Executive Oversight Committee  
*Meeting notes*

<table>
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<tr>
<th>Date / Time</th>
<th>Wednesday, 14 February</th>
<th>14.30 – 15.30hrs CET</th>
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| Participants      | Patrick Moriarty (Chair)  
|                   | Catarina de Albuquerque, Lotte Feuerstein, Lisa Schechtman |
| Regrets           | Did not attend          | Vanessa Dubois       |
| Did not attend    |                         | Vanessa Dubois       |
| Notetaker         | Alexandra Reis          |

EOC archive of documents and minutes

**Agenda**

1. Overview of pending actions
2. Human Resources update
3. SMM update
4. Hosting of 3 Secretariat positions update
5. Instant interpretation at the SC meeting in March
6. Fundraising update
7. Relations with WB
8. AOB

**Pending Actions**

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<tr>
<th>Action</th>
<th>Responsible</th>
<th>Deadline</th>
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<td>Catarina to share with the EOC (minus Patrick) the recommendations of the sub-group responsible for the selection of the host of 3 new Secretariat positions.</td>
<td>Catarina</td>
<td>Ahead of next EOC meeting</td>
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<td>Lisa to discuss internally what they can do to encourage other donors to fund SWA.</td>
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**1. Overview of pending actions**

Catarina reported on pending actions. All were implemented, including the development of the notes for the record on Angie’s maternity leave cover and new hosting arrangements. Both have been added to the EOC’s dropbox archive. All other topics will be covered in detail during upcoming agenda points.
2. Human Resources Update

Catarina informed the group that the Secretariat has been onboarding several new members. She mentioned Jon Lane, who will be responsible for managing the SMM Ministerial Dialogues and Plenary sessions, Jose Frade, advising the Secretariat on financing issues, Mariana Matoso for dedicated support to the private sector constituency, and two new administrative assistants. Catarina also reported some concerns related to the recruitment of the Regional Advisors. The re-advertisement for the African position went public and closed on 11 February, but since then there has been no communication from AMCO. Regarding the LAC position, although the interview panel has made a recommendation over a month ago, there has been no communications with the selected candidate to date.

Lotte asked about the possibility of the CSOs using some of the time from Jose Frade and Catarina said it was possible but needed more details to know if it the request fit Frade’s TORs.

The group also agreed that it is a priority for the Secretariat to be well staffed, not overloaded and stable, not just during the HLMs. It was mentioned that during the transition phase many partners are stepping up and doing some of the work of the secretariat, but the group offered support to Catarina to ensure this happens.

3. SMM Update

Catarina informed the group there were about 45 ministers confirmed to date, from over 30 countries. The Secretariat was now prioritizing getting visas on arrival from the government of Costa Rica, as well as interpretation is all rooms, to ensure cross-regional exchanges. Marco Antonio will be based in San Jose during the month of March.

Catarina also flagged the lack of the engagement of ESAs in the ongoing preparatory process, suggesting they organize SMM information webinars within their organizations (as UNICEF and the IADB did) to encourage their national offices to participate in national SMM meetings that are happening in several countries. She mentioned that this problem could be solved with dedicated support to the ESA constituency within the Secretariat.

4. Update on Hosting of 3 Secretariat positions

Catarina informed the EOC about the work of the sub-group working on the selection the host(s) of three Secretariat positions. She was concerned about the lack of engagement from members of the group. Only the Secretariat filled the grading matrix, and only the Secretariat and the CSO representative even discussed the topic during a dedicated meeting. The result of that meeting was sent to Paul Deverill and Amanda Robertson for review, in their capacity as former members of the EOC. Paul and Amanda sent recommendations back, including suggested changes to the grading matrix which the Secretariat is currently implementing. They also pointed out that more official grades needed to be submitted from other sub-group members.

Catarina proposed that the Secretariat continues to work with the support of Amanda and Paul, and once the grading has been submitted by all members of the sub-group, that she sends the sub-group’s recommendations to the EOC (except Patrick due to conflict of interest) for feedback. The group agreed with this recommendation.

**Action 1**: Catarina to share with the EOC (minus Patrick) the recommendations of the sub-group responsible for the selection of the host of 3 new Secretariat positions.

5. Instant interpretation at the SC meeting in March

Catarina reported that the Secretariat will trial the online interpretation services during the upcoming SC virtual meeting. The group agreed that, if successful, those services should be expanded to SC, Sub-committees and Working Groups meetings. When finalizing the procurement of the virtual interpreters, Catarina will request 6 hours of interpretation for the SC, and 6 hours for each of the Sub-committees, only from French to English (and vice versa).
6. Fundraising update

Catarina reported that her recent “fundraising tour” was positive. Although she is confident that funding will come, she does not expect it from new donors (Finland, Spain) before the end of the year. Her belief is that, until the new funding coming from fundraising materializes, the Secretariat is dependent on current donors.

Catarina also mentioned that many of the donors she spoke to asked for more stories of impact and that the Secretariat is dedicating more resources to capturing them.

Lisa said USAID is willing to support and would discuss internally with colleagues what they can do to encourage other donors to fund SWA.

**Action 2**: Lisa to discuss internally what they can do to encourage other donors to fund SWA.

7. Relations with World Bank

Catarina reported that unfortunately the WB booked its Water Week the same days as the SMM, as there were no communications between the SC member representing the WB and other people in the organization. Jennifer Sara has indicated that the WB would be represented by Bill Kingdom at the SMM and he will speak at the closing plenary.

Catarina also reported there was limited enthusiasm is getting the WB support to develop the Handbook on WASH for Finance Ministers that Kevin Rudd suggested SWA develops.

8. AOB

Catarina raised the issue that the existence of a Private Sector WG should be examined by the Governance and Finance SC, as WG are by nature multi-stakeholder.

Catarina will circulate Doodle with some options for the upcoming EOC meeting.

**Action 3**: Catarina to circulate Doodle with options for upcoming EOC meeting.