Steering Committee Members:

1. Mr. Darren Saywell, Vice-Chair
2. Mr. Yaw Sarkodie, Ghana
3. Mr. Salisu Abudulmumin, AMCOW
4. Ms. Anita Gaju, Rwanda
5. Mr. Johan Gely, SDC
6. Mr. Dick van Ginhoven, DGIS
7. Mr. Will Niblett, DFID
8. Mr. Mohamed El Rawady, CEDARE
9. Mr. Yakub Hossain, FANSA
10. Ms. Rolien Sasse, EWP
12. Ms. Erma Uytewaal, IRC
13. Mr. Dominick de Waal, WSP
14. Mr. Paul Edwards, UNICEF
15. Mr. Tom Slaymaker, WaterAid

Observer

1. Mr. Alex McPhail, World Bank
2. Peregrine Swann, WHO and DFID

Secretariat

1. Ms. Cindy Kushner, Coordinator
2. Mr. Piers Cross, Senior Advisor

Regrets

1. Mr. Kepha Ombacho, Kenya
2. Mr. Jawed Ali Khan, Pakistan
3. Mr. Disan Ssozi, Uganda
4. Ms. Lindiwe Lusunga, South Africa
5. vacant, Nepal
6. Mr. Rudy Amenga-Etego, ANEW
7. Mr. Jon Lane, WSSCC
8. Mr. Ger Bergkamp, IWA
9. Mr. Oswald Chanda, AfDB

Action Points:

All SC Members
1. All SC Members were requested to support, within their capacities and roles, advocating specifically for the attendance of Ministers of Finance to the HLM.
2. If there are other partners that are interested to be a part of the HLM Media and Comms Group, please contact Cindy.
3. SC Election 2012: There was agreement by the SC for the Secretariat to proceed in the process outlined during the meeting. SC Members are requested to review the paper further (Proposal for the 2012 SC Election) and to email the Secretariat with any additional comments by February 23.

Individuals/Sub-groups
4. The Country Processes Task Team will provide more information on NPRI in the lead up of the HLM and post-HLM with countries to ensure transparency and communication.

Secretariat
5. The Secretariat will proceed on SC Elections as laid out in the Proposal tabled at this meeting.
6. Secretariat to propose to the SC further details on timing, scheduling and location for the Annual Partnership Meeting.
7. The Secretariat to put in place an evaluation of the HLM process and also Partner Satisfaction/feedback in order to feed into the Annual Partnership Meeting.
8. There is a suggestion that the SC meeting be postponed from Stockholm to the Annual Partnership Meeting (APM). A decision should be taken by the next SC Meeting, after the APM is set. The Secretariat will follow up.
Minutes of Meeting

1. Update from Meeting Chair (Darren Saywell, SWA Vice-Chair)
   - The Vice Chair announced a new developing country partner: Togo, bringing the partnership to 80 partners, including 35 developing countries.
   - An update on the schedule of the SWA Chair was noted. He is in London this week, and there are plans for him to be in Marseille, as well as potentially travelling to Europe in March, to raise the profile of SWA and advocate high-level attendance.

2. HLM Update (Cindy Kushner on behalf of Sanjay Wijesekera, HLM TT Chair)
   General
   - The Media and Communications group has now been formed, currently consisting of WaterAid, WSSCC, UNICEF, and the World Bank.
     ➔ If there are other partners that are interested to be a part of the HLM Media and Comms Group, please contact Cindy.
   HLM update
   - There is a draft agenda for the HLM on 20th April 2012 being circulated for comment by email. The agenda is still under development as confirmation of speakers is still being arranged. Jan Eliasson, current Chair of WaterAid Sweden and former President of the UN General Assembly has been confirmed to moderate the meeting. SWA Chair Kufuor will chair. UNICEF will be represented by the Executive Director and the UK and Dutch Ministers intend to participate.
   - The World Bank does not have very large rooms and attendance at the HLM will be limited. When there is further information, UNICEF will clearly communicate the constraints. It is important that people are aware that attendance will be limited.
   - The Sector Ministers Meeting will be held on 19 April for a full day with the purposes of 1) having in depth discussions with Sector Ministers and 2) finalizing a Global Sector Ministers Statement, which will be an input into the HLM on 20 April. The Secretariat has begun the consultation process on the Statement.

Country Prep Process
   - There are at least 45 developing countries preparing now for the HLM.
   - The Guidance note on the Structure of the Statement of Commitments for developing countries has now been sent to countries—in English and French. The guidance note provides a clear framework for countries to use to articulate their country-specific commitments. New to the guidance note, is that countries will articulate a “primary” commitment, which should specifically address the proportion of population/ specific number of people that will be newly served with water and sanitation.
     ➔ All SC Members were requested to support, within their capacities and roles, advocating for specifically for the attendance of Ministers of Finance to the HLM.
   - If countries have not started their preparatory processes yet then it will not be realistic for them to start, and accordingly their participation in the 2012 HLM will not be possible. The focus now should be to support the countries engaged in the preparation process.

Donor Prep Process
   - DFID is organizing a donor meeting on 17th February, with the objective of donors aiming to bring cohesive messages to the HLM from the donor side.
• In 2010, there were letters sent from UK and Dutch Ministers to the World Bank in support of the HLM. The Dutch and Swiss are planning to send letters and the UK may consider also writing. It is under discussion on how to coordinate letters in reference to the upcoming meeting.

3. GLAAS Update (Peregrine Swann on behalf of Robert Bos, WHO)
• There have been a total of 66 responses received from countries for this GLASS report. In addition to more countries participating, there is also much better geographical representation of the countries that have submitted data this time.
• The draft report will be circulated for peer review planned for early next week. The delay in finalizing the report has mainly been due to the delay in published OECD 2010 data. (This GLAAS report had to refer to 2009 data.)
• The final report of GLAAS is planned to be sent out early-mid April (which will precede the HLM by about 10 days at the least).

4. Country Processes (Dominick de Waal on behalf of Henry Northover, Task Team Chair)
• Update provided to the SC on the documents that the Country Processes Task Team (CPTT) has developed. In addition, based on a criteria that has been developed (that examines country progress on access, as well as specific demand signals) the CPTT has identified 5-8 countries that could be first NPRI focus points.
• Comments from SC members emphasized the need to maintain transparency on the selection criteria of countries for NPRI; as well as a request for improved outreach—specifically to Asian countries.
  ➔ There will be more communication in the lead up to the HLM and post-HLM about the NPRI with countries to ensure transparency.
• In the future, there will be a need for the various development partners to share how much and what type of support they can actually lend to the NPRI process in countries.
• It was noted that the GLAAS report will specifically provide data on the low absorptive capacity of donor aid by developing countries. This fits well with what NPRI aims to do – NPRI is not a large fund but rather a ‘pooled action’ model which aims to build capacity and strengthen planning, which in turn can unlock absorptive capacity.

5. Governance Issues
a. SC Elections (Piers Cross)
• Overview about the election process was provided as described in the note circulated to the SC. It is proposing that the newly formed SC be in place by the second face-to-face SC meeting in 2012.
• There key issues highlighted on the current SC: 1/3 gender balance not achieved; developing countries exceed number in guidelines (should be 4-6, currently 8). The proposal identifies a way forward. In terms of identifying seats, it is suggested that first, members willingly stand down and if there are not enough, a transparent process will be put in place to identify which seats are opened for election.
• It was noted that it is important that there is a partner feedback mechanism in place if a criteria is needed to ascertain which seats are up for election so that partnership satisfaction could be assessed. This is important but there are timeframe concerns that it can be carried out in time.
  ➔ SC Election 2012: There was agreement by the SC for the Secretariat to proceed in the process outlined during the meeting. SC Members are requested to review the paper further (Proposal for the 2012 SC Election) and to email the Secretariat with any additional comments by February 23.
b. **Annual Partnership Meeting (Darren Saywell)**
   - The meeting is proposed to be held in October/November 2012, and there has been a two page memo circulated articulating the objectives of the meeting. There was broad consensus on the initial approach outlined in the paper to the SC on this subject.
   - There are on-going discussions on possible mechanism for evaluation the HLM, but concrete action have not yet been agreed upon.
     - **Secretariat to propose to the SC further details on timing, scheduling and location for the Annual Partnership Meeting.**
     - **The Secretariat to put in place an evaluation of the HLM process and also Partner Satisfaction/feedback in order to feed into the Annual Partnership Meeting.**

6. **Secretariat Update (Cindy Kushner)**
   a. **Staffing**
      - Communications Specialist with WSSCC post has been filled, and the person will join just before the HLM
      - Interviews have been completed for the Secretariat Advisor post at UNICEF (M&E and constituency outreach functions). The recruitment process is being reviewed for approval. The person will likely join after the HLM.
   b. **Update on tasks**
      - Country-Specific documents: Economic Cases being updated; Country Profiles developed and being shared for review by countries.
      - SWA Website is in process of being updated
      - The SWA Newsletter expected to be sent out in a few weeks before the HLM
   c. **Marseille**
      - SC meeting is currently planned for the 11th of March. The Secretariat is providing travel support for 9 people; bookings are difficult because WWF has blocked all the hotels and UNICEF is trying to arrange payment directly to the hotels
      - **There is a suggestion that the Q3/Q4 SC meeting be postponed from Stockholm to the Annual Partnership Meeting (APM). A decision should be taken by the next SC Meeting, after the APM is set. The Secretariat will follow up.**
      - SWA Chair to be in Marseille—participating in a high-level panel, and possibly giving a statement in the opening; will also be engaged in one-on-one strategic meetings with key people (from World Bank, etc.)
      - The SWA Secretariat is planning two sessions at WWF—National Sanitation Planning and Financial Monitoring. Both sessions on 14th Mar at the same time. SC Members will have split themselves so we are well supported.

Next meeting will be on March 11, 2012 in Marseille, France from 9:00-17:30 local time.