

WASH Roadmap (WRM)– April ExCom
Agenda and Minutes



Date:	9th April 2024
Standard Time:	4:00 pm Geneva (GMT +1)
Duration:	1:50 Hrs

Attendees	Role/Initiative	Organisation
Iyanu Ojuawo	WRM Secretariat Officer	RedR UK
William Rogers-Tizard,	Head of WRM Secretariats	RedR UK
Michelle Farrington	Strategic Advisory Group (SAG) ExCom Member	Strategic Advisory Group (SAG)
Dan Meeking	Initiative 1 Co-lead Substitute	CAWST
Saeed RAHMAN	Initiative 2 ExCom Member	IMPACT, REACH
Baptiste Lecuyot,	Initiative 3 ExCom Member	Solidarites International
Lauren D’Mellon Guyett	Initiative 4 ExCom Member	The London School of Hygiene & Tropical Medicine (LSHTM)
Francois Baillon	Initiative 5 ExCom Member	International Humanitarian Infrastructure Platform (IHIP)
Syed Yasir Ahmed	Initiative 6 ExCom Member	International Medical Corps (IMC)
Johannes Rueck	Initiative 7 ExCom Member	German WASH Network
Jean Lapegue (joined for the second half of meeting.)	Initiative 8 Co-lead Substitute	Action Against Hunger
Apologies	Role/Initiative	Organisation
Robert Gensch	Initiative 1 ExCom Member	German Toilet Organization CAWST
Marie Laure Vercambre	Initiative 8 ExCom Member	French Water Partnership

Agenda item	In detail	Key decisions and action items
<p>Update on the SDC contract.</p>	<p>Summary of Head of Secretariat + Swiss Agency for Development and Cooperation (SDC) meeting</p> <p>Contract</p> <ul style="list-style-type: none"> The contract has not been signed yet. It has been signed off by the SDC legal department, however the payment schedule needs to be finalised. There will be two contracts; one for REDR UK staff (The secretariats) with a predictable payment schedule. The second contract is for funding of the initiatives which needs a payment schedule to be agreed. This will be complete once the allocation of funds to each initiative is complete. <p>Funding Process</p> <ul style="list-style-type: none"> The Initiative leads will need to collaborate with the WRM Secretariat to build up Terms of Reference for their initiative funding proposal that will be sent out to organisations to tender for the funding The Secretariat would aim to receive at least three tenders for each of those funding requests. <p>Conflict of Interest</p> <ul style="list-style-type: none"> Further discussion is required to ensure that possible Tenderers for each of the funding proposals do not result in a conflict of interest with those administering funding. 	<p>TOR's to be formulated for each initiative which has been allocated funding.</p> <p>Discussion on Conflict of Interests to be raised during next ExCom (May 14th)</p>
<p>Funding Proposal Decision Review.</p>	<ul style="list-style-type: none"> The Secretariat received 8 responses to a funding request review form: responses were from Initiatives 1,2,3,5,6,7,8 and the SAG representative. Initiative 1: There were 6 responses to fully fund its proposal and 2 responses to partially fund its proposal at 66% or 91% funding. Initiative 8: There were 6 responses to fully fund its proposal and 2 responses to partially fund its proposal at 81% and 91% funding. Initiatives 2: There were 4 to fully fund its proposal and 4 to partially fund its proposal. Initiative 5: There was 1 vote to fully fund its proposal and 7 partially fund its proposal at between 50% and 90% funding. 	<p>N/A</p>

	<ul style="list-style-type: none"> Initiative 6: There was 1 vote to fully fund, 1 vote to partially fund and 6 votes not to fund. Most comments suggested more clarity needed in terms of the phasing of the requested funding. It was not completely understood what funding was being requested at this ExCom. This was clarified by the ExCom representative who noted that the request was for 32,000 CHF 	
<p>Funding Voting.</p>	<ul style="list-style-type: none"> Initiative 1: The ExCom voted on whether this initiative should be fully funded. Result of vote: Unanimous vote yes. Outcome: Vote Passed Initiative 8: The ExCom voted on whether this initiative should be fully funded. Result of vote: Unanimous vote yes. Outcome: Vote Passed 82,970.15 CHF left to be allocated to the remaining three initiatives. Initiative 2: The ExCom voted on whether Initiative 2 would receive 35,000 CHF. Result of vote: 5 votes yes, 1 vote abstain. Outcome: Vote Passed Initiative 5: The ExCom voted on whether Initiative 5 would receive 35,000 CHF. Result of vote: 3 votes yes, 1 vote abstain Outcome: Vote does not pass Initiative 6: The ExCom voted on whether Initiative 6 would receive 30,000 CHF. Result of vote: 2 votes yes, 1 vote abstain Outcome: Vote does not pass There is now 47,970.15 CHF of funding available to the ExCom this year. Initiative 5 and 6 are to revise proposals for the next ExCom on 14th May, where the remaining funding is to be allocated 	<p>Initiative 1 is allocated a budget of 49,500.00 CHF.</p> <p>Initiative 8 is allocated a budget of 31,252.00 CHF.</p> <p>Initiative 2 is allocated a budget of 35,000.00 CHF.</p> <p>Initiatives 5 and 6 would need to review funding proposal based on new amount available.</p>

Record of Actions/ Decisions:

Date	Type of actions/ decisions	Details	Status	Responsibility for Action	Expected deliverable	Deadline
10/04/2024	Set up TORs for each funding proposals	The secretariat is to reach out to Initiatives 1,2 and 8 to discuss developing TORs.	In progress	The Secretariats	Draft of TORs for each proposal	End of April
10/04/2024	Revised Funding Proposals	The initiatives that did not receive decisions on funding would need to revise their request with the current funds available.	In progress	Initiatives 5 and 6	Revised Funding Proposals	Next ExCom Meeting

Date of next meeting: 14th May 2024. 4:00PM GMT +1 (TEAMS)