### Action points

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Review the four documents in the meeting packet marked “For Email Discussion/ No Objection Endorsement” and “For Information” and provide comments to the appropriate focal point</td>
<td>All Steering Committee (SC) members</td>
<td>19 March</td>
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<tr>
<td>Conduct consultations with Constituencies around documents for the May 1 SC meeting (to be circulated on April 1)</td>
<td>All SC members</td>
<td>1-29 April</td>
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<tr>
<td>Review proposal for SWA new look and feel (to be sent by Darren on 19 March)</td>
<td>All SC members</td>
<td>26 March</td>
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<tr>
<td>High Level Commitments Dialogue (HLCD) working group will take recommendations forward and revise strategy to present at April meeting.</td>
<td>HLCD working group</td>
<td>1 April</td>
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<tr>
<td>Share study on mutual accountability strategies</td>
<td>Lily Ryan Collins, DFID</td>
<td>15 April</td>
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<tr>
<td>The Governance group will draft a more comprehensive brief on Governance Document policy shift issues for consultation.</td>
<td>Governance Group</td>
<td>1 April</td>
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<tr>
<td>Proposed Policy Change Issues in the Governance Document: Consult with constituencies on language change of the developing country constituency definition and role of the private sector in SWA (Governance group to provide brief)</td>
<td>All SC members</td>
<td>1-29 April</td>
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<tr>
<td>Develop draft concept note on the 2013 Partnership Meeting</td>
<td>Fiorella Polo, Secretariat in consultation with others</td>
<td>15 April</td>
</tr>
<tr>
<td>Send comments on Task Team Terms of Reference to Address the Global Monitoring Framework to Clarissa Brocklehurst</td>
<td>All SC members</td>
<td>19 March</td>
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### Secretariat Tasks

- Amend the Secretariat Proposal as noted: **March 22**
- Darren to send the proposal for new SWA visual identity (ie ‘look and feel’) to SC on behalf of Ceridwen: **March 19**
A. Welcome by Darren Saywell, SWA Vice-Chair

B. Political Dialogue

1. High Level Commitments Dialogue Strategy (HLCD) (SC Action: For Discussion), Cindy Kushner on behalf of Sanjay Wijesekera, UNICEF

Sanjay provided key points to outline the HLCD Strategy:

- A small group was created to work on this at the SC meeting last November. The group, chaired by Sanjay, includes Salisu, Dibalok, Johan, Henry, Clare, Peter Ryan, Chris and the Secretariat.
- With input from the group, the HLCD strategy was developed and continues to be a work in progress. The document has laid out clearly the discussions, conclusions, and trends of thought that have been reached by the group.
- The High Level Meeting (HLM) is an on-going process of which the meeting is a key milestone. Hence, the slight rebranding in terms of the High Level Commitments Dialogue (HLCD) which takes in to account the preparatory process that leads into a High Level Meeting and a post-HLM process that looks at progress against commitments, which then leads back into a preparatory process. It is a cycle that strengthens sector dialogue country by country rather than just a meeting; but, the meeting is an important milestone.
- The structure of the Dialogue would still remain around individual commitments that countries and donors make, developed in-country to achieve a paradigm shift or to address a bottleneck that has prevented progress in the sector. Other objectives include the transparency of the preparatory process leading up to the High Level Meeting as well as a very clear monitoring framework for tracking and reporting on the implementation of the commitments at the HLM. Media coverage also needs consideration.
- We should consider how to leverage the development around the UN Secretary General and the Deputy Secretary General (DSG) showing huge renewed interest in WASH;
- Around format, we need to think of innovative ways in which to structure the meeting so it results in a discussion rather than a round of statements. We hope that the DSG will announce the 2014 HLM at a meeting at the World Bank at this year’s Spring Meetings. In June, we will communicate results and progress made on 2012 HLM commitments and then launch prep process for the 2014 HLM in July.

Key comments from SC members:

- Seeking clarification on the proposed date. Do we maintain modality of coinciding with the World Bank Spring Meetings in Washington or consider other dates e.g. World Bank Annual Meetings (Fall)?
- Consider the alignment and timing with the GLAAS report and the opportunities the GLAAS report informs the HLM preparatory process.
- DSG engagement in the issue of open defecation and on WASH is an opportunity for SWA. It will generate a lot of high level political interest and SWA must be ready to leverage the opportunity of having a champion engaging with President of the World Bank, the UN SG’s High Level Panel, Heads of State, etc.
- Consider a joint compact between Finance Ministers, sector Ministers for water and sanitation and Donors to reinforce mutual accountability at global level in the sector.
- Support to maintaining the Sector Ministers meeting in Washington the day before the HLM. PAHO has already expressed possible interest to host the meeting again in its premises.
• DFID announced having commissioned a study on mutual accountability strategies in other sectors. The idea is that the lessons learned will also feed into the further design of the SWA HLM and HLCD strategy. Results of the study are expected to be shared shortly.

• We need to consider how we work at local and national level and make sure that there is a clear process around parallel events;

• It was suggested that the role of the SWA Secretariat be rephrased to coordinating rather than leading the implementation of the strategy.

**DECISION:** Broad consensus on moving forward with the HLCD strategy, taking into account the points above.

**Action:** HLCD working group will take recommendations forward and revise the strategy to present at April meeting.

C. **Strengthening the Partnership**

1. **Secretariat Funding Proposal, Darren Saywell (SC Action: For Endorsement)**
   The Vice-Chair explained the proposal and its annexes. Most of the interventions were points for clarification rather than for discussion and were mainly around budget questions. The SWA donors indicated they were satisfied generally with the content and format and will contact the Secretariat bi-laterally on more specific issues. One suggestion was that SWA prepare 3 budgets (austerity, balanced and growth) and so that SWA has a fallback position in case the first budget is not fully funded.

**DECISION.** The points raised will be reviewed. The budget and the proposal were endorsed by the SC.

**Action:** SWA Secretariat to amend the proposal to ensure that budget fluctuations are explicit and consider preparing alternative scenarios.

2. **New Steering Committee Operating Procedures, Darren Saywell (SC Action: For Discussion)**
   All agreed and recognized the efforts of the Vice-Chair and the Secretariat for the new operating procedures which seem to be a very important step forward to ensuring effective SC meetings and more engagement of the SWA constituencies.

**DECISION:** Endorsed. The Vice-Chair welcomed further suggestions on how to improve the platform.

3. **Proposed Policy Change Issues in the Governance Document, Darren Saywell, SC Action: For Discussion**

   **Items for Discussion:**
   1. Changing Developing Country and Multilateral Constituency definitions
   2. Enabling flexibility to temporarily address SC composition imbalance by creating temporary seats
   3. Observers to the Steering Committee
   4. Vice Chair’s voting status

   The Vice-Chair introduced the policy issues on behalf of the working group. It was agreed that the fifth issue in the brief - the role of the Private Sector - be postponed for broader consultation at the face to face meeting. Substantial discussion took place around the definitions/language on the developing countries constituency.
Key comments from SC members:

- The working group revisited the original definition of the Developing Country constituency because some current SWA Partners do not fit into the current definition. Also, as the definition is around off-track countries to meet the MDGs, with 2015 approaching, do we broaden out to lower or middle income countries with unserved populations or keep focus on the smaller set of countries that fit a narrower definition?
- Opinion on direction of Developing Country Constituency definition: Involvement in SWA need not be exclusive. Propose to broaden the group to any interested developing country interested to implement the Aid Effectiveness (AE) agenda. Any country bound to implement the AE principles and is seeking reaching the un-served with sustainable services;
- The constituency definition is not only about the National Planning for Results Initiative (NPRI) but about involvement in the Partnership overall;
- If the constituency is widened beyond aid dependent countries (i.e. Venezuela? Peru?) Does it risk diluting the focus of SWA so that it becomes more akin to WWF? Would SWA become a platform of exhortation and lose the aid effectiveness possibilities. (aid dependent definition would be fairly easy to define LICs, or LMICs)

- **DECISION:** Issues 2, 3, 4 were endorsed. A decision on issue one is deferred to face to face meeting. SC to consult with constituencies between now and then.
- **Action:** The Governance group will draft a more comprehensive brief on Governance Document policy shift issues for consultation.

4. **Partnership Meeting, Johan Gely, SC Action: For Endorsement**
The Swiss Development Corporation (SDC) offered to host the next Partnership Meeting in Geneva in the week beginning 28th October 2013. Johan proposes adding a ½ day discussion on the HLM as it will be held a few months later.

- **DECISION:** Endorsed.
- **ACTION:** A Partnership Meeting Concept Note will be circulated for the in-person SC meeting.

D. **Global Monitoring**

1. **SWA Task Team Terms of Reference (ToR) to Address the Global Monitoring Framework, Darren Saywell, Vice-Chair, SC Action: For Endorsement**
The Vice-Chair provided a short introduction to the ToR and highlighted the proposed activities of the group. The ToR was well received and many organisations demonstrated an interest to join.

Organisations who proposed their participation in the working group:

- WaterAid (Tom Slaymaker and Clare Battle)
- DFID
- Madagascar
- Research and Learning constituency (R&L) will nominate a group member
- WHO (Bruce Gordon)
- USAID
- AfDB (Mr. Fabio LOSA)

Key comments from SC members:
• This is a good draft but we should also acknowledge the need to monitor impact. The monitoring framework should not end at outcomes;
• This is a very powerful initiative. There should be a reference to a longer term interest in coordinating results monitoring as well (although understand initial need to focus on inputs);
• More emphasis on making it more explicit on lowering the burden of countries to respond to global and regional needs/requests for reporting;
• It is particularly national level monitoring which needs expanding and strengthening. This is the key for progress and could be emphasized in the paper;
• An agreement on respective roles (or functions) and responsibilities of monitoring at different levels should be the basis for work, reflecting the questions what is needed for whom, at what cost and impact;
• The group should discuss possibilities to reduce the number of instruments and tools at global level, if they incur (double) efforts for development;
• There are a lot of initiatives going on but will we ever manage to harmonize this without our funders asking for everyone to stop monitoring until we’ve harmonised and what about SDGs being outlined first?
• Consider the post2015 process of defining new indicators and targets;
• Streamline the global framework by harvesting on country-led processes the WASH sector should consider official statistics as a crucial partner;
• Where it is not possible to either standardize or harmonize, metadata that explain the differences amongst the sources become paramount instruments to support a correct understanding and use of existing data. Comparing existing systems and deriving guidelines about their uses should be part of the ToR.

DECISION: Endorsed.
ACTION: The Task Team will be established. Feedback and further inputs to be send to Clarissa Brocklehurst before March 19th.

E. AOB – Any Other Business - 3 items. For information
• Ceridwen Johnson, SWA Communications and Advocacy Officer, shared the latest update on the process to refresh SWA visual identity. SWA Secretariat has been working with a graphic design agency to develop options for a new look and feel for SWA. In addition, the website replacement project is well underway and on track for launch by end of June 2013. The project is informed by consultations, meeting and conversations that Ceridwen has conducted with many Partners, the SWA survey results, and face to face meetings with the agency. Please send any questions about the process to Ceridwen.

ACTION: Ceridwen will share a proposal on the visual identity with SC by 19th March and requests all committee members take 30-60 minutes to review and send her comments by 26th March.
• Thanks to Jawed Ali Khan, who has represented Pakistan on the SC. Jawed is retiring and his contributions have been greatly appreciated. The SC wishes him best.
• Fiorella Polo reminded the SC members that the tracking of 2012 HLM commitments will be launched on 12th March. Mid April is the deadline for reporting back.

NEXT STEPS
Items shared and not discussed “For Email Discussion/ No Objection Endorsement or For Information” are open for comment for a one week period. Following the comment period, the Vice Chair will request a no objection endorsement over email.

- The four documents marked “For Email Discussion/ No Objection Endorsement” will have a one week comment period. Please email your comments to the focal point listed on the respective cover sheets. Following the comment period, the Vice-Chair will conduct request a no-objection endorsement over email.
- The four documents marked “For information” are for the Steering Committee’s information. Comments can be emailed to the focal point.

**SCHEDULE**

- **March 12-19** – Comment period on “For Email Discussion/ No Objection Endorsement” documents (please send revisions/comments to focal point)
- **March 19-28** – Document Revision period for In-Person Meeting
- **April 1** – Documents for In-person SC Meeting are circulated to the Partnership for consultation
- **April 16** – Additional internal documents circulated to the Steering Committee for the in-person SC meeting

**London In-Person Steering Committee Meeting Schedule:**

- **Tuesday, April 30 (Visioning)**
- **Wednesday, May 1 (Steering Committee Meeting)**
- **Thursday, May 2 (CPTT Meeting)**

**Meeting Invitees**

**Steering Committee Members**

1. Mr. Darren Saywell, Vice-Chair
2. Mr. Yaw Sarkodie, Ghana
3. Mr. Peter Mahal Dhieu, South Sudan
4. Mr. Jawed Ali Khan, Pakistan
5. Mr. Jean de Dieu Rakotondramihamina, Madagascar
6. Mr. Johan Gely, SDC
7. Ms. Lily Ryan-Collins, DFID
8. Ms. Heather Skilling, USAID
9. Mr. Chris Williams, WSSCC
10. Mr. Peter Ryan, WSA
11. Mr. Baker Yiga, ANEW
12. Mr. Dibalok Singha, FANSA
13. Mr. Thilo Panzerbeiter, EWP
14. Mr. Henry Northover, WaterAid
15. Ms. Clare Battle, WaterAid
16. Ms. Erma Uytewaal, IRC
17. Mr. Maimuna Nalubega, AfDB
18. Mr. Dominick de Waal, WSP/WB
19. Ms. Ebele Okeke, Lead Spokeswoman on WASH
20. Mr. Bruce Gordon, WHO
21. Mr. Bert Diphoorn, UN-Water
22. Ms. Karina Nikov, Germany

**Secretariat**

23. Ms. Cindy Kushner, Coordinator
24. Mr. Piers Cross, Senior Advisor
25. Ms. Fiorella Polo, Monitoring and Outreach
26. Ms. Ceridwen Johnson, Communications and Advocacy
27. Ms. Naomi Parekh, Events and Protocol
28. Ms Princess Jiminez, Admin Assistant

**Regrets**

29. Mr. Sanjay Wijesekera, UNICEF
30. Mr Salisu Abudulmumin, AMCOW
31. Ms. Vijaya Laxmi Shresta, Nepal
32. Mr. Dick van Ginthoven, DGIS