Executive Oversight Committee

Meeting notes

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Thursday, 18 October</th>
<th>15.00 – 16.00 hrs CET</th>
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</thead>
<tbody>
<tr>
<td>Participants</td>
<td>Catarina de Albuquerque, Amanda Robertson, Paul Deverill, Vanessa Dubois, Patrick Moriarty, Coline van der Ven (note-taker)</td>
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</tbody>
</table>

Agenda

- Objectives
- Update HR
- Preparations Country Visits
- Preparations MAM Meeting
- Preparations SMM
- AOB

Action Points (from this meeting)

- Catarina to share the ToR of the P4 position
- Catarina to draft a one pager for the strategy for a Global Leadership Council; the objectives and the ToR. This strategy does not need to be approved by the ExCom.
- Catarina, with support of USAID, and others will identify the people, prepare a ToR for these people and make agreements on payments. This will be done by the end of November 2018.
- Catarina to work with Amanda and Kepha and the MAM group to align the different processes into one.
- Amanda will work with Paul and Catarina to align the documents for Lisbon MAM meeting. CWPG can comment on this document, which will give a clear signal on what is needed and what needs to be done.
- Amanda and Kepha have been asked to write a proposal for support from the secretariat in 2019 in order to make the demands more realistic. We are trying to solve the governance issue. To prepare an outlined budget to do this in 1-2 countries which can be include in the 2019 budget.
- Paul will draw a concept note to look at before Wednesday on the SMM. He will share it with HLPDWG before going to a larger group for feedback.
- Paul will write the ToR of the HLPDWG group.

1. Objective of ExCom

This is the Executive Oversight Committee, which is the sounding board for Catarina.
The committee consists (as of now and before the Sub-Committees are put in place) of the heads of to of two of the main working groups: Governance & Finance Work Group and the Country Processes Work Group; the chair and vice chair of the SC and the CEO.

2. Update HR

   COO
   The vacancy has been advertised twice - once externally and subsequently only internally within UNICEF. Four candidates have been shortlisted and the interviews will be on October 26th.

   P4 Governance and High-level Engagement
   The candidate will support the Chair and the Steering Committee. Interviews have been held and a preferred candidate has been selected. CEO working on calling references and hopes it can be finalised asap. The candidate is pregnant and hopes to begin once she is back from maternity leave. In the meantime, we are hiring a consultant who can start working on the strategy 2020 – 2025 and supporting on SMM and other issues.

   Hosting the Knowledge Management and M&E, as well as Constituency Engagement Officers
   The advertisement has been shared. It is ongoing.

Action Catarina will share the ToR of the P4 position.

3. Preparations Country Visits

   Catarina would like to travel to visit partner countries, in her role as CEO. Ideally, two per semester to meet with ministers and mobilise SWA partners. She is going to Uruguay as they are finalising the WASH strategy and she will be talking with stakeholders and ministers to get more visibility and funding for WASH.

   Interest from Jorden to go there in February. Idea is to seize a political opportunity to meet with government people in the countries. Engage key partners in these discussions.

   Paul mentioned that if we are doing these missions, we should get the ministers to attend the SMM in Costa Rica.

   During the field visit to Costa Rica, Catarina will meet partners with a presence in Montevideo. This should be a standard operating practise.

   The Global Leaders Council is composed only of Kevin Rudd and Dr. Chowdhury; no others yet are part. We need to identify people to join the Global Leaders Council and then think how to engage the key partners with them. Paul mentioned that if we have 3 or 4 GLC members, we need to get together and discuss their roles and what we can expect from them and vice versa.

   The role of the P4 in charge of Governance and High-Level Engagement is supporting in getting a GLC in place and having ideas about how it can look like. She will coordinate this and come with a strategy. The secretariat will come with the proposal. At the same time, we should set up a multi constituency search committee for GLC members.
**Action** Catarina will draft a one pager for the strategy for a Global Leaders Council; the objectives and the ToR. This strategy does not need to have approval by the ExCom. USAID offered to support in identifying an African member of the GLC.

**Action** Catarina, with support of USAID, and others to identify possible members of GLC.

### 4. Preparations MAM meeting

Ahead of the SMM meeting, 12-13 countries will take part in the MAM meeting in Lisbon (November 13th – 15th). The MAM pioneer countries should be the same as the proposed CPWG country case-studies.

The measure of success for SMM is the number of ministers and donors we get attending.

Amanda mentioned that there is a desire to push for a Mutual Accountability strategy and a longer-term strategy of country engagement. There is a 2 pager that details the thinking of how the mutual accountability mechanism and the country engagement processes could be aligned. The roll-out of these processes must be fully aligned, as we cannot afford having competing processes within SWA.

**Action** Catarina to work with Amanda and Keph and the MAM group to align the different processes into one.

**Action** Amanda will work with Paul and Catarina to align the documents for Lisbon meeting. CWPG can comment on this document, which will give a clear signal on what is needed and what needs to be done.

Paul suggested in bringing the NAM and the countries together in 2020 for a high-level meeting. The MAM countries commit now, and we can sort the constituency (country process group) out later so that their activities align.

The amount of resources the CPWG requires from the secretariat is very high and it is difficult to give support when the secretariat is understaffed. The CPWG should come back to the secretariat to see what kind of support they need from the secretariat.

**Action** Amanda and Keph have been asked to write a proposal for support from the Secretariat in 2019. We are trying to solve the governance issue. To prepare an outlined budget to do this in 1-2 countries which can be include in the 2019 budget.

### 5. Kick Start of the preparations SMM

The Secretariat will be having a meeting in New York next week to prepare the SMM. The agenda will consist of identifying the opportunities, threats, roadmap and the priorities of Q4 2018 and Q1/2 2019.

There is a risk that many people from Africa and Asia will not be coming to the SMM meeting as AfricanSan is just over a month before. We need to mitigate this. Catarina has been talking with people regarding the representation of Asia. Australians are committed to having a good participation from the Pacific and will support partners coming. UNICEF Bangkok will help us get Asian Ministers to attend. the UNICEF Office in BKK proposes to have a follow-up meeting in Bangkok afterward the SMM.

UNICEF will try to make sure that 12 MAM countries participate in Costa Rica.

**Action** Paul will draft a concept note on the SMM. He will share it with a sub-group of the HLPDWG before going to a larger group for feedback.
**Action** Paul will write the ToR of the HLPDWG.

**6. AOB**

SC Elections

CEO updated the EOC on the results of the recent SC elections and on the fact that two of the elected partners have not yet appointed their main and alternate representatives on the SC.

Accountability lines for secretariat members

The CEO asked the EOC for advice on how to deal with the reporting and accountability lines of the CSO adviser to her host organisation vs. the CEO, as well as whether the adviser should be considered as a secretariat member. EOC confirmed that the CSO adviser is a Secretariat member and fully accountable to the CEO. This shall also be the case of any future secretariat member to be hosted by partner organisations.

Next Meeting

The upcoming meeting was set for the 18th of November.