<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>SC Members should send a written summary from their constituency consultations to Fiorella Polo, Secretariat, so that the input is utilized when further developing the issues.</td>
<td>All SC members</td>
<td>30 May</td>
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<tr>
<td><strong>Political Dialogue</strong></td>
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<tr>
<td>Make clear decisions on unresolved issues tabled for decision at the London meeting</td>
<td>HLCD Task Team</td>
<td>15 June</td>
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<tr>
<td>Share outcome of UNC meeting and policy brief</td>
<td>Clarissa Brocklehurst (as UNC Research Fellow)</td>
<td>15 July</td>
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<tr>
<td>Rephrase human rights language</td>
<td>US and Germany to propose agreed language</td>
<td>24 May</td>
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<tr>
<td>Make minor changes to Post-2015 position reflecting updates in Post-2015 dialogue</td>
<td>Secretariat to draft and circulate together with human rights language</td>
<td>24 May</td>
</tr>
<tr>
<td>Provide further details on strategy for managing chair in terms of relying on Partners to provide support as much as possible</td>
<td>Vice-Chair with Secretariat support</td>
<td>30 May</td>
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<tr>
<td>Draft a strategy for SWA to engage in the Post-2015 discussions</td>
<td>Group to be formed (WaterAid, SDC, others TBD)</td>
<td>Form group: 30 May Strategy: 30 June</td>
</tr>
<tr>
<td>Ensure accountability is included in discussions leading to Partnership Meeting and especially CSO Reps to suggest ways in which CSOs can be more involved in accountability mechanisms</td>
<td>All; CSO Representatives</td>
<td>On-going to October</td>
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<tr>
<td><strong>Strengthening the Partnership</strong></td>
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<tr>
<td>Set up June Virtual Follow-up meeting to discuss: Elections, path forward on Governance policy shift issues and feedback on the new SC processes</td>
<td>Cindy Kushner, Secretariat</td>
<td>22 May</td>
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<tr>
<td>Decide a path forward on elections, to be discussed on June Virtual Follow-up meeting</td>
<td>Piers Cross, Secretariat</td>
<td>First week of June</td>
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<tr>
<td>Form Reference Group to provide guidance to the Secretariat on the Partnership Meeting</td>
<td>Members TBD</td>
<td>30 May</td>
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<tr>
<td>Draft a concept note for the Partnership Meeting with inputs from a Reference Group</td>
<td>Fiorella Polo, Secretariat</td>
<td>15 June</td>
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<tr>
<td>Conduct interviews and revise Executive Function paper</td>
<td>Heather Skilling, USAID and take up later in 2013</td>
<td>Late August</td>
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<tr>
<td>Propose a solution for addressing Governance Policy Shift issues tabled but not discussed due to time limitations</td>
<td>Darren Saywell, Vice-Chair</td>
<td>30 May</td>
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<tr>
<td>Form group and draft ToR for Evaluation of SWA</td>
<td>Group to form (SDC, others TBD)</td>
<td>15 June</td>
</tr>
<tr>
<td>Give feedback on availability of funding for an SWA evaluation</td>
<td>SDC and other donors</td>
<td>30 May</td>
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<tr>
<td>Address the budget shortfall or propose alterations to Secretariat’s ToR</td>
<td>Small temporary group (Chris, Sanjay, donors)</td>
<td>30 May</td>
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<tr>
<td><strong>Global Monitoring</strong></td>
<td></td>
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<tr>
<td>Form group and develop a strategic plan for the task team and a work plan</td>
<td>Laura Westcott (DFID), Task Team Chair</td>
<td>30 June</td>
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</table>
A. Welcome by Darren Saywell, SWA Vice-Chair

1. Visioning Day Overview

Darren went through a presentation put together by the Visioning Day facilitators which summarised areas of consensus, areas that need sharpening, and an emerging ToR for the Steering Committee.

It was agreed that it was well facilitated and a useful exercise to get us all on the same page and free up some time for the formal Steering Committee decision-making meeting the following day.

A summary of observations and recommendations from the Visioning Day Facilitators – Barbara Evans and Ken Caplan – are attached in Annex 1.

B. Political Dialogue

1. High Level Commitments Dialogue (HLCD) (SC Action: For Decision), Sanjay Wijesekera, UNICEF

- Short Presentation on UNC research with Finance officials on Advocacy and the SWA HLM, conducted by Clarissa Brocklehurst (UNC Research Fellow)
- Short presentation on HLCD implementation

Summary of comments from SC members:
The SC was in consensus, as reiterated during this meeting and the visioning day, that the HLCD (HLM and related processes) is a valued key mechanism of the SWA Partnership that should continue. Going forward greater effort will be made by all to integrate the HLCD as a tool within an on-going process of political dialogue rather than an isolated activity (reflected in the ‘renaming’ High Level Commitments Dialogue (HLCD)).

The SC agrees that the recommendations from the piece of work presented by Clarissa on engaging Finance Ministers will be useful to incorporate in the planning and advocacy around the HLCD.

There was a substantive discussion on the size, format, venue and objectives of the 2014 HLM.

**Size:** People agreed that the meeting should be large and well-targeted to our intended audience. A remaining consideration is that the room we had for the 2012 HLM is the largest available in the World Bank.

**Venue:** While concerns remain about the capacity of the World Bank room, it is generally believed that the venue of the World Bank Spring Meetings is the right one to reach the Finance Ministers and officials. The UN General Assembly was also mentioned and a separate event targeting heads of state can also be considered.

**Format:** While most would like to see less prepared statements read out, it may not be realistic to expect Ministers to come with any else. However, we should explore how to focus the discussion and statements beyond the commitments being tabled and include more strategic issues as well.

**Objectives/Focus:** This will be an important opportunity to look at delivering on the current MDGs as well as looking ahead to the Post-2015 period. Also, we should be looking back at what has been achieved as well as forward at what needs to be achieved. Currently, we look at access and quantity of investment but should also be looking forward to issues of sustainability and quality of investments. We also need to look at mutual accountability. The objectives for the meeting should be set by the Task Team as soon as possible.

Another point of emphasis was the need to ensure all processes, such as tracking commitments and preparation in the run-up to HLMs, should be consistent across all countries (both developing and Donor countries) and that all Partners (Donors, Governments, CSOs) should work on clear consultative processes with their constituencies both before and after HLMs in line with moving towards an on-going political dialogue.

**DECISION:**
The SC tasked the small task team which worked on the HLCD paper to move forward on the decision points discussed.

**Action:** Task team to address issues proposed in meeting by July 2013.
2. **Role and Position in Post-2015 Development Agenda, Darren Saywell, Vice Chair**

**Summary of comments from SC members:**
The group reached broad consensus that the SWA position on Post-2015 is appropriate and that SWA is an appropriate platform on which to engage in the Post-2015 discussions. There are issues with the reference to water and sanitation as human rights with at least one Partner unable to agree to the current language. Others felt noting human rights was important to include. The likely compromise is to include a factual reference to the UN General Assembly recognition of water and sanitation as a human right. While the discussion emphasised the need to recognise the “Big” water issues (e.g.: WRM, waste water management, water for energy...), broad agreement was that messaging should remain focused on WASH as this is the area of expertise and comparative advantage that SWA brings to the table. Finally, several opportunities in the Post-2015 discussion process in the run-up to 2015 were identified as key moments that SWA should engage in, at both global and regional levels.

**Action:** US agreed to propose revised language on human rights in the Post 2015 position based on suggestions offered by Germany and SC members. This will be done the first week in June.

**Action:** The Secretariat will also review small non-controversial issues for updating. The final position paper, including the revised human rights language will then be circulated for no objection.

**Action:** A small subgroup of Partners will be formed to lead on a strategy for how SWA can engage in the Post-2015 dialogue. WaterAid and SDC have volunteered so far.

3. **Strengthening Accountability in the WASH Sector, Lily Ryan-Collins, DFID**

Lily gave a brief overview of the review carried out by DFID on how other Partnerships contribute to strengthening sector accountability, which could be applied to SWA. She outlined that this work supports transparent evidence-based guidance for strategic decision-making and input into SWA’s mutual accountability strategy.

Four key lessons emerge, under 2 themes relevant to SWA:

1) Bottom-up accountability is important to support: i.e., supporting and working through existing networks at country level; ensuring that information on monitoring and reporting is accessible and clear;

2) Accountability mechanisms should reflect mutual accountability: i.e., evaluation mechanism to assess effectiveness of mutual accountability; opportunity for Partners to provide a response to feedback on performance/progress – “right to reply”

**Summary of discussion**
The SC agreed that the paper on mutual accountability is a useful starting point to examine a complex issue and raises some useful points to consider in relation to the current functioning of the SWA Partnership and particularly the HLCD as the current SWA mechanism for mutual accountability. Some expressed that the discussion could be further enriched if local government and users within the mutual accountability framework were also considered.

**Action:** CSO Reps to suggest ways in which CSOs can be more involved in accountability mechanisms

**Action:** Discussion to continue in the lead up to and at the Partnership Meeting

4. **Engaging the SWA Chair, Darren Saywell, Vice Chair**

The Chair strategy was previously endorsed. However, to mobilize the Chair, we need to ensure that the Chair can appropriately speak on behalf of SWA. The SC understands that an important step is to finalise and endorse the “SWA Position on Post-2015”. The SC understands that finalising the Position will provide the Chair with SWA messages on this issue at key upcoming events.

For 2014, we will hold a consultation on what events/visits should be planned for the year ahead. The Chair Task Team will continue to provide guidance to the Secretariat so that they can effectively mobilize the Chair. It was agreed that when mobilizing the Chair, SWA Partners should be relied upon to the extent possible to provide support.
Action: Secretariat to provide a clear strategy detailing how Partners can support the Chair when mobilized.

C. Global Monitoring
1. SWA Task Team Terms of Reference (ToR) to Address the Global Monitoring Framework, Clarissa Brocklehurst, Secretariat

The ToRs were agreed at the March Virtual SC meeting. Several SC members offered to be on the Task Team. DFID has put forward a Chair, Laura Westcott, who is a statistics and monitoring expert who works with the WASH team. Laura’s appointment was approved by no objection over email in April.

Other Partners who volunteered are WaterAid, DFID, Madagascar, USAID, AMCOW, WHO, AfDB, WSSCC, Nepal, South Sudan and the Research and Learning constituency will nominate a member.

Action: Laura will form the Task Team and develop a strategy and a short term work plan

D. Country Processes Task Team
1. Update on CPTT, Dominick De Waal, WSP, Chair of TT

Dominick presented an update on the CPTT. In terms of NPRI, CPTT is working in Liberia and Niger and, at the same time, is developing a protocol for dialogue in other countries. NPRI has been initiated in Niger, particularly focused on sanitation. A number of pieces of research are being carried out by Partners: IRC (on Aid Effectiveness), WaterAid, and WSP – two case studies in Liberia and Niger (also on Aid Effectiveness). The CPTT is following demand from countries. NPRI will be capped in 5 countries initially. Dominick emphasised that it is not NPRI / CPTT that will deliver, it is all SWA Partners. CPTT provides the tools for Partners to deliver services and align support.

The German WASH Network and SWA will co-convene a session at World Water Week in Stockholm (Thursday morning). The session will look at the transition from emergency to development support from different perspectives (country, donor and NGO perspectives) and initiating a discussion to identify recommendations.

Action: The CPTT held a meeting on Thursday 2nd May and minutes from that meeting will be shared separately.

E. Strengthening the Steering Committee
1. Executive Function for the Steering Committee, Heather Skilling, USAID

USAID conducted a review of effective decision making of steering committee-type bodies and specifically around executive bodies/decision-making. Heather Skilling presented the review document. She explained that the review aims to seek ways to improve the decision making process and increase transparency. The review came up with several options for a streamlined decision making processes within the SC.

Heather recommended that the SC postpone the decision on this until a later date when the other improvements which are already underway have been rooted. Then, the SC can measure progress on the changes already underway and ascertain what further steps are needed. She proposed to revisit the discussion at the September Virtual Preparatory meeting. In advance of that meeting, USAID will do another round of interviews to see if the SC has improved functioning to a degree where we want to move forward or not with a significant change. The paper will then be reissued.

Summary of discussion
- The SC needs to see separation between management/oversight and day-to-day functions. The SC needs to develop greater transparency between the SWA Secretariat and the Steering Committee so that day-to-day decisions can be made on the basis of confidence and trust.
- There is a need to strike a balance of information flow so that Steering Committee members can follow all strategic action points arising.

Decision: Agreement to hold off on any changes regarding SC decision-making, i.e., Executive Function, for now. The USAID document can be enhanced over time, with further comments and revisited at an appropriate juncture.
Action: USAID will develop a list of 5 questions around functioning and circulate to the SC to measure opinion in the late summer.

F. Strengthening the Partnership

1. Independent Evaluation, Lily Ryan-Collins, DFID

DFID has drafted options for conducting an evaluation. The review would be of the Partnership and for the Partnership.

Key points of discussion

- There is general consensus that, after five years, it is timely.
- There is a point of discussion on the scope and scale of the evaluation in terms of what is feasible and also in terms of resources available. Also, success indicators need to be agreed upon.
- In advance of the SC meeting, the donor constituency agreed that a broad scope review should take place independently.
- It was agreed that a phased review should begin in advance of the October 2013 Partnership Meeting (PM) even though a full evaluation can’t be completed in time. Hopefully having the evaluation work underway can help to shape the PM agenda.

Consensus:

- The evaluation should be broad and independent. The Secretariat will lead administer the contract and coordinate inputs on the ToR, but a sub-set of the SC will develop the TOR and oversee the review. SDC can likely partially fund the evaluation (TBC by May 22).
- Possible 2 step or modular approach; maximizing opportunity form PM, but also encompassing factors behind 2014 HLM
- Each constituency should agree among themselves and put someone forward.

Action: SDC will give feedback by 22 May, with feedback from other donors by end of May on funding.

Action: SDC propose to work with Secretariat and SC members together on the ToR. Time line would be 30-45 days for consultation with constituencies around financing by end of May and ToR with proposed timeline around 15th June.

2. Governance Document Policy Shift Issues, Darren Saywell, Vice Chair

This is a major issue. Much of the strategic issues were discussed on Tuesday however decisions were not taken. Due to time, this important agenda item was moved to a follow-up meeting, which the Vice-Chair will propose as a Virtual Meeting in June.

Action: Darren will revert to the SC with a proposal for a clear path forward.

3. Update from the Secretariat, Sanjay Wijesekera, UNICEF & Darren Saywell, Vice Chair

Cindy gave a brief overview of the Secretariat tasks undertaken since the previous SC call and provided the 2012 and current 2013 expenditures review.

A key issue was Cindy’s recent trip to South Asia. At the request of SWA Partners in South Asia, Cindy met with the SACOSAN Secretariat in the Government of Nepal to discuss stronger linkages and the Government of India to explore their interest in engaging with SWA. Actions identified, which the Secretariat has or is following up on are:

1) SWA will join the SACOSAN ICWG to continue to improve alignment between SWA and SACOSAN and 2) the Government of India is considering joining SWA as a Donor and requested a formal invitation. An invite from the SWA Chair was sent to the Minister in April.

Also, the remaining Secretariat funding shortfall was discussed. There is still a deficit of approximately $200,000 for 2013 and $620,000 for 2014. 2015 is unfunded but less of a concern. Austerity measures are also under consideration. There is still possible funding to be raised in the coming month. The donors agreed to meet with the Secretariat hosts. While initial conceptual planning for the Partnership Meeting will go ahead, no announcements or logistical arrangements will be made until funds are secure.
Two broader issues were also noted: 1) a longer term fundraising strategy for the Secretariat is needed and 2) as the Partnership moves forward, there will be a growing need to address funding for SWA beyond funding for the Secretariat.

**Action:** The Donors and Secretariat hosts (UNICEF and WSSCC) will meet to resolve the budget issue and make a decision on whether resources are available for the 2013 Partnership Meeting by May 30.

**Action:** A Fundraising group will be established in July to address a longer-term fundraising strategy for the Secretariat. This group may also explore the implications of looking more broadly at funding for SWA beyond the dedicated Secretariat budget. The Vice-Chair will ensure the latter issue is raised either by the Fundraising group or via another means prior to the Partnership Meeting.

**Communications Update**
Ceridwen presented an overview of the communications work that has been delivered to date and what is in the pipeline. **SC members are encouraged to contact Ceridwen with feedback and ideas as well as in-kind resources to contribute to the Partnership's communications.**

4. **2013 Partnership Meeting, Johan Gély, SDC & Darren Saywell, Vice Chair**

**Summary of discussion**
- The preparatory process is critical. We should be planning sooner rather than later, and make sure partner constituencies have a clear role to play in prep process.
- Suggested topics—aid effectiveness, mutual accountability, 2014 HLM prep, Post-2015, sharing experiences, what is means to be a partner, links with other sectors, regional linkages
- Should be aligned with the evaluation of SWA
- Enabling voice from grassroots level should be considered
- Europe is more costly than a developing country. Why is it taking place in Switzerland? Can we develop a plan B that is less expensive or narrow scope and make it more strategic? SDC has offered to host and therefore there are important benefits to holding the meeting in Geneva; however the Secretariat and SDC will also explore other options.

**Action:** Secretariat to draft a concept note for the PM and set up a Reference Group to guide the Concept Note and preparation by 15 June.

**Action:** Donors and Secretariat hosts will decide if resources exist to hold the meeting.

5. **Update on Elections**
Piers Cross, Elections Officer on the Secretariat, summarized the current status of SC elections. He explained that all positions are by institution, not individual membership. The same organizations can stand for re-election.

The process of elections takes a couple of months and needs to start in June in order to have the new SC in place by the September Virtual Preparatory Meeting. Some issues can be addressed on a no objection basis through the chair.
- Nominations in June
- Elections by late July/early August
- Announcements in August

The issue of the representation of women on the SC needs addressing. Should Leading Spokeswoman position be continued?

**Action:** Virtual Follow-up meeting first week of June to discuss decision points and timetable for no objection decision. An updated informational document will be circulated in advance of the June Virtual call.

G. **AOB**
Action: SC Members should send a written summary from their constituency consultations to Fiorella Polo, Secretariat, so that the input is utilized when further developing the issues (Partnership Meeting, Post-2015, etc).
Meeting Attendees

Steering Committee Members
1. Mr. Darren Saywell, Vice-Chair
2. Mr. Yaw Sarkodie, Ghana
3. Mr. Peter Mahal Dhieu, South Sudan
4. Mr. Muhammad Khalid Siddiq, Pakistan (for Irfan Tariq)
5. Mr. Jean De Dieu Rakotondramihamina, Madagascar
6. Ms. Vijaya Laxmi Shresta, Nepal
7. Mr. Johan Gely, SDC
8. Ms. Lily Ryan-Collins, DFID
9. Ms. Heather Skilling, USAID
10. Mr. Dick van Ginhoven, DGIS
11. Mr. Chris Williams, WSSCC
12. Mr. Baker Yiga, ANEW
13. Mr. Dibalok Singha, FANSA
14. Mr. Thilo Panzerbieter, EWP
15. Mr. Tom Slaymaker, WaterAid (for Henry Northover)
16. Ms. Ebele Okeke, Lead Spokeswoman on WASH
17. Ms. Erma Uytewaal, IRC
18. Ms. Maimuna Nalubega, AfDB (for Osward Chanda)
19. Mr. Dominick de Waal, WSP/WB
20. Mr. Sanjay Wijesekera, UNICEF

Apologies
21. Mr. Salisu Abdulmumin, AMCOW
22. Mr. Peter Ryan, WSA

Observers
23. Mr. Bruce Gordon, WHO
24. Mr. Federico Properzi, UN-Water
25. Ms. Karina Nikov, GIZ

Guests
26. Ms. Margaret Batty, WaterAid
27. Mr. Christian Eggs, SDC
28. Mr. Evariste Koussi Komlan, UNICEF
29. Ms. Archana Patkar, WSSCC
30. Mr. Leonard Tedd, DFID
31. Mr. Adetunji Idowu, Nigeria

Secretariat
32. Ms. Cindy Kushner, Coordinator
33. Mr. Piers Cross, Senior Advisor
34. Ms. Clarissa Brocklehurst, Senior Advisor
35. Ms. Fiorella Polo, Monitoring and Outreach
36. Ms. Ceridwen Johnson, Communications
37. Ms. Naomi Parekh, Events and Protocol
38. Ms. Amanda Marlin, WSSCC*
39. Ms. Clare Battle, WaterAid*
40. Mr. Olivier Germain, EWP*

*Providing Secretariat support