Executive Oversight Committee

Meeting notes

<table>
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<tr>
<th>Date / Time</th>
<th>Tuesday, 18 December</th>
<th>16.00 – 17.45 hrs CET</th>
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<tbody>
<tr>
<td>Participants</td>
<td>Catarina de Albuquerque, Paul Deverill, Patrick Moriarty</td>
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<td>Regrets</td>
<td>Amanda Robertson</td>
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<td>Did not attend</td>
<td>Vanessa Dubois</td>
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<td>Notetaker</td>
<td>Alexandra Reis</td>
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Agenda

1. Revision of past actions
2. Sub-Committees update
3. Human Resources update
4. SMM update
5. AOB

Pending Action Points

From the 20 November 2018 meeting

- Patrick to contact Hans Olav regarding their commitment to the SWA SC

From the current meeting

- Catarina to prepare a Note for the Record on the payment of Angie’s maternity leave.
- Catarina to continue conversation with Jennifer Sara to ensure World Bank’s representation at 1) the SMM and 2) the SWA SC.
- Catarina to include need for working English in the updated version of the SC members Roles and Responsibilities document and translate that document into French and Spanish.
- Catarina to inquire into the cost and feasibility of instant translation for upcoming SC virtual meeting and Sub-committee meetings with Francophone presence.
- Paul to submit draft updated TORs for the HLPDWG taking into consideration the merger with the Global Architecture WG.
- Catarina to prepare a Note for the Record on the reduction of the management fees of SWA as an “independent Secretariat hosted by UNICEF” and circulate it to the GFWG and donors.
- Alexandra to upload draft minutes sent to the SC on the website, making it clear these have not yet been formally approved by the SC.
- Catarina to reach out to Anna Virginia inviting her to the Governance and Finance Sub-committee.
- Catarina to reach out to ESA SC member to invite them to the Governance and Finance Sub-committee.
- Patrick to reach out to Erma to invite her to the Programme and Strategy Sub-committee.
• Catarina to send email to members of the Programme and Strategy Sub-committee informing them of who is in the group, that Amanda Robertson volunteered to be Chair and asking for more members interested in chairing.
• Catarina to report back on the financial impact of the delay in hiring Regional Coordinators.
• Catarina to share Senior Advisor TORs with Paul for review.
• Catarina to contact WaterAid Sweden to get the contact details of Jan Eliasson and reach out to LAC SC members for recommendation of a LAC Global Leader.

Discussion

1. Pending decisions

Catarina briefed the group on pending decisions, including the results of the exchanges with UNICEF regarding the possibility of sharing Angie’s maternity leave. UNICEF Human Resources recommended against it, and the request in now being evaluated by Ted Chaiban.

Catarina also reported on her recent conversations with the World Bank regarding their recent lack of attendance of SC meeting and their engagement at the SMM. She invited Jennifer Sara for the closing of the SMM, but Sara was not available, although she volunteered to join via video-conference. Sara also agreed to support the development of the Handbook requested by K Rudd.

Catarina also reported that the SC Roles and Responsibilities document does not include a mention to the “official” language of the SC.

Regarding the updated TORs of the HLPDWG following the merger with the Global Architecture WG, the EOC agreed that this work should not be put on hold until after the SMM.

When discussing the possible SWA Trust Fund within UNICEF, Catarina updated the group with recent information, explaining that the recommendation now from UNICEF is to instead set up a Trust Account, which is still independent from UNICEF Programmes, but less bureaucratic than setting up a Trust Fund. She also reported on the over 50% reduction in management fees.

Action: Catarina to prepare a Note for the Record on the payment of Angie’s maternity leave.
Action: Catarina to continue conversation with Jennifer Sara to ensure World Bank’s representation at 1) the SMM and 2) the SWA SC.
Action: Catarina to include need for working English in the updated version of the SC Roles and Responsibilities document and translate that document in French and Spanish.
Action: Catarina to inquire into the cost and feasibility of instant translation for upcoming SC virtual meeting and Sub-committee meetings with Francophone presence.
Action: Paul to submit draft updated TORs for the HLPDWG taking into consideration the merger with the Global Architecture WG.
Action: Catarina to prepare a Note for the Record on the reduction of the management fees and circulate it to the GFWG and donors.
Action: Alex to add draft minutes sent for the SC to the website, making it clear it has still not been formally approved by the SC.

2. Sub-committee

Alexandra updated the group on the SC members that volunteered for the 2 Sub-committees, noting the lack of R&L and country representation on the Governance and Finance.

Action: Catarina to reach out to Anna Virginia inviting her to the Governance and Finance Sub-committee.
**Action:** Catarina to reach out to ESA SC member to invite them to the Governance and Finance Sub-committee.

**Action:** Patrick to reach out to Erma to invite her to the Programme and Strategy Sub-committee

**Action:** Catarina to send email to members of the Programme and Strategy Sub-committee informing them of who is in the group, that Amanda Robertson volunteered to be Chair and asking for more members interested in chairing.

### 3. Human Resources update

Catarina mentioned she had met with Joost and that he reported that his current manager would like him to stay until February, which is not ideal for SWA. She also explained that the person selected as Regional Coordinator for South Asia had resigned after little over one week on the job. The group responsible for the recruitment process is now considering making an offer to the next best candidate. She will also have a call with AMCOW still this week regarding the Africa RC, taking into consideration Sareen’s recent email to the recruitment team expressing concern on the suitability of short-listed candidates. She will have a similar meeting with the IADB on the 7th of January to proceed with the recruitment of the LAC RC.

Patrick raised concerns about the work-load of the Secretariat while the new staff is not onboard. Catarina acknowledged the concern, reminded the group that she had drawn their attention to this issue during its October meeting and that she will continue to monitor workload, especially in this transition period.

**Action:** Catarina to report back on the financial impact of the delay in hiring Regional Coordinators.

### 4. SMM update

Catarina confirmed with Paul his wish to hire two consultants to support the HLPDWG: one expert in finance and one senior adviser to support on the ministerial dialogues and other non-SMM related tasks, such as recommendation on engagement of SWA in other events and initiatives such as the HLPF or the UN Water Conference. The latter should be engaged for about 20-30 days. Paul asked to see the draft TORs.

Paul also highlighted his concern about sending out the invitations as soon as possible to potential speakers, as high-level speakers need a longer heads up.

**Action:** Catarina to share Senior Advisor’s ToRs with Paul for review.

### 5. AOB

The group discussed fundraising and the priority that needs to be given to fundraising and Catarina outlined her fundraising-related travel plans for January and February, and the plan for a donors’ dinner during the SMM. She also reminded the group that the SC recommended that the Governance and Finance Sub-committee creates a Fundraising Working Group. One of the tasks would be to look into how existing partners can work together to positively influence potential donors. Paul volunteered to be part of that group.

Regarding the Global Leadership Council, Catarina presented her proposal to the group, to which there were no objections.

**Action:** Catarina to contact WaterAid Sweden to get the contact details of Jan Eliasson and to reach out to LAC SC members to obtain recommendations for a LAC Global Leader.