### Summary of Decisions

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The Steering Committee asks the Working Group to convene and report back at the next meeting of the Steering Committee in June 2017. The Working Group will be chaired by Thilo Panzerbieter.

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The Steering Committee further:
- Reaffirms the need for a full-time independent Executive Chair for the SWA partnership given its profile and current and emerging challenges and that this should be at a suitably senior level.
- Given the current political climate affecting key SWA donors, this should be at a D-1 level within the UN system. Such a post, once established would be competitively recruited with the current incumbent encouraged to apply.
- Requests UNICEF to look into establishing a post at D-1 level for this purpose and to report back to the next Steering Committee meeting in June 2017.
- Requests that a Governance Committee be established in accordance with the decision made by the SC in 6-7 Dec 2016, with a clear Terms of Reference (ToRs).
- Requests that the Governance Committee’s ToRs include 1) the development of a performance management mechanism for the Executive Chair and 2) revision and refinement of the roles and responsibilities of SWA’s governance structure, including the Chair, Executive Chair, Secretariat and Working Groups, to improve overall effectiveness.

Summary of actions

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<td>Mexico Steering Committee member</td>
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Participants

Steering Committee Members
1. Ms. Catarina de Albuquerque, SWA
   Executive Chair and Steering Committee Chair (CTA)
2. Mr. Amjad Ehmedat, Palestinian National Authority (AE)
3. Mr. Ananda H. Jayaweera, Sri Lanka (AJ)
4. Dr. Canisius Kanangire, AMCOW (CK)
5. Ms. Erma Uytewaal, IRC (EU)
6. Mr. Ghulam Qader, Afghanistan (GQ)
7. Mr. Andre Patinde Nonguierma, Burkina Faso (APN)
8. Mr. Dick van Ginhoven, DGIS (DVG)
9. Mr. Dominick de Waal, World Bank (DDW)
10. Mr. Paul Deverill, DFID (PD)
11. Mr. Sanjay Banka, Banka BioLoo (SB)
12. Mr. Sanjay Wijesekera, UNICEF (SW)
13. Mr. Thilo Panzerbieter, German Toilet Organization/EWP (TP)
14. Mr. Tinayeshe Mutazu, Zimbabwe (TM)

Secretariat
20. Ms. Amanda Marlin, Coordinator (AM)
21. Ms. Princess Jimenez, Events and Protocol (PJ)
22. Ms. Alexandra Reis, Communications (AR)

Regrets
Ms. Lajana Manandhar, Lumanti/FANSA (LM)
Mr. Federico Properzi, UN-Water (Observer)
Ms. Jessica Brinton, Bill and Melinda Gates Foundation (Observer)

Not attending
Representative, Benin
Ms. Bayantuul Baasanjav, Mongolia
Ms. Clare Battle, WaterAid (Observer)
Ms. Claudia Coria-Bustos, Mexico
Mr. Jeff Goldberg, USAID (Observer)
Mr. Jorge Mora Portuguez, FANCA
Mr. Kepha Ombacho, Kenya
Mr. Nilton Trindade, Mozambique
Mr. Samson Shivaji, KEWASNET/ANEW Representative, Nigeria

Permanent Observers
16. Ms. Fiona Gore, WHO (FG)

Observers
17. Ms. Cindy Kushner, UNICEF (CK)
18. Mr. Dennis Warner, Millennium Water Alliance (DW)
19. Mr. Nelson Gomonda, AMCOW (NG)
Session 1: Introductions and Overview

Catarina de Albuquerque, Executive Chair

CTA welcomed the Steering Committee (SC) and ensured that the quorum required for taking decisions of strategic importance for the partnership was met.

She also asked for any comments to the agenda and to the minutes of the two previous SC meetings: the in-person meeting in New York (December) and the Extraordinary Virtual Meeting (January). There were no objections, but a member noted that in the January minutes it should say 2017 instead of 2016. The SC approved the minutes unanimously after requesting the Secretariat to correct that detail. The Agenda was also approved.

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

Decision 2: Minutes
The Steering Committee approves the minutes of the December 2016 meeting.

Decision 3: Minutes
The Steering Committee approves the minutes of the January 2017 extraordinary meeting, after the Secretariat replaces “2016” with “2017”.

Session 2: Update on the Finance Ministers' Meeting

Dominick de Waal, World Bank

DDW referred the SC to the draft illustrative session plan for the Finance Ministers’ Meeting (FMM), mentioning there had been good progress on the agenda and reminding all that the current focus was now placed on finalizing the list of speakers and interventions from the floor - DDW thanked the CSOs in particular for their input and suggestions. Regarding next steps, he proposed to finalize by 10 March the speakers’ list, and to identify who among SWA’s partners should approach the relevant individuals/ministers/ agencies. By 6 April he expects speakers to be briefed and by 11 April anticipates to finalize the slides that will be displayed during the meeting, which will include examples of best practices from countries.

The Executive Chair then opened the floor to questions. Some members asked about the involvement of countries in the selection of the best practices to be highlighted. DDW responded that currently, the suggestions originated in the Secretariat, since countries have been sharing examples during the preparatory process. Partners will work with these countries to prepare them to make specific inputs during the meeting. NG from AMCOW underlined the Council’s willingness to help reach out to countries to encourage them to participate in the meeting. He also proposed a high-level representative from AMCOW to speak at the Sector Ministers’ Meeting (SMM).

DDW confirmed that the date and time of the FMM is 20 April, from 5 to 7PM. This includes a 30-minute opening and a 90-minutes working session.
There were some concerns that the agenda was too ambitious and that high-level invitees might not attend if not allocated speaking slots. DDW agreed that that was a risk, adding that speaking roles must be closely managed and very tightly tied up with the meeting's objectives.

SC members asked when invitations would go out and Amanda Marlin informed that the Secretariat would have a meeting with the World Bank the next day and they would then have more clarity on the timing.

CTA asked partners with proposals for side events around the FMM to approach the World Bank and Secretariat bilaterally as soon as possible.

**Action 1:** Partners with proposals for side events around the FMM to approach the World Bank and Secretariat bilaterally as soon as possible.

**Session 3 Update on the Sector Ministers’ Meeting**  
*Cindy Kushner, UNICEF*

CK summarized the recent developments around the SMM, including the consultations with the High-level Political Dialogue Working Group and presented the draft agenda, which aims at achieving a balance between being engaging and informative. CK also underlined there was an effort to ensure coherence among topics to capture different views. The current agenda sets a framing (within the Sustainable Development Goals, and ensuring connections with JMP and GLAAS) and then presents a clear focus on finance in the context of the Collaborative Behaviours and Building Blocks. CK noted that the topics for the Ministerial Dialogues need to be further developed.

SC members asked CK several clarification questions, including regarding the lack of references to accountability and transparency in the agenda, and whether at the end of the SMM there will be a joint statement directed at the finance ministers. There were also concerns that the sessions’ topics weren’t focused enough and hence might lose the link to the objectives of the meeting. CK answered that the issues of accountability and transparency will be covered in Tony Lake’s and Kevin Rudd’s opening remarks, and will also be approached in the discussions around participatory budgeting (at the Panel on Day 1). Moderators of the Ministerial Dialogues will also be instructed to bring accountability and transparency to the discussions. CK also informed the SC that a formal statement at the end of the SMM had not been planned, but that since the two meetings share the same chair, there will be a natural connection between them. Regarding the lack of focus, CK recognized that this was a risk, but that an overarching and broader focus on the SDGs will make the SMM more relevant to all countries – the more topics are defined in detail, the more their universal relevance is reduced.

**Session 3 Nutrition Working Group**  
*Thilo Panzerbieter, German Toilet Organization/EWP*

TP reminded the SC of its recent decision to create a joint Nutrition Working Group between SWA and the SUN Movement. As agreed then, he prepared draft Terms of Reference (ToRs) for the group.

There were no objections to the proposed Terms of Reference and they were approved unanimously.

CTA asked SC members to approach their respective constituencies to inquire about partners’ interest in joining the Nutrition Working Group. She also informed the SC that TP would chair the Group.
Decision 3: Nutrition Working Group Terms of Reference

The Steering Committee decides that the (SWA) WASH-Nutrition Working Group:

f) is a Group mandated by the Steering Committee to work on the cross-sectoral thematic issues of WASH & Nutrition.

g) works in accordance with the joint Partnership Note agreed between the Scaling Up Nutrition Movement (SUN) and SWA, seeking to foster the relationship between the two global platforms, thereby contributing towards several SDGs (e.g. 2, 3, 5, 6, 10, 17).

h) ensures dialogue and joint action with a parallel group within the SUN Movement.

i) seeks to identify useful areas of SWA-SUN cross-partnership learning, e.g. on administrative issues / working procedures, and it offers to create dialogue between secretariats and partners. In doing so, it ensures complementarity and avoids duplication with other SWA working groups – seeking to align, cooperate and coordinate accordingly.

j) shall meet periodically and be ideally composed of representatives of each SWA constituency.

The Steering Committee asks the Working Group to convene and report back at the next meeting of the Steering Committee in June 2017. The Working Group will be chaired by Thilo Panzerbieter.

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Action 2: Steering Committee members to approach their constituencies to inquire about partners’ interest in joining the Nutrition Working Group.

Session 4 Governance and Financing Working Group
Catarina de Albuquerque

CTA proposed that the Working Groups on Financing and Governance be merged, since their objectives are interdependent and members will likely overlap. Thus, the Group will be called the Governance and Finance Working Group. She referred the SC to the proposed Terms of Reference, which include rules regarding number of meetings, quorum, etc.

There was a call to make it more explicit in the ToR that the Group’s initial priorities should be to review the Governing Document and define responsibilities and relations between the different SWA bodies. CTA proposed that the SC approves these ToRs as they are, but that the Groups’ priorities should be noted as a SC decision. The SC also agreed that the Group should present a workplan at the upcoming SC meeting of June, and a progress report every six months.

CTA informed the SC that Patrick Moriarty has agreed to chair the Working Group and requested SC members to approach their respective constituencies to inquire about partners’ interest in joining this WG.

Decision 4: The Steering Committee approves the proposed Terms of Reference for the Governance Working Group. The Working Group will be chaired by Patrick Moriarty.

Decision 5: The Steering Committee asks the Governance Working Group to submit a workplan at the meeting of June 2017. This workplan should include as priorities the revision of SWA’s Governing Document and defining relations between the different SWA bodies. After the June meeting, the Governance Working Group should report back to the Steering Committee every six months.

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Action 3: Steering Committee members to approach their constituencies to inquire about partners’ interest in joining the Governance and Finance Working Group.
Session 5 Decision Making Processes within the Steering Committee
Catarina de Albuquerque

CTA explained that this draft agenda item was no longer needed, as she had explained the existing rules to the SC member who had proposed it, and he had agreed that they simply need to be implemented, rather than revised.

Session 6 Next Steering Committee Meeting
Catarina de Albuquerque

In response to the SC’s request that the next meeting be held in a country that would not be costly for the Secretariat, CTA informed the group that she had initially approached the Spanish government with a view to having the meeting in Madrid. Even though the Spanish Government was enthusiastic about the idea, they suggested that their hosting would be better postponed to the second semester of 2017.

CTA then informed the SC that UNICEF had kindly offered to host the meeting at its centre in Budapest. The Secretariat is now developing the agenda based on this offer. More information will be circulated shortly.

Session 7 AOB
Catarina de Albuquerque

CTA informed the SC that, per former decisions adopted in June and December 2016, she has approached the SC member representing Latin America (Mexico), to ask them to abdicate their place due to their lack of attendance at meetings. The representative informed her that the lack of engagement was due to an ongoing restructuring and budgetary cuts the government was suffering. Mexico asked for some extra time (until end-March) to examine all the government’s international engagements and to prioritize them. CTA proposed to come back to the SC as soon as possible with information about Mexico’s decision and proposal. There were no objections.

DVG informed the SC of his impending retirement, and that this will be his last SC meeting. Several members and the Secretariat thanked him for his contribution to the partnership and wished him well in his retirement.

Action 4: The Steering Committee representative from Mexico to inform the Steering Committee on their decision regarding their representation on the SWA Steering Committee by end-March.

Session 8 Executive Chair Post
Amanda Marlin; Paul Deverill, DFID

(Catarina de Albuquerque excused herself from this session)

AM reminded the SC of its request to the sub-group in charge of making proposals regarding the Executive Chair’s (EC) contractual arrangements to further refine its proposal. She then asked PD to summarize the sub-group’s recommendations.

PD informed the SC that the sub-group’s recommendations are that the EC’s position be full-time and within the UN structure. That it should be retained by UNICEF, placed at a D1 level and that the SC (through the Governance and Finance Working Group) should develop an accountability mechanism.
for the position. He also informed the group that UNICEF must organize a competitive process, although the current Executive Chair is encouraged to apply. To ensure continuity of the position, a transition contract needs to be in place by the time the current EC’s contract ends (25 April 2017) and until the selected candidate is in place, likely at the end of 2017.

There was a general agreement that this decision needs to be taken as urgently as possible for the good of SWA and the current Executive Chair. There was a general call for the group to reach an agreement during the present meeting, and, if not possible, for a vote to be organized shortly after.

There were concerns that the duty station for the said position would heavily influence the cost and a call for UNICEF, as the negotiator of the contract, to consider having the position based at the home country of the candidate, to avoid post-adjustment and education subsidies. It was generally agreed that UNICEF should, as much as possible, negotiate with the selected candidate to minimize the cost of the position.

There were some comments regarding establishing the position as a D-1, as a higher level would give the position (and hence SWA) more political weight within the UN system and outside it.

Some members expressed concern regarding the involvement of the SC in the position’s recruitment and performance reviews, and questioned whether a UNOPS-based position wouldn't be more independent.

PD underlined that CTA has been doing a great job with a consultancy contract, which demonstrates that the engagement of partners and the SC in the partnership adds more political weight to SWA than the rank of its EC. He agreed that the SC should be involved in the recruitment of the EC and ultimately be responsible for his/her performance review. UNICEF agreed this is the case. PD stated that a SC representative (likely the chair of the Governance and Finance Working Group), will be part of the selection panel. It was also advised that a contract with UNOPS would still mean that UNICEF would be accountable for the position.

After these clarifications, AM asked SC members to approve the draft decisions on the establishment of the EC’s position. There were no objections and the decisions were unanimously approved.

AM also informed the SC that the Secretariat and UNICEF are now pursuing the creation of a temporary consultancy contract for the EC at UNOPS, given that the new position has not yet been created.

**Decision 6: Executive Chair Post**
The Steering Committee decided to:

- Thank Catarina de Albuquerque for her continuing efforts to fulfill the role of Executive Chair of SWA.
- Take note of the issues, options and recommendations document (attached) of the group looking into the issue of establishing the position of the Executive Chair as per Steering Committee Decision #7 of December 2016.

The Steering Committee further:

- Reaffirms the need for a full-time independent Executive Chair for the SWA partnership given its profile and current and emerging challenges and that this should be at a suitably senior level.
• Given the current political climate affecting key SWA donors, this should be at a D-1 level within the UN system. Such a post, once established would be competitively recruited with the current incumbent encouraged to apply.
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