Steering Committee Virtual Meeting Minutes (26 September 2018)

Participants

**Steering Committee Members**
1. Mr. Patrick Moriarty, IRC & Steering Committee Chair (PM)
2. Ms. Vanessa Dubois, ARCA & Steering Committee Vice-Chair (VD)
3. Ms. Catarina de Albuquerque, SWA CEO (CTA)
4. Mr. Dennis Warner, Millennium Water Alliance (DW)
5. Mr. Emmanuel Awe, Nigeria (EA)
7. Mr. Kepha Ombacho, Kenya (KO)
8. Ms. Mangalika Lokuliyana, Sri Lanka (ML)
9. Mr. Mohammad Zobair Hasan, DORP (ZH)
10. Mr. Neil Dhot, Aquafed (ND)
11. Mr. Pie Djivo, Benin (PDj)
12. Mr. Pim van der Male, DGIS (PvdM)
13. Ms. Rabab Hassan Abbas, Egypt (RHA)
14. Mr. Rolf Luyendijk, WSSCC (RL)
15. Mr. Sena Alouka, JVE International (SA)
16. Ms. Yamileth Astorga, Costa Rica (YA)

**Observers**
- Mr. Ananda Ananda, Sri Lanka
- Mr. Bruce Gordon, WHO
- Mr. Federico Properzi, UN-Water
- Mr. Guy Hutton, UNICEF
- Ms. Oluyemisi Akpa, Nigeria
- Mr. Paul Deverill, DFID

**Regrets**
- Mr. Hans Olav Ibrekkk, NORAID
- Ms. Erma Uytewaal, IRC

**Did not attend**
- Mr. Canisius Kanangire, AMCOW
- Mr. Dominick De Waal, World Bank
- Mr. Jyoti Shrestha, Nepal
- Ms. Fatema Akter, NDBUS
- Ms. Nguyen Thi Lien Huong, Viet Nam
- Mr. Nilton Trindade, Mozambique
- Mr. Andre Nonguierm, Burkina Faso
- Mr. Tinayeshe Mutazu, Zimbabwe

**Secretariat**
- Ms. Alexandra Reis, Communications (AR)
- Ms. Heloise Chicou, CSO Advisor (HC)
- Mr. Muyatwa Sitali, Country Engagement (MS)
- Mr. Nelson Gomonda, WASH Specialist (NG)
- Ms. Soumeya Benbouchta, Programme Assistant
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<th>Decision 1: Minutes</th>
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The Steering Committee approves the minutes of its June 2018 meeting.

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<th>Decision 3: 2019 SMM and 2020 FMM</th>
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The Steering Committee:

1. **Approves** the HLPDWG’s Concept Note on the 2019 SMM and 2010 FMM;
2. **Reiterates** its decision to hold a Sector Ministers’ Meeting in Spring 2019 and Finance Ministers’ Meeting in Spring 2020 as part of the SWA cycle of high level meetings; and

The Steering Committee further:

1. **Thanks** the government of Costa Rica for the invitation to host the 2019 SMM immediately after V LATINOSAN 2019 and decides to accept it;
2. **Requests** UNICEF to convene the 2019 SMM on behalf of the partnership, and where possible do this in conjunction with a regional partner;
3. **Tasks** the Secretariat to organize the 2019 SMM in collaboration with the convener(s) and host government; and
4. **Asks** the HLPDWG to incorporate comments on the 2019 SMM concept note by the end of October 2018 to allow for the commencement of the preparatory process by November 2018;


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The Steering Committee:

1. **Approves** the Secretariat’s proposal to organise elections according to the approach and timeline presented outlined in the 2018 elections document;
2. **Appoints** Muyatwa Sitali as the elections officer for the 2018 SC elections.

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The Steering Committee:

a) **notes** the finalized governance document and requests the Secretariat to disseminate it;
b) **approves** the communications strategy and asks the Secretariat to engage partners in its use.

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The Steering Committee appoints Paul Deverill and Yamileth Astorga Espeleta as Co-Chairs of the High Level Political Dialogue Working Group.
Session 1 Introductions and Overview
Patrick Moriarty, Interim Chair of the Steering Committee

PM welcomed the Steering Committee (SC) and ensured the virtual meeting met the quorum required for taking valid decisions, according to paragraph 3.2.3 of the SWA Governance Document.

He also asked for comments to the agenda and the minutes of the previous SC meeting (June, Marrakesh). As there were no suggestions, the SC approved the agenda and previous minutes unanimously.

CTA gave an update on actions taken by the Secretariat to implement the decisions of the previous SC meeting, including approaching Zimbabwe to share the SC's concerns regarding their lack of attendance, and the ongoing work around the Framework communications package and Knowledge Management Strategy.

Decision 1: Minutes
The Steering Committee approves the minutes of its June 2018 meeting.

Decision 2: Agenda
The Steering Committee approves the meeting’s draft agenda.

Session 2 2019 SMM and 2020 FMM
Patrick Moriarty

For this session, PM proposed to approach the topic in two stages: 1) discussion of the two strategic documents from the High-level Political Dialogue Work Group (HLPDWG) - “High-Level Political Dialogue and High-Level Meetings” and “Objectives and themes SMM and FMM”, and then 2) discuss the offer by the government of Costa Rica to host the 2019 Sector Ministers’ Meeting (SMM). There were no objections to this approach.

On behalf of the HLPDWG, CTA gave the SC a summary of the documents, how the Work Group sees the HLMs as part of the wider SWA Framework, linked closely with the SWA Results Framework, Mutual Accountability Mechanism and SDGs/UN processes, including JMP and GLAAS. The proposed topics of the SMM are based on discussions in Marrakesh and on ideas by partners. There are still some open questions, such as the linkage with the 2020 FMM.

There were no questions from the SC, except a request for clarification on the merge between the HLPDWG and the Global Water Architecture Work Group. CTA responded the two Work Groups were already merged, but that the SC still needs to approve the new Chairs of the HLPDWG.

Without any objections the SC approved both documents.

YA then reiterated the invitation from the Costa Rican government to host the 2019 SMM on 5-6 April 2019, back-to-back with LatinSan. She also mentioned that the Inter-American Development Bank would be willing to co-convene the meeting.

On behalf of UNICEF, KAN mentioned that if other partners would like to convene the SMM they should have the opportunity to do so, especially considering the UNICEF WASH team’s current and upcoming schedule and workload. She underlined the limited presence of UNICEF in the LAC region but underlined that there is strong support from UNICEF’s senior management, and that UNICEF
would be happy to convene if there was 1) a formal request from the SWA SC and 2) clear (and agreed) terms of reference for all the organizations involved.

CTA asked the SC to give the Secretariat a mandate to send out a Call for Expression of Interest to Host the SMM to all partners at least 12 months ahead of the next SMM. This had not been the practice within SWA (the location of the 2016 SMM in Addis Ababa was determined following an offer by the Ethiopian government) but would give all country partners a fair chance to seize this possibility. For the 2019 SMM the CEO stated that it was very positive to have Costa Rica’s offer and thanked Costa Rica for hosting and UNICEF for agreeing to convene the meeting.

There was a general agreement that the offer from Costa Rica should be accepted and that in the future a Call for Expression of Interest to Host the SMM should be sent to all partners.

**Decision 3: 2019 SMM and 2020 FMM**

The Steering Committee:

3. Approves the HLPDWG’s Concept Note on the 2019 SMM and 2010 FMM;

4. Reiterates its decision to hold a Sector Ministers’ Meeting in Spring 2019 and Finance Ministers’ Meeting in Spring 2020 as part of the SWA cycle of high level meetings; and

The Steering Committee further:

5. Thanks the government of Costa Rica for the invitation to host the 2019 SMM immediately after V LATINOSAN 2019 and decides to accept it;

6. Requests UNICEF to convene the 2019 SMM on behalf of the partnership, and where possible do this in conjunction with a regional partner;

7. Tasks the Secretariat to organize the 2019 SMM in collaboration with the convener(s) and host government; and

8. Asks the HLPDWG to incorporate comments on the 2019 SMM concept note by the end of October 2018 to allow for the commencement of the preparatory process by November 2018;

2. Requests the Secretariat to send out a Call for Expression of Interest to Host the SMM at least 12 months ahead of any future Sector Ministers Meeting.

**Session 3: Upcoming Steering Committee elections**

*Muyatwa Sitali*

On behalf of the Secretariat, MS gave a summary of the proposed approach to the upcoming SC elections. He underlined that the current allocation of seats to countries was done on a proportionality basis, given the number of country partners. This should be adjusted in future elections, depending on the growth of each constituency and sub-constituency.

He reminded the SC of their decision to reduce the ESA SC seats from 4 to 3 and to fill one of these positions with a Secretariat Funder.

The Secretariat is expecting to support the elections process in the countries, private sector and ESAs constituencies. If other constituencies need support, they are asked to inform the Secretariat by 3 October.

There were no objections to the proposed document.
Decision 4: Steering Committee elections
The Steering Committee:
3. Approves the Secretariat’s proposal to organise elections according to the approach and timeline presented outlined in the 2018 elections document;
4. Appoints Muyatwa Sitali as the elections officer for the 2018 SC elections.

Session 4: Update on Secretariat’s Human Resources
Catarina de Albuquerque

CTA reminded the SC of their request that, once appointed CEO, she prioritizes an analysis of the Secretariat and make a proposal to making the team more efficient and fit for purpose. She emphasised that the proposals were the result of ongoing and extensive discussions with the Governance and Finance Work Group (GFWG), some ideas having originated within the GFWG.

There were some concerns that the proposed Knowledge Management (KM) Officer would double the work some partners are already undertaking. There was also a concern regarding the location of this position, since, considering the nature of the job, one partners mentioned that this person should be based with the core team in NY. CTA mentioned that the objective of the position (that also includes Monitoring and Evaluation tasks) is to cover SWA-dedicated knowledge, such as experiences originating from webinars, High-level Meetings, Mutual Accountability Mechanism, not overlapping with the work that partners and others in the sector are already doing. Other partners understood the fairness of avoiding duplications and saw the need for a person dedicated to capturing the partnership’s learnings. Several donors underlined how needed the M&E dimension of that position is.

CTA suggested that the KM Strategy be developed with the input from partners who expressed concerns, to ensure there is a clear focus on activities exclusively related to SWA and not covered by other partners. The SC agreed to this suggestion and approved the proposed Secretariat organigram.

Decision 5: Secretariat’s Human Resources
The Steering Committee approves the Secretariat organigram (minimum operating establishment) and the proposed approach to retain, develop and acquire additional human resources.

Session 5: Update on Knowledge Management Strategy
Catarina de Albuquerque

CTA informed the SC that the Secretariat did not have the time to propose a KM Strategy at this SC meeting, however the document submitted to the SC aimed at proposing an approach and timeline to developing the said strategy. On that basis, she proposed the following process: 1. Selection of a consultant to project manage the KM Strategy; 2. Preparation of a Draft strategy; 3. Creation of a KM Reference Group; 4. Circulation of the Draft Strategy to SC for comments; 5. Finalizing the Strategy by June 2019 ahead of the face to face SC meeting; 6. Consideration of the Strategy and Agreement on next steps at the June 2019 SC meeting. CTA also informed the SC that the Secretariat would welcome comments from the SC members on the present early-draft document by the end of October.

There were no objections to the proposal.

Decision 6: Knowledge management strategy
The Steering Committee notes the proposal, endorses the timeline and the approach the Secretariat submitted for the preparation of the knowledge management strategy.
Session 6: Governance Document and Communications Strategy
Catarina de Albuquerque

CTA informed the SC that the current version of the Governance Document has been reviewed by an editor and is now finalized. A formatted version in different languages will be circulated shortly.

She also drew the SC’s attention to the most recent version of the Communications Strategy 2018-2020, that includes changes based on comments made at the Marrakesh meeting. AR asked the SC to send her the contact details of their own communications officers, so she can send them the Strategy and establish a connection.

There were no objections to the two Documents.

Decision 7: Governance Document and Communications Strategy
The Steering Committee:

a) notes the finalized governance document and requests the Secretariat to disseminate it;

b) approves the communications strategy and asks the Secretariat to engage partners in its use.

Session 7: Any Other Business

CTA asked the SC to approve the new proposed co-Chairs of the HLPDWG: Yamileth Astorga from Costa Rica (Country) and Paul Deverill from DFID (ESA). There were no objections to the proposal.

NG then informed the SC of the Secretariat’s efforts regarding finances and financial reporting. He thanked the GFWG, in particular Paul Deverill, for his support. The Secretariat is working on achieving a clear overview of grants, expenditures, and funding outlook. The team is also prioritizing expiring grants, and reprioritizing instalments in the coming year. The Secretariat is also monitoring closely the utilization of the grants, to avoid under and over-spending. NG mentioned that expenditure of Work Groups was low and that, although a surplus is expected at the end of this year, there is still an anticipated budget deficit for 2019 of about 700k. The 2019 budget is being reviewed and will be presented to at the December SC meeting. There are no secured financial resources for the 2020 budget.

CTA reminded the group that fundraising is also a responsibility of the SC and asked for support in putting her in touch with fellow potential donors.

CTA also noted that KO has left the meeting and will not have the opportunity to introduce the document developed by the Country Processes Work Group. The SC agreed that, since it was shared with it, SC members should review it and provide comments.

The SC also asked CTA to circulate a summary of SWA’s presence at the upcoming Mahatma Gandhi International Sanitation Convention in India.

CTA reminded the group that the upcoming SC meeting will be in-person in Lisbon, 4-6 December, where the 3rd of December will be reserved for the induction of the newly elected SC members.

Decision 8: Appointment of the High-level Political Dialogue Working Group Co-Chairs
The Steering Committee appoints Paul Deverill and Yamileth Astorga Espeleta as Co-Chairs of the High Level Political Dialogue Working Group.