### Summary of Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
</tr>
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<tbody>
<tr>
<td>Send GF WG information about funding requirements.</td>
<td>Secretariat</td>
</tr>
<tr>
<td>Invite India’s sector minister to join GLG.</td>
<td>Global Leaders’ Group Search Committee</td>
</tr>
</tbody>
</table>
Participants

Steering Committee Members
1. Ms. Catarina de Albuquerque, Steering Committee Chair (CTA)
2. Mr. Amjad Ehmidat, Palestinian National Authority (AE)
3. Ms. Angie Saleh, UNICEF (AS)
4. Mr. Dominick de Waal, World Bank (DW)
5. Mr. Emmanuel Awe, Nigeria (EA)
6. Mr. Jochen Rudolph, AfDB (JR)
7. Mr. Patrick Moriarty, IRC (PM)
8. Mr. Paul Deverill, DFID (PD)
9. Mr. Pie Djivo, Benin (PDj)
10. Mr. Pim van der Male, DGIS (PVM)
11. Mr. Thilo Panzerbieter, German Toilet Organization/EWP (TP)

Permanente Observers
12. Mr. Bruce Gordon, WHO (BG)
13. Ms. Clare Battle, WaterAid (CB)
14. Ms. Daniella Bostrom, UN-Water (DB)
15. Ms. Jessica Brinton, Bill and Melinda Gates Foundation (JB)

Observers
16. Mr. Akpa Oluyemisi, Nigeria
17. Mr. Guy Hutton, UNICEF
18. Mr. Mohammad Zobair Hasan, Fansa/DORP

Secretariat
19. Ms. Amanda Marlin, Coordinator (AM)
20. Ms. Alexandra Reis, Communications Officer
21. Ms. Christina Calabrese, Administrative Assistant
22. Mr. Muyatwa Sitali, Programs and Outreach Officer
23. Mr. Nelson Gomonda, WASH Specialist - High Level Political Dialogue

Not Attending
Mr. Andre Patinde Nonguierma, Burkina Faso
Mr. Canisius Kanangire, AMCOW
Mr. Ghulam Qader, Afghanistan
Mr. Jorge Mora Portugal, FANCA
Mr. Kepha Ombacho, Kenya
Ms. Lajana Manandhar, Lumanti/FANSA
Ms. Lokuliyanaga Mangalika, Sri Lanka
Mr. Nilton Trindade, Mozambique
Ms. Rechinsuren Batchimeg, Mongolia
Mr. Samson Shivaji, KEWASNET/ANEW
Mr. Sanjay Banka, Banka Bioloo
Mr. Sean Cázares Ahearne, Mexico
Mr. Tinayeshe Mutazu, Zimbabwe
**Session 1 Introductions and Overview**

*Catarina de Albuquerque, SWA*

CTA welcomed the Steering Committee (SC) to the virtual meeting and ensured there was a quorum for decision-making. SC members had no comments on the agenda or the minutes from the previous in-person meeting in Budapest - both documents were approved.

CTA and AM reported on the actions agreed previously. Most items would be discussed later in the agenda, including the accountability mechanism and the country engagement plan. CTA reminded the SC of the Executive Chair (EC) work plan she shared with the group and reported that, regarding the work on Private Sector (PS) engagement, she met in Brussels the incoming Private Sector SC representative – Aquafed – and invited them to lead the PS Working Group as soon as their mandate begins.

CTA also discussed the work of the Global Leaders’ Group Search Committee (GLG SC). Dr. Mushtaque Chowdhury, Chairperson and Founder of BRAC, has agreed to join the GLG. He also belongs to SUN Movement’s Lead Group and recently spoke at the SWA/SUN event in Stockholm World Water Week. Questioning the SC whether she should pursue the invitations to the GLG, she also explained that the consultants working on the Governance Review recommended that activities that may have overarching governance implications and/or new commitments should be put temporarily on hold. After some discussion, the SC agreed to follow this recommendation, with the caveat that it might change after the discussion of India’s informal proposal.

**Decision 1: Agenda**

The Steering Committee (SC) approves the agenda for the meeting.

**Decision 2: Minutes**

The SC approves the minutes of the June 2017 meeting.

**Session 2 Accountability Mechanism**

*Catarina de Albuquerque*

CTA reminded SC members that in Budapest they agreed that the new SWA Accountability Mechanism was almost finalized and asked a smaller SC group to conclude it.

The SC discussed the implementation of the Mechanism and how parts of it are still unclear, namely how the local, regional and global levels interact (e.g. information flows, responsibilities), and how SWA encourages development partners to work with countries. CTA agreed that the current document is not perfect, but recommended that it be approved as is and adjustments be made as it is rolled out. After further discussion, the SC agreed to approve the proposed Accountability Mechanism and asked the Executive Chair, together with the Secretariat, to submit a proposal for a roll-out plan. It was also agreed that Annex 1 would not be approved until after the discussion on India’s proposal.

**Decision 3: Accountability Mechanism**
The SC approves the Accountability Mechanism Framework, except for Annex 1.

The SC asks the Executive Chair, working with the Secretariat, to prepare an Accountability Mechanism roll-out plan that takes into consideration the impact on Annex 1 of their decision regarding India’s proposal.

**Session 3: Country Engagement**
*Clare Battle, WaterAid*

CB reiterated the seriousness and urgency of the issues included in the recent Country Processes Working Group (CPWG) letter, and asked the SC to dedicate some time to discussing them, and how they impact SWA’s work. CTA mentioned that some of those concerns were already being addressed: she and the Secretariat are working on a Country Engagement Plan to be discussed in Maputo. This plan covers how SWA can, for example, create understanding around its framework; facilitate knowledge exchange; increase sector visibility; and mobilize new partners and re-activate current ones.

AM mentioned that the Secretariat is preparing a 2018/2020 budget to be approved in Maputo and that decisions made in December (regarding e.g. country engagement activities) will influence this budget. She suggested that therefore the SC may need to consider a revised budget at some point in 2018.

The SC agreed that the CPWG’s letter highlighted key topics for the partnership and decided to add one day to their Maputo meeting, making it a 3-day event. Several members pointed out that certain issues could not wait until the beginning of December, so they put forward a proposal for a SC retreat. This retreat would not be used to make decisions, but to spark a more in-depth discussion of strategic issues, so that in Maputo the SC would come better prepared to make decisions. When discussing dates and resources, the SC, Executive Chair and Secretariat agreed that an in-person meeting would be hard to organize and instead decided on one or two “virtual retreats”. The Executive Chair, supported by the Secretariat, will send a concrete proposal regarding these events.

**Decision 4: Country Processes**
The SC acknowledges receipt of the letter from the Country Processes Working Group and requests the Executive Chair (EC), supported by the Secretariat, to organize one or two “virtual retreats” ahead of the Maputo meeting, to discuss the issues raised in the letter and of strategic impact for SWA.

**Session 4 Collaborative Behaviour Profiles**
*Bruce Gordon, WHO*

BG informed the group that the GLAAS team is working on the Collaborative Behaviour Profiles. He emphasized that, although the team is happy to develop the profiles, they involve a substantial amount of time and resources. He asked the SC to reiterate its commitment and desire to publish the profiles before further investment is made. Five Profiles are now ready to be made public. BG explained there were still some data gaps, further refinement being needed, but the GLAAS team recommended that these be published and a new revision be done during a second stage.

The SC decided to follow this recommendation. It was noted that the results of the existing five Profiles show a significant lack of collaboration at country level. The SC asked the Secretariat to include this point in the Maputo agenda. The Executive Chair and Secretariat should also include the roll-out of these Profiles in the Country Engagement plan they will submit to the SC.
Decision 5: Collaborative Behaviours Country Profiles
The SC welcomes and approves the five revised SWA Collaborative Behaviours Country Profiles and requests the GLAAS team to undertake this revision for the remaining Profiles.

Specifically, the SC requests GLAAS to:

a) Professionally design and layout the five Country Profiles to be presented and shared publicly on the SWA website by December 2017;

b) Update and revise the remaining 35 country profiles by December 2017 (word version) and finalize them by the end February of 2018 (professionally designed) so that they can be publicly shared on the SWA website.

The SC further request that the SWA Secretariat:

a) Liaise with the GLAAS team to ensure adequate financial resources are made available to support this work;

b) Include the issue of lack of in-country collaboration in the Maputo meeting agenda

c) Together with the Executive Chair, include the roll-out of the Profiles in the Country Engagement Plan.

Session 5 High-level Political Dialogue Working Group
Catarina de Albuquerque; Guy Hutton, UNICEF

CTA reminded the SC that they decided in Budapest not to organize any High-level Meetings in 2018, so that the partnership could focus on increasing impact at country level. However, since then, SWA received an informal request by the Government of India that might impact that decision.

On behalf of UNICEF, GH reported that India informally approached them proposing that the country hosts an HLM either at the end of 2017 or beginning of 2018. He stated that, although it would now be impossible to do it in that timeframe, it would still be a good opportunity to involve such a large and influential country in SWA’s work. AM added she believed that their request was not specifically for a formal HLM, but more for an international ministerial meeting that didn’t need to include all SWA countries. GH recommended that SWA accommodates the request and enters a discussion with India on 1) the type of SWA high-level meeting they could host in 2018 and 2) their role in SWA (e.g. by joining the Steering Committee or the Global Leaders’ Group).

There was a general agreement that this was a good opportunity and should be encouraged in the context of India joining as a country partner. The SC welcomed a suggestion that a “thematic high-level meeting” might be a good compromise (e.g. around the challenges of federal States).

The SC gave a mandate to the Executive Chair to lead the negotiations with the Government of India, with the support of the Secretariat. This should be done while ensuring respect with SWA’s governance rules, while also exploring the possibility of India becoming an SWA donor. The SC also asked the Global Leaders’ Group Search Committee to invite India’s sector minister to join the Global Leaders’ Group, while explaining the current governance review.

The Secretariat should also take these decisions into consideration, as well as their impact on Annex 1, when developing the proposal for the roll out of the Accountability Mechanism.

Decision 6: Calendar of Meetings / Proposal from India
The SC notes the recommendation from the High-level Political Dialogue Working Group for SWA not to convene a Sector Ministers’ Meeting in 2018 and the proposal from India to host a meeting in 2018 and asks the EC, with the support of the Secretariat to:

a) Approach India to encourage them to become an SWA partner and possible donor and;

b) Begin discussions around a possible “thematic” high-level meeting in 2018.

The SC further requests the EC to propose the Global Leaders’ Group Search Committee to invite India’s sector minister to join the said Group.

**Session 6 Governance and Financing Working Group**

*Patrick Moriarty, IRC*

PM informed the group that the Governance and Finance Working Group (GF WG) reviewed the Secretariat’s proposal for a new financial reporting format and recommends that the SC accepts it. The Operational Budget for the remaining months of 2017 was also submitted by the Secretariat and the SC approved it without objections. AM also informed the SC that the Secretariat’s work plan for 2018 will be discussed in Maputo and that a proposal for a multi-annual budget will also be ready by then.

Some SC members expressed concern about the likelihood of a funding gap in the near future that could have implications on the level of ambition of the Secretariat. To help with these discussions, AM will send the GFWG details of funding requirements for the upcoming years, as part of the workplan and budget materials that will be submitted for consideration in advance of the December SC meeting.

Note: At this point both Catarina de Albuquerque and Amanda Marlin left the meeting due to possible conflicts of interest.

PM then led the discussion around the creation of a CEO’s fixed-term post, stating that before the Terms of Reference can be published, the SC needs to agree on two points: 1) location of the post and 2) its level.

PM also mentioned the likelihood of a gap between the end of the contract of the current EC and the recruitment of the CEO. This is a concern, especially since several important activities are planned for the beginning of 2018, including participation in the World Water Forum and Sacosan, possibly the India meeting, as well as the governance review and country visits. There was a general agreement that avoiding this gap was a priority, and the SC asked the GFWG to approach CTA regarding a possible contract extension.

AS informed the SC that UNICEF is happy to move forward with the recruitment of a CEO, as well as the establishment of the trust-fund agreed in Budapest. The trust-fund will have implications on the way SWA’s Secretariat is managed and SWA’s donors will be contacted by UNICEF’s legal department regarding this issue.

Some members asked for more clarity regarding the EC’s accountability lines. PM reminded them that UNICEF had requested the SC to appoint a new SC Chair that would then lead the work of creating a clear accountability mechanism for the new CEO, which must include administrative oversight from UNICEF. PM also mentioned that, although this hasn’t been worked out in detail, more in-depth discussions will be triggered by the redrafting of the hosting agreement with UNICEF. Another point raised were the possible overlaps in the roles of the CEO and the Chief Operating Officer. It was agreed that the Chief Operating Officer/Coordinator TOR should also be reviewed in light of the CEO’s TOR.
Regarding the P6 level proposed by UNICEF, the SC generally agreed that the partnership should take advantage of the window of opportunity offered by UNICEF and agreed to this proposal. AS underlined that the difference between the D1 level requested by the SC and a P6 position is just a human resource detail that would facilitate the internal recruitment and management processes, since the CEO would technically be outside the UN system. She guaranteed that the difference in seniority or remuneration were quite minor. There were no objections to this, although it was noted that this offer did not correspond to the SC’s original request.

The location of the EC generated a longer debate, with some SC members arguing that the nature of the role demanded it to be close to the Secretariat, and that, even in a virtual world, there is a need for face-to-face interaction if this role is to be successful. Others pointed out that a de-centralized Secretariat better reflects SWA’s global nature, and even if the Secretariat and CEO must be together, the SC should consider other locations. AS informed the SC that the position being based in New York is a non-negotiable condition for UNICEF and that if the SC wants a different location they must also look for a new Secretariat host. She also indicated that this does not apply to the level of the position, but there is also a big risk that UNICEF leadership will not accept anything other than a P6.

Some SC members expressed concern regarding a possible conflict between the CEO’s TOR and the future recommendations of the governance review. After some debate, the SC agreed that the risk of delaying the recruitment was the most serious danger, and that the priority should be to move forward with the process as soon as possible, accepting UNICEF’s proposals.

**Decision 7: Financial Reporting Formats**
The SC approves the formats for financial and narrative reporting.

**Decision 8: 2017 Operational Budget**
The SC approves the Secretariat’s 2017 Operational Budget.

**Decision 9: Executive Chair**
The SC asks the Governance and Financing Working Group to approach the current EC regarding a contract extension that covers the period between the end of her current contract and the recruitment of the new EC.

**Decision 10: Executive Chair Recruitment**
The SC asks UNICEF to move forward with the recruitment of a CEO, at a P6 level and based in New York.

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**Action 1**
Secretariat to send GF WG information about funding requirements.

**Session 7 Steering Committee Transition**
*Patrick Moriarty and Catarina de Albuquerque*

On behalf of CTA, PM thanked the outgoing SC members for their work on behalf of SWA and for their commitment to the partnership.

**Session 8 Any Other Business**
*Patrick Moriarty*
There were no other points that the SC wanted to discuss, so PM thanked the SC and closed the meeting.