Executive Oversight Committee

Meeting notes

<table>
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<tr>
<th>Date / Time</th>
<th>Tuesday, 20 November</th>
<th>16.00 – 17.00 hrs CET</th>
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<tr>
<td>Participants</td>
<td>Catarina de Albuquerque, Amanda Robertson, Paul Deverill, Vanessa Dubois, Patrick Moriarty, Alexandra Reis (note-taker)</td>
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Agenda
- Pending Decisions
- Mutual Accountability Mechanism meeting
- Steering Committee meeting
- Sector Ministers’ Meeting
- AOB

Agreed/Pending Action Points

Previous
- Catarina to draft a one pager suggesting a strategy for putting together the Global Leadership Council; its objectives and its ToR.
- Paul will write the ToR of the HLPDWG working group taking into consideration the merge with the GWAWG.

Present meeting - 20 November
- Catarina to report on who will ensure payment of Angie’s maternity leave.
- Catarina to ask IADB to re-open the job ad for the RA LAC for at least one more week. Secretariat to circulate eBulletin with the link.
- Amanda to de-brief the CPWG on the Mutual Accountability Mechanism’s Lisbon meeting.
- Patrick to contact Hans Olav regarding his commitment to the SWA SC
- Catarina to write to the World Bank to discuss their recent absences from the SWA SC
- Catarina to share SC members’ TORs, including those of CSO SC members
- Catarina to update Patrick before he reaches out to Ted Chaiban asking him to make sure the SMM invitations process moves swiftly
- Catarina to speak to Diego (Adviser Minister of the Environment in Costa Rica) to confirm if the LatinoSan invitation letter has gone out, how many ministers already confirmed and invite 2 high-level speakers of LatinoSan to stay for the SMM.
- Paul to look into the Trust Fund process and brief/make recommendations to Catarina and the GFWG.
1. Pending decisions

Catarina reported that in the previous day Ted Chaiban approved administratively the report of the COO interview, including the recommendation contained therein. Also, Angie accepted the offer, but will only start after the SC meeting (10 December). Catarina will investigate possible arrangements between UNICEF and SWA regarding payment of Angie’s maternity leave. She also reported that Sitali’s contract is coming to an end and she is working to extend his TA contract from a P3-level to a P4-level. Catarina wants to advertise the P4 Country Engagement position as soon as possible in 2019.

In 2019 the Secretariat will also advertise the P4 Comms positions. Regarding the Regional Advisors, interviews will be held tomorrow and Catarina is trying to solve an issue with IADB – apparently certain applications didn’t go through. She will ask IADB to re-open the position’s ad for at least one more week. The Asian RA was selected and will start soon. Odile and Naomi’s position were abolished, and they have both been informed. The process is ongoing and they will stay with SWA until the end of April 2019. The Technical Advisor for the SMM with start on 28 or 29 November. Meanwhile, a committee is selecting the hosts of 3 future Secretariat positions. So far there are 9 applications and the deadline is tomorrow. She is also looking into hiring a temporary G7 (6 months) to cover Odile’s stretch assignment.

Amanda informed the group that SIDA just gave 1 million to AMCO for them to do a governance and management review.

Action Catarina to report of payment of Angie’s maternity leave.

Action Catarina to ask IADB to re-open the job ad for the RA LAC for at least one more week. Secretariat to circulate eBulletin with the link.

2. Mutual Accountability Mechanism meeting in Lisbon

Amanda and Catarina reported that there were 9 countries present at the meeting, with all constituencies represented (although the private sector only half a day). Participants committed to a plan of action and the Secretariat will follow-up and prepare an online platform to share information. There was a special focus on how the MAM could plug into and enhance national processes. Amanda will report back to CPWG and address the group’s concerns.

Action Amanda to de-brief the CPWG on the Mechanism’s Lisbon meeting.

3. Steering Committee meeting

Elections are now closed, but there are still no representatives from Tanzania and Paraguay. Regarding meeting’s documents, the financial report is still missing, as well as the due diligence report for the 12 pending applications. Catarina asked the EOC for their recommendations regarding 1) a possible standing invitation to the leaders of the SANs, 2) allowing alternates coming from different organizations than the ones that were elected and 3) languages: must the Secretariat translate SC documents, and should interpretation at SC meetings be a standing option?
The EOC agreed to allow The Netherlands to replace Norway in the upcoming Lisbon meeting, but asked Patrick to have a call with them to clarify their commitment to the SWA SC. Catarina should do the same for the World Bank. The EOC also agreed to invite the SANs representatives in future meetings as Observers. They also agreed that the working language of the SC is English, although a doubt was raised whether that was explicit in the SC members’ TORs. Catarina to circulate the SC members’ TORs, including those of the CSOs.

**Action** Patrick to contact Hans Olav regarding their commitment to the SWA SC

**Action** Catarina to write to the World Bank to discuss their recent absences from the SWA SC

**Action** Catarina to share SC members’ TORs

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**4. Sector Ministers’ Meeting**

Catarina informed the group that Marco Antonio is already interviewing event organizers for the SMM. The first webinar of the prep process will be held on 27-28 November and the Secretariat has already sent save-the-dates letters to ministers. One paragraph about the SMM was added to the LatinoSan official invitations. Selection process of the PR company is ongoing, and some members of the Secretariat will go on a mission to Costa Rica after the SC meeting.

Catarina raised some red flags in that UNICEF has yet to agree to convene. Until then the official invitation letter cannot be sent by the UNICEF ED. Deadline to send this letter is 14 December. Kelly Ann had a talk with Ted Chaiban and made her recommendation. EOC asked Patrick to send an email to Ted asking him to make sure the process moves swiftly. Before doing this, Catarina to update Patrick on latest status of ED’s Decision to Convene. Paul suggested that Catarina tries to have regular informal conversations with Ted (every 6 weeks). In Costa Rica, Catarina to have a conversation with Diego (Adviser Minister of the Environment) to confirm if the LatinoSan invitation letter has gone out, how many ministers already confirmed and invite 2 high-level speakers of LatinoSan to stay for the SMM.

**Action** Catarina to update Patrick before he reaches out to Ted Chaiban asking him to make sure the SMM invitations process moves swiftly.

**Action** Catarina to speak to Diego (Adviser Minister of the Environment) to confirm if the LS invitation letter has gone out, how many ministers already confirmed and invite 2 high-level speakers of LS to stay for the SMM.

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**5. AOB**

Regarding the process aimed at ensuring the transition of SWA into an independent secretariat within UNICEF, the EOC asked Paul to look into the process and brief/make recommendations to Catarina and the GFWG.

**Action** Paul to look into Transition process and brief/make recommendations to Catarina and the GFWG.