**Summary of decisions**

<table>
<thead>
<tr>
<th>Decision 1: Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Steering Committee approves the minutes of the June 2016 meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 2: Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Steering Committee approves the meeting’s draft agenda, with the approved additions under AOB.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 3: Results Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Steering Committee approves the final version of the Results Framework, and asks the Results Framework Working Group to work with the Secretariat to fill in existing gaps and implement the requested changes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 4: Results Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Steering Committee decides that an annual revision of the Results Framework shall take place.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 5: Results Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair considers the Results Framework finalized, the work of the Results Framework Task Team will be accomplished and the Task Team should be dissolved.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 6: 2017 High-level Meetings Concept Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Steering Committee</td>
</tr>
<tr>
<td>A. thanks the World Bank, UNICEF and the HLPD WG for the “Concept note for the SWA 2017 Finance Ministers’ Meeting” and decides to approve it.</td>
</tr>
<tr>
<td>B. thanks UNICEF for the offer to prepare a concept note for the SWA 2017 Sector Ministers’ Meeting and welcomes its submission by November 2016 in time for analysis at the upcoming face-to-face Steering Committee meeting. The concept note should explicitly mention issues related to transparency and inequalities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 7: Standing agenda item on updates from Task Teams and Working Groups and invitation of their Chairs to SC meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Steering Committee decides</td>
</tr>
<tr>
<td>A. to establish a standing agenda item for updates from Task Teams and Working Groups</td>
</tr>
<tr>
<td>B. that Chairs of official Task Teams and Working Groups shall be invited to Steering Committee meetings as observers (provided this participation has no financial implications for SWA). The Chairs shall submit their respective Task Teams’ or Working Groups’ “Programme of Activities” twice a year for approval by the SC. They shall also report on the activities undertaken during the past 6 months.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision 8: Change to the official name of the Country Processes and Global Monitoring Harmonization Task Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to their permanent nature, and in order to ensure alignment with SWA’s Governing Document, the Steering Committee decides to rename the Country Processes Task Team and the Global Monitoring Harmonization Task Team the Country Processes Working Group and the Global Monitoring Harmonization Working Group respectively.</td>
</tr>
</tbody>
</table>
**Decision 9: Procedure for partnership applications that bear an objection from one or more Steering Committee members**

The Steering Committee decides that the process to handle an application that has been objected to by at least one Steering Committee member, is the following:

A. applicant to be given a right of response by the Secretariat
B. objections by SC members and applicant’s response to be discussed only at a face-to-face Steering Committee meeting;
C. final decision to be taken by 2/3 of attending SC members.

**Decision 10: Official acceptance of SWA partner applications from June 2016**

The Steering Committee decides to accept the following organizations as SWA partners:
- Water.org (constituency: Civil Society Organization)
- Sanergy (constituency: Private Sector)

**Decision 11: Review of the Governing Document**

The Steering Committee asks the Secretariat, with the support of the Executive Chair, to review the Governing Document to ensure consistency of language and terminology.

**Decision 12: SWA Leaders Group**

The Steering Committee decides to create an SWA Leaders Group and asks the Executive Chair to organize and lead a Search Committee to identify and invite 3 to 5 individuals to become members of this Group. The Group shall respect regional and gender balance and has the objective to help promote the interests of SWA and enhance visibility for sanitation, water and hygiene.

**Decision 13: Cooperation with the UN Special Rapporteur on the human rights to water and sanitation**

The Steering Committee decides that a closer collaboration between the UNSR and SWA shall take place and requests the Executive Chair to lead efforts in that area.

### Summary of actions

<table>
<thead>
<tr>
<th>Actions</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action 1:</strong> Secretariat to circulate online form for SC members to report on their SWA-related activities ahead of each SC meeting.</td>
<td>Secretariat</td>
</tr>
<tr>
<td><strong>Action 2:</strong> SC members that may be affected by UNICEF’s new travel procedures shall contact Secretariat to receive more information.</td>
<td>Secretariat</td>
</tr>
<tr>
<td><strong>Action 3:</strong> CPTT and GMHTT to finalize indicators of Collaborative Behaviour’s in October 2016 and share them with the SC for comments.</td>
<td>CPTT/GMHTT</td>
</tr>
<tr>
<td><strong>Action 4:</strong> Chairs of the Task Teams and Working Groups to be invited to upcoming SC meetings to submit their work plans and to give an update on their work.</td>
<td>Executive Chair / Chairs of CPTT/GMHTT</td>
</tr>
<tr>
<td><strong>Action 5:</strong> Secretariat to approach Deeper Missions and Groupe Mamans Tabita to offer them the possibility to react (in writing) to the concerns expressed by the Research and Learning constituency.</td>
<td>Secretariat</td>
</tr>
<tr>
<td><strong>Action 6:</strong> Research and Learning constituency to discuss the quality and suitability of the SDG 6 indicators, in particular those related to higher levels of service e.g for water supply.</td>
<td>R&amp;L</td>
</tr>
</tbody>
</table>
Attendees

Steering Committee members
1. Ms. Catarina de Albuquerque, SWA Executive Chair and Steering Committee Chair
2. Ms. Dick Van Ginthoven, DGIS
3. Mr. Dominick de Waal, World Bank
4. Mr. Ghulam Qader, Afghanistan
5. Ms. Joséphine Ouédraogo, Burkina Faso
6. Ms. Lajana Manandhar, Lumanti/FANSA
7. Ms. Lokuliyanage Mangalika, Sri Lanka
8. Mr. Patrick Moriarty, IRC
9. Mr. Paul Deverill, DFID
10. Mr. Samson Shivaji, KEWASNET/ANEW
11. Mr. Sanjay Banka, Banka Biolo
12. Mr. Sanjay Wijesekera, UNICEF
13. Mr. Thilo Panzerbieter, German Toilet Organization/EWP

Observers
14. Ms. Cindy Kushner, UNICEF
15. Mr. Dennis Warner, Millennium WASH Alliance
16. Ms. Erma Uytewaal, IRC
17. Ms. Fiona Gore, WHO

Secretariat
18. Ms. Amanda Marlin, Coordinator
19. Ms. Alexandra Reis, Communications
20. Ms. Heloise Chicou, CSO Advisor

Regrets
Mr. Canisius Kanangire, AMCOW
Mr. Federico Properzi, UN-Water

Not attending
Ms. Bayantuul Baasanjav, Mongolia
Ms. Claudia Coria-Bustos, Mexico
Mr. Jochen Rudolph, AfDB
Mr. Achille Kangni, Benin
Mr. Amjad Ehmidat, Palestinian National Authority
Mr. Jorge Mora Portugal, FANCA
Mr. Kepha Ombacho, Kenya
Mr. Canisius Kanangire, AMCOW
Mr. Nilton Trindade, Mozambique
Mr. Samuel Ome, Nigeria
Mr. Tinayeshe Mutazu, Zimbabwe
**Session 1: Overview and introductions**  
*Catarina de Albuquerque, Executive Chair*

The Executive Chair welcomed the Steering Committee (SC) to the virtual meeting and initiated a roll call to list all members that dialled in.

Catarina then asked the group for any comments on the draft minutes of the previous meeting (27-28 June) and as there were none, the minutes were approved. She then gave the SC an overview of the proposed agenda, underlining that it was as short as possible to ensure an efficient meeting. Catarina asked the SC if she could add two points to the AOB on the Governing Document and Leaders Group. Ghulam Qader asked to add a point related to the 2016 Report on the 2014 HLM Commitments and Paul Deverill asked to add another on the SDG 6 indicators. There were no objections and, with those additions, the updated agenda was approved unanimously.

**Decision 1: Minutes**  
The Steering Committee approves the minutes of the June 2016 meeting.

**Decision 2: Agenda**  
The Steering Committee approves the meeting’s draft agenda, with the approved additions under AOB.

---

**Session 2: Secretariat Update**  
*Catarina de Albuquerque; Amanda Marlin, Coordinator*

Amanda gave the group an overview of the Secretariat’s activities since the last SC meeting. She highlighted three side-events: one at the High-level Political Forum in New York in July, one during the Stockholm World Water Week in August and one at the UN General Assembly in September. These opportunities were chosen due to the increased profile they bring to the partnership and to water, sanitation and hygiene issues in general. This was particularly true at UN events, where our topics have less visibility.

Amanda pointed out that the underlying idea of these events was to represent accurately the multi-stakeholder breadth of the partnership and to showcase the work of partners. She also mentioned that the event at the UNGA, co-organized with four other partnerships from different sectors, was part of SWA’s efforts to reach out and collaborate with organizations beyond WASH.

The Coordinator also listed other ongoing Secretariat activities, including the planning for the 2017 High-level Meetings (HLMs) and the preparation for them. The Secretariat team is also engaged in collecting final reports from countries and donors on progress towards their 2014 HLM commitments.

Amanda also gave the SC an update on the Secretariat’s funding situation: since June there have been ongoing discussions with long-standing donors and she was happy to report that the Secretariat is finalizing a funding agreement with DFID and entering into negotiations with DGIS. The funding agreement with SIDA is also being finalized.

Regarding staffing, Amanda reported that Gayle Alexander and Sophie Thievenaz, both consultants, had moved on to fixed positions in other organizations, while Naomi Parekh will enter a 12-month secondment assignment. Recruitment for new positions, and people to replace those who have moved is underway.
Amanda informed the SC that, to facilitate the process of collecting the SC’s feedback on SWA-related activities (see Decision 15 from June 2016), the Secretariat will circulate ahead of each meeting a short form. At the December SC meeting the Secretariat will present a short compilation of these reports. She also informed the SC that the rules governing travel at UNICEF have changed and may affect the way the Secretariat handles future travel for SC members. Those SC members for whom the costs of travel are covered by the Secretariat are asked to get in touch with the Secretariat to see whether the new rules will affect them.

Catarina then updated the SC on her recent work as Executive Chair. She mentioned 17 events where she has been a panellist or speaker representing SWA, and highlighted the work with the SUN Movement, where she is working with her counterpart to develop a strategy of future engagement, which she will circulate for SC feedback ahead of the next meeting. Catarina has also been working with the Secretariat, World Bank and UNICEF on the 2017 HLM. Further, she has been active, in the development of the Results Framework, and in the partnership drive and fundraising efforts. She will join Amanda in Australia to give a keynote address at the IWA Congress and then travel to the Philippines to speak at the 67th Session of the WHO Regional Committee for the Western Pacific.

There was also a call for closer cooperation between SWA and the UN Special Rapporteur on the human right to water and sanitation, to be led by the Executive Chair. Catarina agreed and the proposal was supported by the SC.

**Action 1:** Secretariat to circulate online form for SC members to report on their SWA-related activities ahead of each SC meeting.

**Action 2:** Secretariat to reach out bilaterally to SC members that may be affected by UNICEF’s new travel procedures.

**Session 3: Results Framework for SWA 2016-2020**
*Catarina de Albuquerque, Paul Deverill, DFID*

Catarina reminded the SC of the process that resulted in the current draft of the Results Framework (RF), the SC’s decision in 2015 to develop it, the first draft that focused exclusively on the Secretariat, and the work by the RF Task Team (RF TT), which has been led by Paul Deverill since July.

Paul underlined that the process was guided by the need to ensure consistency with the SC’s previous decisions, faithfulness to the Strategy and making the document ambitious and yet simple and practical. He mentioned there had been a proposal to focus the RF only on monitoring the way partners adopt the Collaborative Behaviours and the Building Block, but that it was ultimately put aside since it would imply moving away from the Strategy and previous decisions by the SC. The RF TT also worked to ensure the indicators were anchored in existing and reliable sources, such as the JMP and GLAAS (for some indicators there is the expectation that GLAAS can include them in future versions of their questionnaire). The TT also decided to extend the RF’s timeframe to 2020, so it is aligned with the Strategy.

Many SC members supported the idea of revisiting the RF regularly, especially since it is the first time that SWA has put in place this type of management tool and there is some uncertainty around baselines and the ambition of some indicators (e.g. should SWA aim to have 100% of country partners represented at the HLMs?). A one-year cycle was generally agreed upon. This revision would also be an opportunity to clarify the role of different partners in achieving results.

Fiona commented that there is flexibility from GLAAS to incorporate some of the indicators in future questionnaires and that such inclusion should be part of an ongoing discussion between WHO and SWA.
She also mentioned that the Country Processes and Global Monitoring Harmonization Task Teams were working on indicators for the Collaborative Behaviours and would present a proposal in October.

There was also a call for 1) the RF TT to consider using GEMI indicators as a mean of verification (e.g. as a Vision indicator), which would further align SWA with the SDG process and 2) to monitor how the SMM influences country action (a point to be revisited after a country level mechanism/strategy is in place).

Some SC members also had concerns about the utility of 75% of delegations having at least two senior representatives from other sector ministries (Result 5.1.1), as well as the lack of reference to the Partnership Meeting, which could be a key activity that is used to ensure adoption by partners of the Collaborative Behaviours. Another concern was the focus on countries that are still aid-dependent, but as it was pointed out, the wording of the RF was done in such a way that it can also make sense to middle and high-income countries.

As the discussion was brought to a close, Catarina suggested the following way forward: 1) leave issues such as the ambition of the indicators and the means of verification for the yearly revision, 2) change the wording in the second indicators of 5.1.1. to mitigate the risk of too large delegations and 3) approve the RF as it is, while giving the RF TT power to work with the Secretariat to address the remaining gaps (e.g. SMART indicators for results 5.1.2 and 5.1.3). Once the Executive Chair considers the RF finalized, the RF TT will be dissolved.

**Action 3:** CPTT and GMHTT to finalize indicators of Collaborative Behaviour’s in October 2016 and share them with the SC for comments.

**Decision 3: Results Framework**
The Steering Committee approves the final version of the Results Framework, and asks the Results Framework Working Group to work with the Secretariat to fill in existing gaps and implement the requested changes.

**Decision 4: Results Framework**
The Steering Committee decides that an annual revision of the Results Framework shall take place.

**Decision 5: Results Framework**
Chair considers the Results Framework finalized, the work of the Results Framework Task Team will be accomplished and the Task Team should be dissolved.

**2017 High-level Meetings**
*Dominick de Waal, World Bank; Sanjay Wijesekera, UNICEF*

Dominick updated the SC on the work being carried out by the World Bank (WB), the High-level Political Dialogue Working Group (HLPD WG) and the Secretariat to prepare for the upcoming Finance Ministers’ Meeting (FMM). He underlined there was a conscious decision to move away from the commitments, and instead use the preparatory process to carry out a dialogue at country level on policy principles related to finance and “trade-offs” of political decisions for WASH. The idea is not to be prescriptive, but to ensure that countries understand there are many ways to bridge financing gaps.

Dominick reported that a discussion is also underway regarding the attendees of the FMM. Current thinking is that all finance ministers from SWA partner countries are welcome, as well as accompanying sector ministers. All other constituencies will be asked to organize themselves to select their representatives.
Sanjay then gave the SC an update on the Sector Ministers’ Meeting (SMM). He stated that the objective is for the SMM to have a clear link to the FMM and the Collaborative Behaviours (CBs) and Building Blocks (BBs). He explained that the aspiration is to go one level deeper with the CBs and BBs, following their introduction at the 2016 Addis Ababa Ministerial Meeting, and now start a conversation about monitoring, indicators and milestones. He also recommended that, unlike in previous SMMs, not every country should follow the same preparatory process, e.g. a country with more experience can prepare case studies to present at the event, while others can focus on learning and interacting.

During the group discussion there was a call to involve the High-level Panel on Water in the preparation for, and during, the FMM and SMM, as this connection could raise the profile of the HLMs. There were also requests from the Research and Learning (R&L) and CSO constituencies to be further involved in the development of these strategic documents – both concept papers for the HLMs, and analytical pieces for the FMM.

There was a general agreement that the SMM should focus on the CBs and BBs and that the concept note should mention them explicitly. There was also a request for both the FMM and SMM concept notes to focus more on improving transparency and integrity in the sector, as well as tackling inequalities and reaching the most marginalized. Regarding this last point, Dominick pointed out that transparency is already implicitly part of the agenda, because, for example, by discussing policies that attract more donors, ministers will be discussing corruption, accountability, etc. The issues around the most vulnerable and marginalized should be part of the discussions about investment and policy “trade-offs”. There was an agreement that the SMM concept note being prepared by UNICEF should explicitly mention issues related to transparency and inequalities.

Answering a question about the “Day of Opportunities” between the SMM and FMM, Catarina said that there is still no concept note for it, but that the HLPD WG and Secretariat will start that particular work shortly. The idea is to offer partners an opportunity to organize events, debates, exhibitions, workshops, that would be of interest to the ministers and their delegations.

**Decision 6: 2017 High-level Meetings Concept Notes**

The Steering Committee

A. thanks the World Bank, UNICEF and the HLPD WG for the “Concept note for the SWA 2017 Finance Ministers’ Meeting” and decides to approve it.

B. thanks UNICEF for the offer to prepare a concept note for the SWA 2017 Sector Ministers’ Meeting and welcomes its submission by November 2016 in time for analysis at the upcoming face-to-face Steering Committee meeting. The concept note should explicitly mention issues related to transparency and inequalities.

**AOB**

*Catarina de Albuquerque*

Catarina introduced the remaining draft decisions. She asked the group to consider two suggestions related to the Task Teams: 1) that the leaders of the TTs and WGs always be invited to SC meetings to give an update on their work (and hence increase their accountability) and 2) that the names of the current Task Teams be clarified, as the terms “Task Team” and “Working Group” are often interchangeable and create some confusion regarding the longevity and purpose of the groups.

The SC was supportive of the two proposals. Regarding the latter, the SC warned that the change in name should not have any implications on the mandate and working methods of the existing working groups. Regarding the former, there was a call for the leaders of the groups to present their Terms of Reference and workplans every six months, so that they can be discussed and approved by the SC.
The next item for discussion and related decision concerned the procedure for admission or rejection of potential partners, where applications had been the subject of an objection by at least one SC member. The SC agreed that in such cases the applicant should have a right to respond. The SC should take that response into consideration before making a final decision on whether to accept or refuse the applicant. Such a decision should be taken by a qualified majority.

When discussing whether to accept the four most recent applications, the R&L constituency pointed out they had sent a formal objection to Deeper Missions and Groupe Mamans Tabita joining. They requested the Secretariat to trigger the procedure recently approved and ask both organizations for a response to their concerns. The other two applicants, Water.org and Sanergy were approved unanimously.

The Executive Chair then reminded the SC of their discussion at a previous SC meeting about asking the Secretariat to review the Governing Document and correct inconsistencies (e.g. references to Task Teams, Working Groups and Standing Committees). She asked the SC for their agreement to proceed with this task. The suggestion was unanimously accepted.

Catarina also reminded the SC of its decision, reflected in the Governing Document, to appoint one or more Honorary Chairs. She suggested that this be acted on, but that the expression Honorary Chairs might not be the best and she suggested that it be replaced by the concept of a Leaders Group. In the run up to the HLMs, she proposed the creation of a Search Committee to identify individuals that could help promote SWA at a high and regional level. She underlined that the Leaders Group should have a balance of regions and gender. The SC felt this was an excellent idea as it had the potential to strengthen SWA’s presence in different regions. Dick Van Ginthoven volunteered to be part of the Committee and suggested that the current members of the High-level Panel on Water, as well as those collaborating with the Global Poverty Project (as a link to younger audiences) should be considered to become members of the Leaders Group. It was agreed that the Group should be relatively small, and comprised of around three to five persons.

Paul asked the SC’s views on the indicators for SDG 6, especially those related to water supply: should SWA have a role to play in the development of the indicators, especially when the ones proposed might drive investment to less effective areas? Responses indicated that GLAAS, as the monitoring arm of SWA, is committed to ensure the SDG 6 indicators do not forget higher levels of service. Another proposal suggested that it is also the role of the JMP to monitor these higher standards, even beyond the agreed indicators. There was general agreement that the SMM would be a good platform for further discussion of these issues and that the R&L constituency should be consulted.

Responding to a question regarding the 2016 Report on the 2014 HLM Commitments, Amanda reported that the Secretariat is currently collecting the final reports and work on data analysis will start shortly.

**Action 4:** Chairs of the Task Teams and Working Groups to be invited to upcoming SC meetings to give an update on their work. At the December meeting, Chairs are asked to present their Terms of Reference and workplans.

**Action 5:** Secretariat to approach Deeper Missions and Groupe Mamans Tabita to offer right of response to the concerns expressed by the Research and Learning constituency.

**Action 6:** Research and Learning constituency to discuss the quality and suitability of the SDG 6 indicators, in particular those related to water supply.

** *** **
Decision 7: Standing agenda item on updates from Task Teams and Working Groups and invitation of their Chairs to SC meetings
The Steering Committee decides
A. to establish a standing agenda item for updates from Task Teams and Working Groups
B. that Chairs of official Task Teams and Working Groups shall be invited to Steering Committee meetings as observers (provided this participation has no financial implications for SWA). The Chairs shall submit their respective Task Teams’ or Working Groups’ “Programme of Activities” twice a year for approval by the SC. They shall also report on the activities undertaken during the past 6 months.

Decision 8: Change to the official name of the Country Processes and Global Monitoring Harmonization Task Teams
Due to their permanent nature, and in order to ensure alignment with SWA's Governing Document, the Steering Committee decides to rename the Country Processes Task Team and the Global Monitoring Harmonization Task Team the Country Processes Working Group and the Global Monitoring Harmonization Working Group respectively.

Decision 9: Procedure for partnership applications that bear an objection from one or more Steering Committee members
The Steering Committee decides that the process to handle an application that has been objected to by at least one Steering Committee member, is the following:
A. applicant to be given a right of response by the Secretariat
B. objections by SC members and applicant’s response to be discussed only at a face-to-face Steering Committee meeting;
C. final decision to be taken by 2/3 of attending SC members.

Decision 10: Official acceptance of SWA partner applications from June 2016
The Steering Committee decides to accept the following organizations as SWA partners:
- Water.org (constituency: Civil Society Organization)
- Sanergy (constituency: Private Sector)

Decision 11: Review of the Governing Document
The Steering Committee asks the Secretariat, with the support of the Executive Chair, to review the Governing Document to ensure consistency of language and terminology.

Decision 12: SWA Leaders Group
The Steering Committee decides to create an SWA Leaders Group and asks the Executive Chair to organize and lead a Search Committee to identify and invite 3 to 5 individuals to become members of this Group. The Group shall respect regional and gender balance and has the objective to help promote the interests of SWA and enhance visibility for sanitation, water and hygiene.

Decision 13: Cooperation with the UN Special Rapporteur on the human rights to water and sanitation
The Steering Committee decides that a closer collaboration between the UNSR and SWA shall take place and requests the Executive Chair to lead efforts in that area.