Summary of Action Points

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Join a peer review group advising on statements of commitments (contact Fiorella Polo (<a href="mailto:fpolo@unicef.org">fpolo@unicef.org</a>) at the SWA Secretariat as soon as possible).</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>Continue to mobilize respective constituencies around, and take leadership on, the High Level Commitments Dialog (HLCD)</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>Share an update on the outcome of the donor meeting in London with the Steering Committee (SC)</td>
<td>Leonard Tedd/Piers Cross</td>
</tr>
<tr>
<td>Channel requests for visa letters for Washington D.C. through Naomi Ami Parekh (<a href="mailto:nparekh@unicef.org">nparekh@unicef.org</a>) at the SWA Secretariat, who will issue an invitation to the Sector Ministers’ Meeting (SMM) on April 10th</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>Design SMM agenda to highlight aid effectiveness and ‘mirroring’ of commitments between donor and countries</td>
<td>SMM reference group and Piers Cross</td>
</tr>
<tr>
<td>Provide formal update on the SWA Review at the May SC meeting</td>
<td>Darren Saywell</td>
</tr>
<tr>
<td>Consider supporting the travel cost of some developing-country ministers</td>
<td>SWA Donors and Partners</td>
</tr>
<tr>
<td>Circulate prospective dates for future SC meetings</td>
<td>SWA Secretariat</td>
</tr>
<tr>
<td>Make arrangements for an informal Steering Committee debriefing on Saturday 12 April for all those SC members who can attend the SMM and High Level Meeting (HLM)</td>
<td>Darren Saywell and Secretariat</td>
</tr>
<tr>
<td>Inform the SWA Secretariat if you intend to be in Washington D.C. for the SMM and HLM</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>Advocate for WASH in the post-2015 agenda</td>
<td>Steering Committee</td>
</tr>
<tr>
<td>Take up issue of positioning SWA within the post-2015 advocacy communications with colleagues in UNICEF and WHO</td>
<td>Darren Saywell</td>
</tr>
</tbody>
</table>


**Steering Committee Members**

1. Mr. Darren Saywell, Vice-Chair
2. Mr. Irfan Tariq, Pakistan
3. Mr. Jean De Dieu Rakotondramihamina, Madagascar
4. Mr. Roberto Aosta, Paraguay
5. Mr. Christian Eggs, SDC
6. Mr. Leonard Tedd, DFID
7. Ms. Heather Skilling, USAID
8. Ms Hanneke Lankveld, representing Mr. Dick van Ginhoven, DGIS
9. Mr. Jamie Bartram, UNC
10. Ms. Amanda Marlin, WSSCC
11. Mr. Dibalok Singha, FANSA
12. Mr. Thilo Panzerbieter, EWP
13. Mr. Henry Northover, WaterAid
14. Ms. Ebele Okeke, Lead Spokeswoman
15. Mr. Jochen Rudolf, AfDB
16. Mr. Mohamed El Azizi, AfDB
17. Mr. Evariste Kouassi Komlan, representing Mr. Sanjay Wijesekera, UNICEF

**Observers**

18. Mr. Bruce Gordon, WHO

**Secretariat**

19. Ms. Clarissa Brocklehurst, Interim Coordinator
20. Ms. Fiorella Polo, Monitoring and Outreach
21. Ms. Ceridwen Johnson, Communications
22. Mr. Yaw Sarkodie, Advisor

1. **Welcome**  
_**Darren Saywell, SWA Vice-Chair and Chair of the SC meeting**_

The Vice-Chair welcomed the SC and reminded the group that the main focus of this (virtual) meeting was to update all members on progress related to the HLCD and HLM (including the SMM).

2. **Action Items from November 2013 SC Meeting in Geneva**  
_**Darren Saywell, Vice-Chair**_

The Vice-Chair summarised minutes of the face-to-face meeting held in Geneva, November 2013, and these were accepted without revision. A brief summary of action items from the meeting was reviewed (attached), with updates provided to the SC on each item; those flagged and color-coded 'red' (indicating being behind on progress) will be addressed post-HLM.

3. **2014 High Level Meeting Preparations**  
_**Fiorella Polo, Clarissa Brocklehurst, SWA Secretariat; Leonard Tedd, DFID**_
a. High Level Commitment Dialogue – progress on preparation among developing countries and 2012 HLM commitments reporting

Fiorella Polo (Monitoring and Outreach Specialist at the SWA Secretariat) updated the group on progress made on the HLCD. A summary of the key points made in this presentation can be found in the HLCD preparations summary note (attached).

The presentation highlighted the outstanding challenges and notable successes of engaging Ministers of Finance in some countries. The Partnership has leveraged its connections well:

- WSP has arranged for all World Bank Country Directors to be notified of the invitation to the HLM sent to Finance Ministers, and World Bank Country Directors and UNICEF Country Representatives have been reaching out to Ministers of Finance in a sub-set of selected countries.
- There are some good examples of civil society engagement, such as in Benin, where CSOs collaborated in a letter writing campaign to the President; CSOs in Sierra Leone have been heavily engaged and organised a meeting with the Head of State.
- Many countries are working to meet with their Ministers of Finance, and a number of firm (and a number of unofficial) confirmations of attendance have now been received.
- The Secretariat has been distributing the SWA Economic Cases note, and has issued guidelines on the process of preparing new commitments, engaging with finance ministers and undertaking advocacy campaigns.
- A series of six preparatory webinars have taken place, with participation from government, CSO and other partners. The Secretariat has engaged in individual follow-up processes with about 30 countries on working with their Ministers of Finance, progress reporting on the 2012 HLM commitments and formulation of new commitments for the 2014 HLM.

It was reported that 'new' countries such as Bolivia, Paraguay, Mongolia and Vietnam are planning to make commitments at the 2014 HLM. China and India may attend as observers on this occasion.

The deadline for sharing commitments with the SWA Secretariat (if technical review by the Secretariat or peer review by a group of countries is requested) was 5th March 2014. Feedback will be shared back to countries by 25th March, and the SWA Secretariat will commit to support countries to prepare the summary slides that will be presented at the SMM and HLM.

Lastly, the SC was informed of excellent progress on tracking the 2012 HLM commitments; as of 24 February 2014, 26 out of 37 countries and 5 out of 11 donors had submitted reports.

- Action for Steering Committee: SC members who would like to join the peer review group should contact Fiorella Polo (SWA Secretariat) as soon as possible.
- Action for Steering Committee: continue to mobilize respective constituencies around the HLCD and take leadership on the High Level Commitments Dialogue (HLCD)
b. **Donor Preparatory Process**  
*Leonard Tedd, DFID*

The deadline for draft commitments is the end of March. The donors plan a face-to-face meeting in London on 28th February which Switzerland, Bill & Melinda Gates Foundation, Germany, France, AfDB and UK will attend. A representative from the Netherlands will join by telephone. The aim of the meeting is to share any possible coherence or joint statements and explore peer mechanisms on where to advance commitments.

- **Action for Leonard Tedd:** share an update on the outcome of the donor meeting in London with the SC.

c. **Status Update for Sector Ministers’ Meeting (10 April) and High Level Meeting (11 April)**  
*Clarissa Brocklehurst*

Concept notes for both meetings were shared in advance of the Steering Committee meeting. A brief update was provided:

- The SWA Secretariat is making good progress on logistics and planning. Piers Cross was not able to join the call but Clarissa confirmed that he is working on an interesting and varied full day agenda with a series of panels. There will also be plenty of time for smaller group discussions around the statements to be presented at HLM.

- It is now confirmed that the President of the World Bank will make opening remarks at the HLM! This is obviously very good news as it will no doubt attract finance ministers and makes it likely that the UN Secretary General, Ban Ki Moon, will also make opening remarks.

- There are two rooms currently being looked at for the HLM: the Preston Auditorium in the main World Bank building and the auditorium at the IFC building, which is a little distance away.

- UNF is currently pursuing Joie Chen, who works for Al Jazeera America, as a moderator for the HLM.

- The Chief Economist of the World Bank will make a keynote speech, as will the Minister of Finance of Ethiopia. The Secretariat is working on an interesting panel on sustainability and inequalities.

- After completion of all the opening speeches and keynotes, there will be 45 minute session to have a structured conversation with participants in the room. The aim is to ask the DSG to call upon people at the HLM to speak to their commitments / objectives of eliminating inequalities / sustainability. The DSG will call on people in sequence to highlight mirroring / consistency between what countries are doing in terms of institutional strengthening and creating the enabling environment and what donors are committing to.

- The 2014 SMM agenda is shaping up to be of great interest; many countries are requesting that more than one minister attend. Partner support for ministerial travel is encouraged.

- Formal invitations are due to be sent week beginning 24th February.
For those SC members who can participate, the Secretariat will arrange for a seat in both the SMM and HLM (space permitting). SC members may be asked to provide support as resource people at the meetings!

Summary of comments from SC members:

- There was a request to understand what push is still needed for Ministers of Finance to attend the meeting and a suggestion to look at the language being used to attract them.
- Could the two events be structured to further explore the idea of mirroring commitments between donor and countries?
- Some SC members who had participated in the SMM reference group wanted to see more of the conversations about the relevance of Aid Effectiveness in the sector development reflected in the current agenda draft.
- Usually an update of both the JMP as well as the GLAAS report is planned just before the Sector Ministers’ and High Level Meetings. However, with respect to preparing speeches and advocacy messages in general it would be appreciated if a preliminary document could be distributed before the official release as this may provide necessary input to us.

- **Action for SMM reference group and Secretariat:** Design SMM agenda to highlight aid effectiveness and ‘mirroring’ of commitments between donor and countries

**d. Update on JMP and GLAAS**

*Bruce Gordon, WHO*

The meeting was briefed on progress made on both JMP and GLAAS updates. The JMP is on track to be published by the end of March 2014, with the main theme focused on a reduction of inequalities and reporting on progress. It is anticipated that SWA will have access to embargoed copies if there is a need to incorporate data from the report in Ministers’ speeches.

With regards to GLAAS, the vast majority of countries reported in October, November and December 2013. 42 out of 44 SWA countries will likely be reflected in the report, and in general, there has been tremendous progress in terms of aligning with SWA, with GLAAS staff sending out completed profiles directly back to countries to use in their HLM preparations. Two special reports will be produced in time for the HLM: a four-pager reflecting the JMP and a four-pager reflecting GLAAS. The focus will be inequality and will be published specifically for SWA in advance of the HLM.

**4. SWA Review**

*Darren Saywell, Vice-Chair*

The Vice-Chair explained that there is a small consultant team working on the SWA Review. The team's objectives are to assess SWA’s progress, its appropriateness, draw lessons and make recommendations. Many SC members have now been interviewed and an initial synthesis will be available in March.
During May and June, the review team will focus on impact and added value. The SC group overseeing the review have received an inception report from the lead consultant, Ken Caplan. Based on this, the group have expressed a desire to see comparisons with other partnerships, and to understand added value at country level, how SWA can be evaluated and the ability for partners to leverage resources.

Ken Caplan is providing a monthly update to the oversight group and the Vice-Chair will provide periodic updates with agreement from the group. SC members reminded the group that issues brought up in the November 2013 SC meeting on this topic should be relayed to the consultants.

- **Action for Vice-Chair: to provide a more formal update at the next SC meeting in May.**

5. **Secretariat update**

*Clarissa Brocklehurst, SWA Secretariat*

The team has been working intensely on the HLM and SMM and have been very busy preparing invitation letters, organising logistics, developing agendas, inviting speakers and working with partners on the communications and media plan. Cindy Kushner will return from maternity leave on March 5th.

The Secretariat has limited spare funds; as this HLM is likely to be more of greater magnitude than 2012 – with more countries and ministers engaging – the Secretariat is looking at travel budgets very carefully. If there is a situation in which the travel budget is inadequate to support all the ministers who want to attend, we may request donors and Partners to consider supporting Ministerial travel. The funding situation also means that the May 2014 SC meeting will be virtual, not face-to-face as was originally planned.

- **Action for Donors and Partners: to consider supporting the travel cost of some developing-country ministers**

6. **Plans for Next Meetings**

*Darren Saywell, Vice-Chair*

Upcoming meetings of the Steering Committee will be as follows:

- Virtual meeting in May 2014
- Virtual meeting in September 2014
- Face-to-face meeting in November 2014

The Vice-Chair proposed that in order to increase effectiveness of virtual meetings, in future some preparatory electronic discussion groups will be organised around the papers prepared for the meeting.

There will be an informal Steering Committee debriefing on Saturday 12 April 2014 for all those SC members who can attend the SMM and HLM. This is not a formal meeting of the SC, there will be no formal agenda or papers circulated and SWA will not be in a position to provide sponsored travel.
Decision: The proposed meeting schedule as agreed to above. Prospective dates will be circulated for each occasion.

7. Update on SWA Advocacy on WASH and the Post-2015 agenda – for Information

Darren Saywell, Vice-Chair

A one-page update on the proposals for WASH in the post-2015 agenda, produced through a process facilitated by WHO and UNICEF, was shared. It is referenced in the statement on WASH post-2015 that the SC agreed upon in November 2013. The SWA Chair has been requested to write to President Sirleaf Johnson advocating for the WASH to be part of the AU’s deliberations on the post-2015 agenda (as she chairs the AU High Level Committee on post-2015). The Partnership will continue to look for opportunities for partners to advocate on this subject.

Advocacy materials on the post-2015 proposals have been produced by WSSCC. There has been a concerted push to have them seen as proposals by the WASH sector as a whole, in which many SWA partners were involved.

One comment was that SWA is not mentioned. Could we push for SWA to be more strongly positioned in these communications?

- **Action for Steering Committee**: All SC members to engage in the process as we gear up to post-2015
- **Action for Vice-Chair**: Take up the issue of positioning SWA within the post-2015 communications with colleagues in UNICEF and WHO

8. AOB

Laura Westcott, the Chair of the Global Monitoring Task Team (GMTT) is now on maternity leave. Any communications related to the GMTT should be channelled to Guy Howard of DFID.