, Steering Committee Chair (PM)
2. Alvaro Araya Garcia, Costa Rica (AAG)
3. Andre Patinde Nonguerma, Burkina Faso
4. Anna Virginia Machado, LabGea
5. Catarina de Albuquerque, SWA CEO (CTA)
6. Djouoro Bocoom, Mali
7. Dominick de Waal, World Bank (via teleconference in session 6)
8. Erma Uytewaal, IRC (EU)
9. John Sparks, Millennium Water Alliance
10. Kelly Ann Naylor, UNICEF (KAN)
11. Lisa Schechtman, USAID
12. Nathalie Seguin, FanMex
13. Neil Dhot, Aquafed
14. Nicholas Igwe, Zenith Water Projects
15. Nguyen Thi Lien Huong, Viet Nam (NTLH)
16. Nompumelelo Ntshalintshali-Motsa, Eswatini
17. Pie Djivo, Benin
18. Pim van der Male, DGIS (replacing Noraid)
19. Rabab Hassan Abbas, Egypt
20. Rolf Luyendijk, WSSCC
21. Sareen Malik, ANEW

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

Guests
- Amanda Robertson, USAID and Chair of the Country Processes Working Group
- Maria del Rosario Navia, IADB
- Paul Deverill, DFID and Chair of the High-level Political Dialogue Working Group (PD) (via teleconference in session 2)
- Thilo Panzerbieter, German Toilet Association and Chair of the WASH-Nutrition Working Group

Secretariat
- Alexandra Reis, Communications
- Heloise Chicou, CSO Advisor
- Muyatwa Sitali, Country Engagement

Regrets
- Hans Olav Ibbrek (replaced by Pim van der Male)

Did not attend
- Fatema Akter, Nagar Daridra Bastebashir Unnayan Sangstha
- Jyoti Shrestha, Nepal
- Kepha Ombacho, Kenya
- Khalid Massa, Tanzania
- Mohammad Zobair Hasan, DOR
Decisions

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| Decisions 21: Main vs. Alternate |
The Steering Committee asks the Governance and Finance Working Group to make recommendations towards clarifying the role of the main Steering Committee member versus the alternate, to be discussed at the June face-to-face meeting. |

| Decision 22: Mutual Accountability Mechanism |
The Steering Committee requests: |
   a) each of its members to take ownership of the Mutual Accountability Mechanism by actively becoming familiar with the Mechanism, its processes, timeline, but also by raising awareness and information about it with other members of their respective constituencies. |
   b) the Secretariat to report back to the Steering Committee on the details of the Mechanism’s roll-out plan and the financial implications it might have for the Secretariat. |

| Decision 23: Working Groups workplans |
The Steering Committee approves the 2019 workplans by the Working Groups that submitted them. |
Session 1: Introduction and Overview

PM welcomed the Steering Committee (SC) and presented an overview of the agenda. He explained his choice not to have Executive Sessions and instead ensure there is a time for informal discussions – the SC retreat – as well as a shorter and more formal SC meeting. In the future this formal part of the meeting shall only be attended by SC members.

The meeting’s agenda and the minutes from the previous SC meeting were approved with no objections.

The group then reviewed the list of 17 pending SC decisions from previous meetings. Members asked the Secretariat to revise the feedback forms to align them with SWA’s Strategy and Objectives and ensure partners not represented in the SC can also report back on their SWA-related activities. PM asked members to send the Secretariat feedback in this new format.

Regarding the decision about UNICEF’s commitment to co-convening the Sector Ministers’ Meeting (SMM), KAN explained the Decision Memo was advancing through the organization’s structure and that she expects a decision on this at any moment, as well as on who will be the head of UNICEF’s delegation to the SMM.

Regarding the past decision that SC members should reach out to their respective constituencies to ask them to identify their focal points and to hold discussions on implementing the SWA Framework and the Mutual Accountability Mechanism, PM asked the members who have implemented this decision to inform the Secretariat. He reiterated that SC members represent their respective constituency and have the duty to be in regular contact with its members.

Regarding the Memorandum of Understanding with the IADB to host the Regional Coordinators, it was agreed that the Secretariat will share the Administrative Agreement (signed by the IADB and UNICEF) with the region’s SC members.

CTA reported that, to support the Private Sector Working Group prepare for the SMM and implement the pending decision related to establishing criteria for companies wanting to join the partnership, the Secretariat will hire a short-term consultant.

Concerning the evidence structure for assessing the impact of the SWA Framework, which was developed by the Research and Learning constituency and the Country Processes Working Group, the SC suggested that the task of putting together a system to assess SWA’s impact should be prioritized when the knowledge management adviser is in place. There were concerns still raised about the need for a knowledge management strategy for SWA. RL indicated that the evidence framework is not necessarily linked to the knowledge management strategy and he is still not convinced that SWA needs a knowledge management strategy which might create the impression that SWA is starting to do work that partners should be doing. Since it was the SC itself that requested the Secretariat in December 2017 to develop a KM strategy, this topic was not further discussed.
Regarding the definition of a model and principles for SWA engagement in meetings it organizes, but also in those organized by third parties, the SC requested the HLPDWG to prepare a note on how SWA will be engaged in such meetings. The note should go beyond the HLMs and should include regional and sub-regional events - those organized by partners as well as non-partners. The HLPDWG should consider 1) what makes an event an SWA event; 2) how do partners get to speak on behalf of the SWA 3) when and how SWA finances an event; and 4) when and how a partner speaking on behalf of SWA can be financed to participate in an event. The policy note should be prepared by the HLPDWG. EU and LS both highlighted the need for the GFWG to be involved in this discussion. It was agreed that the GFWG will determine the financial implications and the required SC decision on the financing of events once the HLPDWG determines the policy.

PM also showed the group an overview of existing Focal Points in the SWA countries and noted the lack of Research and Learning and Private Sector representatives in all of them. Several members pointed out the importance of sharing these contact details. The Secretariat reported it was their intention to make these contacts available but were waiting for a critical mass and to work out how they could do it without infringing privacy laws. SC proposed a directory only available to partners or sharing just name and organization of each partner.

NTLH updated the group on the actions in Viet Nam around the Mutual Accountability Mechanism, reporting that the Mechanism’s focal points have already met and agreed on preliminary commitments.

When looking at other pending decisions, the Steering Committee decided to assign their implementation to certain Working Groups and asked the Country Processes Working Group to work on a first draft of the Regional Engagement Strategy, and the High-level Political Dialogue Working Group (HLPDWG) to work on a recommendation regarding the possibility of the Secretariat funding activities implemented by SC members – the proposal should include activities around the High-level meetings.

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

**Decision 2: Minutes**
The Steering Committee approves the minutes of the September 2018 meeting.

**Decision 3: Steering Committee meetings format**
Steering Committee members to send Secretariat feedback on the new format of Steering Committee meetings.

**Decision 4: Outreach to constituencies**
Steering Committee members to inform the Secretariat whether they have reached out to their respective constituencies to ask them to identify their focal points and to hold discussions on implementing the SWA Framework and the Mutual Accountability Mechanism (past decisions).
Decision 5: IADB Administrative Agreement
The Steering Committee ask the Secretariat to share the Administrative Agreement (signed by the IADB and UNICEF) with the region’s Steering Committee members.

Decision 6: Focal Point mapping
The Steering Committee ask the Secretariat to make available the contacts of in-country Focal Points to the wider partnership while ensure no privacy laws are infringed.

Decision 7: Regional Engagement Strategy
The Steering Committee requests the Country Processes Working Group to prepare the first draft of the SWA Regional Engagement Strategy to be available ahead of the next face-to-face meeting in June.

Decision 8: Funding of SC member’s activities
The Steering Committee asks the High-level Political Dialogue Working Group to work on a recommendation regarding the possibility of the Secretariat funding activities implemented by Steering Committee members, ahead of the next Steering Committee face-to-face meeting.

Session 2: Preparations of the 2019 SMM
PD updated the group on the ongoing SMM preparations, reporting there was agreement among the HLPDWG, where all constituencies are represented. This included consensus on the main theme – Leaving No One Behind – on the overall purpose and outcomes, as well as on a draft agenda. This document considers feedback originating after previous High-level Meetings, including a request for a stronger reflection of the multi-stakeholder nature of SWA.

The CSO representatives asked if they could start engaging with their ministers at country level. PM advised that while partners could engage with their ministers, it was advisable to check with their focal points to make sure there is alignment. The Secretariat was also requested to prepare a briefing for the partners to know how to prepare for the meeting. The Secretariat indicated that a guidance note is under preparation and will be shared with all partners.

The SC also agreed that it was important for all partners engaging in advocacy around the SMM to have an agreed narrative for the meeting’s three main topics: Leaving No One Behind, Leadership and Finance. The HLPDWG will work on this with the support of the Secretariat, taking into consideration the Briefing Paper on Leaving No One Behind that was reviewed by all constituencies.

Several SC members pointed to the importance of ensuring the SMM makes a connection with the future Finance Ministers’ Meeting (e.g. through the topics of the ministerial dialogues), as well as with other relevant international events such as the High-level Political Forum, Stockholm World Water Week and LatinoSan. It was agreed that the HLPDWG should work on clarifying these connections. FG reported that the GLAAS team at WHO could prepare country profiles (country and external support agency) in time for the SMM for countries that have participated in the GLAAS 2018/2019 cycle but would need an expression of interest from SWA (for example from the HLPDWG), as well as a steer on what countries/External Support Agencies to prioritize. FG
suggested making use of previous GLAAS results during the preparatory process, and underlined the importance of ensuring an alignment and close cooperation between WHO and the SWA Secretariat in order to communicate more effectively.

The SC also asked the HLPDWG to circulate a document detailing the roles of the SMM Plenary and Dialogue “Leads” and clarify if there should be a specific outcome document of the meeting.

**Decision 9: GLAAS profiles**
The Steering Committee asks the High-level Political Dialogue Working Group, with the support of the Secretariat, to work with WHO and the GLAAS team on the preparation of Sector Ministers’ Meeting-dedicated profiles.

**Decision 10: Sector Ministers’ Meeting clarifications**
The Steering Committee asks the High-level Political Dialogue Working Group to circulate a document detailing the roles of the Sector Ministers’ Meeting Plenary and Dialogue “Leads” and clarify if there should be a specific outcome document of the meeting.

**Decision 11: Connection to other events**
The Steering Committee asks the High-level Political Dialogue Working Group to clarity and make recommendations on how the Sector Ministers’ Meeting connects and complements other major international gatherings such as the High-level Political Forum, Stockholm World Water Week and LatinoSan.

**Decision 12: Sector Ministers’ Meeting messaging**
The Steering Committee asks the High-level Political Dialogue Working Group with the support of the Secretariat to develop advocacy messaging related to the three main topics of the Sector Ministers’ Meeting: Leaving No One Behind, Leadership and Finance.

**Session 3: Secretariat 2018 update and 2019 budget**
CTA gave a short presentation on the Secretariat’s 2018 activities, highlighting the focus on country-level work after the SC decision not to hold a High-level Meeting in 2018. She mentioned key activities such as the work on and launch of the Mutual Accountability Mechanism and of the Tools Portal, the webinar series, the ministerial meeting held in India and the first Briefing Paper focusing on Leaving No One Behind. CTA also reported on the Secretariat’s 2018 budget, as it stood on 23 November. Spending was on track and there is already agreement with donors on no-cost extension of grants until the end of 2019. CTA thanked UNICEF for the support in recruitment, procurement and other tasks and asked the UNICEF representative to convey the partnership’s appreciation to the Head of UNICEF Programme Division. She also informed the SC that the Secretariat’s funding is covered for 2019, but that there is a short-fall of about 6 million for 2020 (this calculation being based on the 2020 budget approved by the SC in 2017).

The SC asked the Secretariat to share financial information with it in advance, so they have time to review it in more detail and stressed the importance of fundraising in 2019. The group asked the
Sub-Committee on Governance and Finance to put in place a Fundraising Working Group, as well as one to develop a Strategy beyond 2020, as the new strategy will be key to fundraise.

There was also a request to increase the Working Groups’ budget lines, to which CTA answered that until now, the Working Groups have been underspending. There were also some concerns about the value going to consultants. CTA mentioned that currently the Secretariat is in a transition mode, where it is being asked to implement several tasks, while the necessary staff is still not in place. Also, the SMM is always a time when the Secretariat needs to hire extra short-term consultants. The SC agreed it would be important to see separation between long- and short-term consultants, as well as more information about the usage of consultants – how many and to do what tasks.

The group also discussed the previous SC decision to “freeze” work on SWA’s Objective 4 - Strengthen regional, national and local human and institutional capacities. There was a general agreement that this decision needed to be reviewed, and that work on institutional capacities should start, but not before 2020.

Some SC members raised concerns about the 2019 budget in that, according to UN rules, SWA needs to have the amount corresponding to a UN staff’s salary for the full duration of the contract in the bank before someone can be hired. The SC approved the budget with the caveat that the Secretariat and the Governance and Finance Working Group would ensure these amounts were available for the UN-based positions the Secretariat plans for hire in 2019.

**Decision 13: New Working Groups**
The Steering Committee asks Sub-Committee on Governance and Finance to put in place a Fundraising Working Group, as well as one to develop a Strategy beyond 2020.

**Decision 14: Consultants**
The Steering Committee asks the Secretariat to provide clarity on the budget related to consultants, including a distinction between long- and short-term consultants, as well as more information about the usage of consultants – how many and to do what tasks.

**Decision 15: Secretariat 2019 budget**
The Steering Committee approves the Secretariat 2019 budget with the caveat that the Secretariat and the Governance and Finance Working Group would ensure these amounts were available for the UN-based positions the Secretariat plans for hire in 2019.

**Session 4: Review of partner applications**
The Secretariat gave the SC an overview of the due diligence process that all new applications undergo. The Secretariat’s recommendation was that the SC approves the applicants that answered follow-up questions and were vouched for by other partners and put the remaining on hold until they respond.

PM proposed that, if the SC would like to continue to approve applications (versus asking a Sub-Committee to do it), then it should be the SC member representing the applicant’s constituency that introduces the organization at SC meetings and gives a recommendation.
The CSO representatives emphasized their concerns about the increasing number of their constituency since the SC’s decision to allow individual organizations to join. The CSO constituency has re-worked the criteria for selection to encourage individual organizations to join a network and exclude organizations not engaging in national-level advocacy. The SC asked the Governance and Finance Working Group to review this issue and make recommendations, to make sure that while the Governance Document is respected, the admission criteria for CSOs and PS are redefined, so as to attract organizations working at national (and not local) and/or global levels. Meanwhile, the SC approved the application of Research and Learning applicant SaciWATERs, and the Private Sector’s Water On.

**Decision 16: Individual vs. network partners**
The Steering Committee asks the Governance and Finance Working Group to review the impact of the Steering Committee’s previous decisions of allowing individual organizations to join and asks the Group to make recommendations at the next SC meeting. Meanwhile, the Steering Committee put all CSO applications on hold.

**Decision 17: New partners**
The Steering Committee approves the applications of SaciWATERs and Water On.

**Session 6: AOB**
When reviewing the proposed dates for upcoming face-to-face meetings, the SC noted potential conflicts and asked the Secretariat to circulate doodle pools with several options. CTA also asked SC members to express interest in hosting these meetings.

Regarding the process of developing the two new sub-committees, PM suggested that the Secretariat should circulate to the SC a request for expression of interest in joining a sub-committee; in that same process members should be requested to indicate whether they are not willing to become Sub-Committee Chairs should they be nominated. It should be up to each Sub-Committee to select a Chair and Vice Chair (to which the SC should give a final approval) and finalize their own Terms of Reference based on the draft prepared by the governance consultant and feedback from the retreat. PM also clarified that SC alternates can become part of Sub-Committees, if they commit to be a regular and active participant. He also suggested that the question of the role of an alternate versus a main SC member should be considered next year by the Governance and Finance Working Group. The group agreed with the proposal.

EU flagged to the group the low number of partners in the Latin America region attending the recent SMM preparatory webinar, which is especially concerning when the SMM will be held in the region. She called on SC members and other partners working in the region - in particular the IADB - to become more active and encourage involvement from other partners.

The group approved the workplans of the Working Groups and agreed that, in the future the workplans of the Working Groups would be discussed by the respective Sub-Committees.
The SC also discussed the decision regarding next steps in the implementation of the Mutual Accountability Mechanism.

Finally, AAG, on behalf of the government of Costa Rica, invited and encouraged SC members to attend LatinoSan.

**Decision 18: 2019 Steering Committee face-to-face meetings**
The Steering Committee asks the Secretariat to circulate doodle pools with several options and flag interest in hosting these meetings.

**Decision 19: Sub-Committees**
Steering Committee members should send the Secretariat expression of interest in joining a sub-committee and indicate whether they are not willing to become Sub-Committee Chairs should they be nominated.

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