Summary of decisions

| Decision 1 | The Steering Committee approves the minutes of its meeting held in The Hague on 5 November 2015, with the changes discussed. |
| Decision 2 | The Steering Committee approves the agenda with the proposed changes. |
| Decision 3 | Bearing in mind the recommendation made by the Results Oriented Budget Working Group to adopt Scenario A of the 2016-2018 Budget, the Steering Committee adopts the 2016-2018 budget presented for Scenario A and commits to supporting the Executive Chair to raise the funds necessary for its implementation. The Budget will be adjusted to the future Results Framework and, in consultation with the SC, to the funds raised. |
| Decision 4 | The SC thanks the Results Oriented Budget Working Group for the work undertaken in preparing a Results Framework and three budget scenarios for 2016-2018 and decides to close it down, as its task has been accomplished. |
| Decision 5 | The SC decides to create the SWA Results Framework Task Team and determines that: |
| | a) its composition reflects the variety of SWA’s constituencies and is chaired by the Executive Chair; |
| | b) it submits to the SC a draft Results Framework (of which the Results Framework for the Secretariat will be an integral part) in time for a face-to-face discussion at the June 2016 Steering Committee meeting. |
| Decision 6 | The Steering Committee requests the Secretariat host, UNICEF, to make the necessary arrangements to allow UNOPS to employ the SWA Executive Chair as a full-time staff member - at a suitably senior and politically-appropriate level and taking into account the practice in other equivalent global partnerships - as soon as possible. |
| Decision 7 | The Steering Committee decides: |
| | a) to accept individual private companies as well as networks of private companies to join SWA as partners; |
| | b) that the Private Sector constituency decides on the rules for their representation on the SC; |
| | c) that for a private company to be able to join, it should, as a minimum, endorse SWA’s Principles, as well as additional rules of engagement; |
| | d) to create a Working Group that works on the concrete rules of engagement for the Private Sector, defines the type of engagement of the private sector with SWA, and submits a written proposal for the upcoming June 2016 SC meeting. |
| Decision 8 | Regarding the Country Processes Task Team (CPTT), the SC decides to: |
| | a) extend its mandate for 2 months; |
b) request the CPTT to undertake consultations among its members and other interested partners on its new ToR;

c) request the CPTT to submit the proposed new ToR to the SC at the latest by 14 February 2016, with a view to their adoption at an ulterior SC meeting.

Summary of actions

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Steering Committee Members

1. Ms. Catarina de Albuquerque, Executive Chair
2. Mr. Achille Kangni, Benin
3. Mr. Amjad Ehmidat, Palestinian National Authority
4. Ms. Bayantuul Baasanjav, Mongolia
5. Ms. Cindy Kushner, UNICEF
6. Mr. Dominick de Waal, WSP/WB
7. Mr. Hugo de Rijke, DGIS
8. Mr. Joséphine Ouédraogo, Burkina Faso
9. Mr. Jochen Rudolph, AfDB
10. Mr. Jorge Mora Portugal, FANCA
11. Mr. Kepha Ombacho, Kenya
12. Ms. Lajana Manandhar, Lumanti/FANSA
13. Mr. Leonard Tedd, DFID
14. Ms. Nancy Escartin García, Mexico
15. Mr. Nelson Gomonda, AMCOW
16. Mr. Patrick Moriarty, IRC
17. Mr. Samson Shivaji, KEWASNET/ANEW
18. Mr. Samual Ome, Nigeria
19. Mr. Sanjay Wijesekera, UNICEF
20. Mr. Thilo Panzerbieter, German Toilet Organization/EWP
21. Mr. Tinayeshe Mutazu, Zimbabwe

Secretariat

22. Ms. Amanda Marlin, Coordinator
23. Ms. Alexandra Reis, Communications
24. Ms. Jennifer Williams, CSO Advisor

Regrets

Mr. Ghulam Qader, Afghanistan
Mr. Lokuliyanage Mangalika, Sri Lanka
Mr. Messias Macie, Mozambique
Session 1: Overview and introductions
Catarina de Albuquerque, Executive Chair (EC)

Catarina welcomed the Steering Committee (SC) and thanked members for taking the time to join the virtual meeting and for the preparatory calls with her and/or Amanda Marlin.

Catarina requested approval of the minutes from the 5 November in-person meeting, with the following changes requested by SC members:

- On page 1, add a Decision 2bis regarding alternates attending SC meetings with the following language:
  “The Steering Committee decides to allow for alternates to attend SC meetings as observers and without the right to make oral interventions. Such attendance shall not have any budgetary implications for SWA.”
- On page 6, the definitions and criteria for CSOs in bullet a) should read:
  “This constituency includes national, international, regional and local non-profit, non-governmental organizations and networks that support SWA’s objectives.”
- On page 9 add UNICEF to the list of members of the “Results Oriented Budget Working Group”

There was some debate as to whether having the alternates in the room, even just as observers, would change the nature and format of the meeting, but the SC approved the decision since it can enhance information flow within partner organizations.

Catarina then introduced the agenda and requested that the section on “Report on progress against action items from previous meeting” be moved to AOB until Amanda is able to join the meeting. Patrick Moriarty also asked for a short update on the work around the Ministerial Meeting in the Session on AOB. There were no objections and the agenda was approved. Catarina also informed the SC that she will invite The Bill and Melinda Gates Foundation as observers to all SC meetings.

Decision 1: The Steering Committee approves the minutes of its meeting held in The Hague on 5 November 2015, with the changes discussed.

Decision 2: The Steering Committee approves the agenda with the proposed changes.

Session 2: Session 2: SWA Results-oriented Budget 2016-2018
Catarina de Albuquerque

Catarina gave the group a summary of the previously-shared draft Results Framework and Budget 2016-2018. She reminded the SC that at the last meeting it was agreed that a small Working Group would support her in putting together a Secretariat budget for 2016-2018 grounded on a results framework.

She underlined that, unlike the Budget, the Framework was presented only for information and not for adoption. The WG recognized that in order to fulfill SWA’s 5 Strategic Objectives all partners needed to play a role, however, due to time constraints the present Framework exclusively related to the work of the Secretariat. The WG also proposed that a new WG prepares a Results Framework for the whole
partnership (to include the existing Secretariat part) to be discussed at the June 2016 SC face-to-face meeting, to then be approved at a virtual SC meeting in September.

Catarina informed the SC that the budget contemplates three scenarios:

- Scenario A allows SWA to fully comply with the new Strategy and Governing Document, as well as with all decisions adopted by the Steering Committee, in particular those adopted in 2015.
- Scenario B allows for a partial implementation of the Strategy and focuses the Secretariat’s activities on Objectives 1, 2 and 3. It does not implement Objectives 4 and 5 of the Strategy.
- Scenario C implies a regression, including the need to revoke some governance and strategy decisions and only allows for a partial (50%) implementation of Objectives 1, 2 and 3 of the Strategy. It also does not implement any of Objectives 4 and 5 of the Strategy.

Catarina also underlined that the activities foreseen in the budget are only those that have external costs, beyond the staff. A full list of activities is to be found in the draft Results Framework for the Secretariat.

Catarina finalized by saying that she is aware SWA currently does not have the necessary funds for scenario A (or scenario B), but that the WG’s proposal was that the SC approves scenario A. This budget will then become a political tool for her to use when fundraising, with the support of SC and partners. She will immediately start working on a fundraising strategy and implementing it will become one of her biggest focuses throughout 2016. She commits to regularly update the SC on progress and in November the SC should make a decision on the Secretariat workplan based on the funds committed by then.

The SC was generally supportive of budget scenario A, which would allow SWA to play an important role in driving the implementation of the Sustainable Development Goals. Sanjay Wijesekera supported the ambition of scenario A, but expressed concerns regarding 1) the capacity of the Secretariat and UNICEF to absorb the funds in scenario A in a short amount of time, mentioning that 2016 would be rather devoted to “gearing up” and 2) the need to have a one-year budget against which SWA will be fundraising with a narrative that references the work being done on the Results Framework. Leonard Tedd underlined that the 2016 budget is a concrete budget, while the scenario A budget is a “vision budget”, that will need to be adapted and refined based on the results of the Results Framework Working Group and the funds actually raised.

There were also members who pointed out that, considering the level of SWA ambition, the scenario A budget could fall short (especially when looking at country-level activities). There was a call to very carefully and realistically further define the responsibilities of the Secretariat. Catarina agreed and called on the future WG to take this into consideration. She also requested the SC to send the Secretariat any comments on the existing Framework.

Patrick Moriarty also supported scenario A, but expressed concerns regarding the apparent change from SWA’s initial vision of a “light-touch” Secretariat coordinating a partnership where partners would implement most of the activities. Catarina mentioned that the budget (and the new SWA Strategy) reflects an increase in the activity of all partners, which implies an increase in the Secretariat’s work, including in the need for coordination.

Based on the recommendations of the WG and the feedback from the group, Catarina also suggested that the SC closes the current Results-oriented Budget Working Group, since it has fulfilled its mandate, and creates a Results Framework Task Team. There were no objections.

**Decision 3**: Bearing in mind the recommendation made by the Results-oriented Budget Working Group to adopt Scenario A of the 2016-2018 Budget the Steering Committee adopts the 2016-2018 budget presented for Scenario A and commits to supporting the Executive Chair to raise the funds necessary for
its implementation. The Budget will be adjusted to the future Results Framework and, in consultation with the SC, to the funds raised.

**Decision 4:** The SC thanks the Results-oriented Budget Working Group for the work undertaken in preparing a Results Framework and three budget scenarios for 2016-2018 and decides to close it down, as its task has been accomplished.

**Decision 5:** The SC decides to create the SWA Results Framework Task Team and determines that:

a) Its composition reflects the variety of SWA’s constituencies and is chaired by the Executive Chair;

b) It submits to the SC a draft Results Framework (of which the Results Framework for the Secretariat will be an integral part) in time for a face-to-face discussion at the June 2016 Steering Committee meeting.

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**Action 1:** Steering Committee members to send Secretariat comments on the existing version of the SWA Results Framework.

**Session 3: Contractual arrangements for the Executive Chair**

*Amanda Marlin*

Amanda summarized the options for the employment of the Executive Chair provided by UNOPS and asked Sanjay to speak on behalf of UNICEF. Sanjay reiterated UNICEF's willingness to host the EC and mentioned that even if the SC decided to select UNOPS, UNICEF would be willing to physically host the EC in one of their offices.

SC members expressed satisfaction with UNOPS' proposal, and asked for further clarifications:

- Regarding UNOPS' mention of a possible change to the EC’s ToR, specifically concerning the accountability, SC members asked whether this was simply a recommendation from UNOPS, or a condition linked to their ability to employ the EC. Amanda reassured the SC that this was simply a recommendation.

- SC members wanted to know what UNOPS recommended by way of the level of the position. Amanda explained that the discussion with UNOPS had been conducted on the understanding that this was a Director-level position.

Under these conditions the SC agreed that UNOPS is the best option for hosting the EC, with the possibility that the post is physically hosted at a UNICEF office, and asked the Secretariat to work with UNICEF and UNOPS to proceed with the creation of the position accordingly.

**Decision 6:** The Steering Committee requests the Secretariat host, UNICEF, to make the necessary arrangements to allow UNOPS to employ the SWA Executive Chair as a full-time staff member - at a suitably senior and politically-appropriate level and taking into account the practice in other equivalent global partnerships - as soon as possible.

***

**Action 2:** Secretariat to work with UNICEF and UNOPS to proceed with the creation of a Director-level employment position for the Executive Chair, with accountability to the SWA Steering Committee.
Session 4: Engagement with the Private Sector

Catarina de Albuquerque

Catarina thanked UNICEF for its support in hiring ODI for one additional day, allowing them to put together some ideas regarding the private sector engagement, of specific relevance to SWA. She underlined that these discussions have been happening in SWA for over four years and that, considering the partnership’s ambitions, a clear and practical way forward needs to be agreed.

She directed the SC to the proposed decisions paragraph by paragraph (see below): there were no objection to paragraphs a) and b).

Regarding paragraphs c) and d), Catarina mentioned these were aligned with what other partnerships had in place. She proposed that instead of a new Working Group, a SC member could volunteer to develop a proposal with the “Rules of Engagement” of the private sector, which the SC could comment on by email and approve virtually. Several members had objections to this proposal since it would leave the private sector out of a discussion about their own rules of engagement. There was a proposal to include potential private sector partners in the WG. This working group should present a recommendation to the June SC meeting that includes:

- Pre-conditions for individual private sector organizations joining SWA;
- Concrete rules of engagement and roles for the private sector within the partnership (i.e. the partnership’s “asks” of the private sector);

Catarina asked the group to inform her or the Secretariat of any volunteers for this Working Group. She will also inform Aquafed and the CEO Water Mandate of this Working Group and will specifically invite them to join.

Decision 7: The Steering Committee decides:

a) To accept individual private companies as well as networks of private companies to join SWA as partners;

b) That the Private Sector constituency decides on the rules for their representation on the SC;

c) That for a private company to be able to join, it should, as a minimum, endorse SWA’s Principles, as well as additional rules of engagement;

d) To create a Working Group that works on the concrete rules of engagement for the Private Sector, defines the type of engagement of the private sector with SWA, and submits a written proposal for the upcoming June 2016 SC meeting.

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Action 3: Steering Committee members to submit volunteers’ names for the Private Sector Working Group and Secretariat to invite Aquafed and the CEO Water Mandate to join the WG.

Session 5: Future work of CPTT

Dominick de Waal

On behalf of the Country Processes Task Team Dominick requested that the TT’s mandate be extended for two months to allow its members to complete the proposed changes to their ToR and consult with the SWA constituencies on them. He mentioned that the initial draft is set to be circulated next week and that the main focus of the ToR will be the promotion and monitoring of the four Collaborative Behaviours.
Dominick also informed the group that he would step down as the Chair of the CPTT and that the SC and Executive Chair would soon receive a proposal for new Chair for endorsement by the EC and the SC. On behalf of the SC Catarina thanked Dominick for this leadership and hard work.

Decision 8: Regarding the Country Processes Task Team (CPTT), the SC decides to:

a) Extend its mandate for 2 months;

b) Request the CPTT to undertake consultations among its members and other interested partners on its new ToR;

c) Request the CPTT to submit the proposed new ToR to the SC at the latest by 14 February 2016, with a view to their adoption at an ulterior SC meeting.

Session 6: AOB

Amanda Marlin

At the request of the SC, Amanda gave the group a short summary of the status of the preparations for the upcoming Ministerial Meeting. She reported good progress on different fronts and informed the SC that she and Muyatwa Sitali from the Secretariat were currently in Addis Ababa for face-to-face meetings with the hosts (Government of Ethiopia) and a visit to the venue. Progress has been made in terms of logistics (e.g. booking hotel rooms), and also development of the agenda, with the High Level Political Dialogue Task Team having recently met to discuss and agree on the guidelines, the draft agenda, how to ensure the right people are in the room and how to maximize the time for learning and exchange between Ministers.

Amanda also reported that in early January the Secretariat would start organizing webinars to involve partners in country in a preparation process. A communications and media plan has been developed that includes media relations outreach.

There were no questions from the group so Amanda reported on the actions tabled at the previous SC meeting. Since several of them were still not completed, it was agreed that the Secretariat would send a reminder to the SC by email.

Catarina then thanked the SC members for their time and closed the meeting.

Action 4: Secretariat to send reminder to SC of actions still open from the previous SC meeting.