**Steering Committee Members:**

1. Mr. Darren Saywell, Vice-Chair  
2. Mr. Sanjay Wijesekera, UNICEF  
3. Mr. Irfan Tariq, Pakistan  
4. Mr. Johan Gely, SDC  
5. Mr. Will Niblett, DFID  
6. Mr. Jon Lane, WSSCC  
7. Mr. Rudy Amenga-Etego, ANEW  
8. Mr. Yakub Hossain, FANSA  
9. Ms. Rolien Sasse, EWP  
10. Mr. Henry Northover, WaterAid  
12. Ms. Erma Uytewaal, IRC  
13. Mr. Dominick de Waal, WSP  
14. Ms. Anita Gaju, Rwanda  
15. Mr. Robert Bos, WHO

16. Alex McPhail, World Bank  
17. Lily Ryan-Collins, DFID  
18. Peregrine Swann, WHO

**Regrets**

19. Ms. Cindy Kushner, Coordinator

20. Mr. Yaw Sarkodie, Ghana  
21. Ms. Sudha Sharma, Nepal  
22. Mr Salisu Abudulmumin, AMCOw  
23. Mr. Kepha Ombacho, Kenya  
24. Mr. Disan Ssozi, Uganda  
25. Ms. Lindiwe Lusunga, South Africa  
26. Mr. Dick van Ginhoven, DGIS  
27. Mr. Khaled AbuZeid, CEDARE  
28. Mr. Oswald Chanda, AfDB  
29. Mr. Ger Bergkamp, IWA

**Secretariat**

30. Mr. Piers Cross, Secretariat

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**Action Points:**

**All SC Members**

1. If Secretariat support is required for SC members to attend the March 11 SC Meeting in Marseille, please request support by January 6.

2. All SC Members are requested to reach out to constituencies to ensure high level participation in the HLM, and ensure that global-level information from the Secretariat reaches country level.

3. SWA Secretariat has requested that other SWA partners consider their capacity to support country visit(s) in January-February and to notify the SWA Secretariat as soon as possible and by January 13 latest.

4. Countries interested in having a Secretariat/Global Partner visit in Jan-Feb to support HLM preparations should contact the Secretariat as soon as possible and by January 13 latest.

**Individuals/Sub-groups**

5. Donors to follow-up on discussion about linkage between NPRI and donor prep process.

6. Henry will share full list of countries that are being considered for NPRI

7. DFID to follow-up and coordinate with SWA on whether the G20 will be having a meeting at the same time of the planned HLM.

8. IRC/DFID to follow-up with Donors on the possibility on sharing minutes/information from donor prep process discussions or meetings with all SWA partners.

**Secretariat**

9. The Secretariat will produce a review of the 2011 Workplan, a 2012 Workplan and a broader logframe-type document in early 2012.

10. We need to identify a date and venue for the Annual Partnership Meeting so people can put it on their calendars as soon as possible. A proposal will be tabled by the Secretariat at the February SC Call.
Minutes of Meeting

1. Update from Meeting Chair (Darren Saywell, SWA Vice-Chair)
   - The Vice-Chair welcomed Ger Bergkamp, IWA to the Steering Committee member.
   - Also, the Steering Committee noted the new SWA Chair John Agyekum Kufuor, former President of Ghana.
   - The World Bank has joined SWA, bringing SWA to 78 Partners
   - Active engagement of constituencies by Steering Committee Members was emphasized: The High Level Meeting (HLM) is convened by UNICEF but all SWA partners have a responsibility to ensure the keystone event of the Partnership is a success.
     ➔ All SC Members are requested to reach out to constituencies to ensure high level participation in the HLM, and ensure that global-level information from the Secretariat reaches country level.

2. HLM Update (Sanjay Wijesekera, HLM TT Chair)
   General
   - The 2012 High Level Meeting will be on 20 April 2012 from 2-5pm.
   - SWA Chair John Kufuor will Chair the Meeting.
   - UNICEF is working with the World Bank to secure rooms for the HLM and the Sector Ministers Workshop on 19 April.
   - We will hold a full-day Ministers’ Workshop the day before on 19 April 2012. This will be similar to last year’s meeting which was very well received. It is an opportunity to engage Ministers on technical issues and also to finalize Sector Ministers’ Statement to the HLM.
   - Save the Date letters have been sent out
   Sector Ministers’ Statement
   - At CREPA’s Ministerial meeting (Dec 5-8), we began working with 21 African Ministers to draft a preliminary African Ministerial Statement. We will work with colleagues in South Asia to see how we can facilitate the development of a similar statement in South Asia. We will continue to explore if the Sector Ministers Statement tabled at the HLM is regional or global.
   Country Prep Process
   - The SWA Secretariat has reached out to 50 countries. The Secretariat and Partners on the ground are following up. We’ll have a more complete country-by-country update in January.
   - A full Country Resource Pack was sent in English on November 22. Documents in French were sent Dec 9 and Presentations will be sent shortly. Key documents have been translated into Portuguese and Spanish.
   - There is a call for Partner engagement at country level:
     ➔ SC Members are requested to mobilize their constituencies to engage with the HLM preparatory process.
     ➔ SWA Secretariat has requested that other SWA partners consider their capacity to support country visit(s) in January-February and to notify the SWA Secretariat as soon as possible and by January 13 latest.
   - Country-specific ‘economic case for investing in WASH’ are being produced and should be ready January-February 2012. Country Profiles also will be prepared for all SWA partners—produced out of GLAAS data in Jan/Feb 2012.
Donor Prep Process

- Donors are beginning efforts to request Ministers to attend and also to work together to bring harmonized commitments to the HLM.
- Donors have agreed to meet in February.
- The Secretariat and SWA Donor Partners are working to engage non-SWA Donors.
- There is a request from civil society that the donor prep process be held transparently.
  - IRC/DFID to follow-up with Donors on the possibility on sharing minutes/information from donor prep process discussions or meetings with all SWA partners.
- EUWI/Africa Working Group will host an HLM preparatory meeting of donors in February 2012

Next Steps

- Secretariat to continue supporting Country Prep Process and Donor Prep Process.
- Secretariat to facilitate country visits by Partners
  - Countries interested in having a Secretariat/Global Partner visit in Jan-Feb to support HLM preparations should contact the Secretariat as soon as possible and by January 13 latest.
- Begin securing Ministerial attendance and identify Keynote Speakers
- Send formal invitations from UNICEF in January.
- G20 may have a meeting around the time of the Spring Meetings. There is a need to check with the G20 Secretariat as there could be a conflict for the HLM target audience.
  - DFID to follow-up and coordinate with SWA on whether the G20 will be having a meeting at the same time of the planned HLM.
- The Secretariat will draft an HLM Agenda and circulate to the SC in January.

Other

- The World Bank will not have Water Week in 2012, possibly back in 2013; however, the World Bank will hold Sustainable Development Week 21st-24th February and one or two days will be dedicated to water.
- The April 19 Sector Ministers meeting should be announced and invites sent out as soon as possible.

3. GLAAS Update (Robert Bos, WHO)

- Maria Neira (WHO Director) is available on the date for the HLM to present GLAAS if that is appropriate. It is unlikely the WHO DG will most likely not be available. It has been suggested the new Chair of UN-Water (Secretary-General of WMO, Mr Jarraud) should also be in attendance and if he is available some role for him would have to be identified (complementary to Maria Neira).
- The Strategic Advisory Group for the JMP and GLAAS met this past week to review the report directions. 60+ countries are expected to return the questionnaire and will be included in GLAAS.
- Responses from external support agencies are also good, but there are issues around the use of OECD-DAC coded resources for water and sanitation and the contributions to water and sanitation under other headings - this needs careful processing.
- A review of the 2010 HLM commitments will be included in the 2012 GLAAS report
- Initially there were efforts to undertake in-depth studies and include those in the main report. However, it has now been decided to keep the main report more focused and release the in-depth studies in the ‘off-years’.
4. Country Processes & NPRI (Henry Northover, Task Team Chair)

- NPRI is a mechanism to match the pooled resources of SWA Partners with the countries that are most in need to strengthen their national planning processes. The Task Team has drafted a criteria and generated a spreadsheet to review where countries fall against the criteria to identify priorities for discussion. The demand articulated from the countries is an important criteria.

⇒ Henry will share full list of countries that are being considered for NPRI.

- NPRI Guidance note will be shared soon. The SC has requested that the Task Team address how countries will be informed about NPRI.

- There needs to be a core agreement on what the NPRI can do; there are limited resources; these country processes take enormous time and effort—so number of countries will be limited.

- A guidance note for SWA partners is being prepared which provides a ‘core script’ describing the purpose of NPRI, what it aims to achieve (focusing on the strengths of the national processes with high-level political support able to produce national plans – Liberia and Ghana experience) and how countries can engage.

- After the guidance note and other documents have been prepared there is a need to consider and have a discussion with the SC how to operationalize the NPRI, including communications to be done with support from the Secretariat.

- Timeline for key documents:
  - End of December: Guidance note;
  - January: NRPI Action Plan
  - March 2012: Promotional Materials ready for the HLM

- There is a question of how NPRI can link with the donor prep process and a request that this be raised at the Donor meeting in February.

⇒ Donors to follow-up on discussion about linkage between NPRI and donor prep process.

5. Governance Issues

- LA, Erma Uytewaal, IRC

  - In June 2011, the SWA Steering Committee encouraged several Partners working in the Latin America and Caribbean region (LAC) to explore opportunities to engage countries and partners in the region given SWA’s global mandate. An ad hoc working group with SWA partners working in LAC (SDC, Water for People for EWP, SEI and IRC; supported by the Secretariat) was established. Given the particular characteristics of the WASH sector in the LAC region, a tailor-made strategy within the SWA framework for engaging with countries in the region is needed. The group worked on elaboration of such a strategy for introduction of SWA in the region and for building a regional perspective for LAC within SWA.

  - A practical and step by step approach is proposed. The upcoming HLM provides an opportunity to engage two or three LAC countries in SWA. The global dialogue (HLM) will provide a framework for promotion, and support to a national political dialogue necessary to enhance the political priority of the sector. Successful participation of a small number of LAC countries in the HLM (2012) would provide the opportunity to share results and experiences and can potentially lead to a broader interest for subscription to SWA principles by LAC countries and relevant actors in the region.

  - Currently support is being provided to Paraguay and Honduras in preparations for their participation in the HLM (2012). There’s an option for a third country (to be
determined) to join. In the meantime we will continue striving for a strengthened SWA partnership in the region and to ensure a stronger resource base.

- It’s expected that successful participation of two or three countries in the upcoming HLM will provide a momentum and prompt other partners to come along and to strengthen the SWA Partnership in the region.

- Annual Partnership Meeting,
  - We can either piggyback on another event or do a standalone 2-3 day workshop/meeting/consultation. We are aiming for the last quarter of 2012.
  - GLAAS and JMP are also looking to have strategic consultations and the APM could be aligned or joined.

  ➤ We need to identify a date and venue for the Annual Partnership Meeting so people can put it on their calendars as soon as possible. A proposal will be tabled by the Secretariat at the February SC Call.

6. Secretariat Update

- The Secretariat provided a full status update of the Workplan in September. A full review of the 2011 Workplan will be done in early 2012. For 2012, there is a need to revisit what type of indicators are put in the workplan so that it is a light-touch management tool. We also need something more substantive and visionary such as a logframe.

  ➤ The Secretariat will produce a review of the 2011 Workplan, a 2012 Workplan and a broader logframe-type document in early 2012.

- The next SC face-to-face meeting will be in Marseilles Sunday, March 11th.

  ➤ If Secretariat support is required for SC members to attend the March 11 SC Meeting in Marseille, please request support by January 6.

- The SWA Secretariat is supporting 2 sessions at WWF - on national planning and the link with health and education.

- Feb 8 (13:00GMT) is the next SC call

Update on Communications: (WSSCC)

- The focus in recent months has been on supporting the Secretariat communications around the High Level Meeting – in particular, the pack of information that was sent to developing countries to assist their preparations, and the template for the economic case studies – and announcement of the new Chair. Ongoing communication products, such as the web site and the partner newsletter have been maintained and updated.

- A key focus has been on clear, accessible language that is suitable for the target audiences.

- The need and capacity for work is expected to increase significantly in the new year.

- A P3 communications specialist, to be based at WSSCC offices in Geneva, is currently being recruited. Hopefully the person will be in place by early 2012.

- A graphic design company has also been identified to work on overall visual identity and specific products.

- Terms of Reference for upgrade of the website have also been prepared.