

**WASH Roadmap (WRM)– June ExCom
Agenda and Minutes**



Date:	11th June 2024
Standard Time:	4:00 pm Geneva (GMT +1)
Duration:	40 Minutes

Attendees	Role/Initiative	Organisation
Iyanu Ojuawo	WRM Secretariat Officer	RedR UK
William Rogers-Tizard,	Head of WRM Secretariats	RedR UK
Robert Gensch	Initiative 1 ExCom Member	German Toilet Organization CAWST
Saeed RAHMAN	Initiative 2 ExCom Member	IMPACT, REACH
Nicole Weber	Initiative 5 Co-lead Substitute	PRO-WASH & SCALE
Syed Yasir Ahmed	Initiative 6 ExCom Member	International Medical Corps (IMC)
Johannes Rueck	Initiative 7 ExCom Member	German WASH Network
Michelle Farrington	Strategic Advisory Group (SAG) ExCom Member	Strategic Advisory Group (SAG)
Apologies	Role/Initiative	Organisation
Baptiste Lecuyot,	Initiative 3 ExCom Member	Solidarites International
Lauren D’Mellon Guyett	Initiative 4 ExCom Member	The London School of Hygiene & Tropical Medicine (LSHTM)
Solène Pradat-Paz	Initiative 8 ExCom Member	French Water Partnership

Agenda item	In detail	Key decisions and action items
SDC Funding Updates	<p>The purpose of the meeting is to update the Executive Committee on the progress of our current funding proposals. The goal is to discuss how we can convert these proposals into operational projects and provide an outline of the timelines for when these projects might commence.</p> <p>SDC Scheduling Challenges: The Head of Secretariats (HOS), Will, acknowledges the frustration due to the difficulty in scheduling a call with SDC for the past two weeks. Despite the challenges, the secretariat remains optimistic that we will be able to have this call within the next two weeks.</p> <p>50% Co-Funding: Regarding the co-funding challenges that some participants are experiencing, The HOS acknowledges that the collective time contribution can be used as 50% in-kind to our advantage in discussions with SDC. This should help address the concerns of those who are struggling to meet the 50% co-funding requirement for individual initiatives.</p> <p>Next Steps: The secretariats will have a conversation with SVC regarding this matter in a few weeks and will update everyone on the outcome. I acknowledge that the co-funding requirement has been a significant stumbling block for many of us.</p>	
SDC Funding Updates	<p>The HOS shared a detailed overview of the agreed funding timelines and processes.</p> <ul style="list-style-type: none"> • Timeline: <ul style="list-style-type: none"> ○ First instalment - 50% of Year 1 allocation, Apr-24 (Pending), CHF 81,861.07 ○ Second instalment - 30% of Year 1 allocation, Sep-24, CHF 49,116.64 ○ Third instalment - 20% of Year 1 allocation + 50% of Year 2 allocation, Jan-25, CHF 113,868.64 ○ Fourth instalment - 30% of Year 2 allocation, Jun-25, CHF 48,674.53 ○ Fifth instalment - 20% of Year 2 allocation, Jan-26, CHF 32,449.68 • Process: The WASH Road Map Initiative process is outlines in Wash Road Map - Initiative Funding Process.pdf The HOS emphasized point 8 and 9 in the process; <ul style="list-style-type: none"> • The WRM Secretariat will issue a call for Expression of Interest amongst the Wash Road Map Members to apply for the Sub Grant. • The ExCom will sign off on the outline criteria for assessing the Sub Grantees 	

	<p>Making the funding allocation a sub-grant allows all Participants of WRM initiatives apply for WRM projects.</p>	
<p>Follow up questions and comments.</p>	<p>Q: Is the process clearly restricted to WRM members, or can external service providers also apply?</p> <p>Response from the Head of Secretariat (HOS): This process is not exclusively restricted to Wash Roadmap Members (WRM). It can be opened to any capable entity or service provider who can carry out the project effectively. However, the expectation is that WRM members, due to their prior involvement and familiarity with the work, would be the primary candidates for executing the projects.</p> <p>Q: Why are Terms of Reference (TORs) being sent out for tenders? Isn't this an unnecessary level of bureaucracy? Some committee members expressed concern that sending out TORs for tenders introduces an added layer of unnecessary bureaucracy. They argued that those who submitted the proposals are best suited to execute the projects, as their proposals have already been evaluated by the Executive Committee (ExCom).</p> <p>Response from the Head of Secretariat (HOS): The main reason for this step is to address potential conflicts of interest. It ensures that the same participant does not propose, vote on, and receive funding for a project, thus maintaining transparency and fairness. Additionally, this process helps WRM gauge the average budget needed for such projects, providing a clearer financial perspective.</p>	<p>If there is any strong this approval of this a vote can be done.</p>

Record of Actions/ Decisions:

Date	Type of actions/ decisions	Details	Status	Responsibility for Action	Expected deliverable	Deadline
11/06/2024	Meet with SDC Rep	The Secretariat is to meet with SDC to finalise any questions on the 50% co-funding requirement	In progress	The Secretariat	Feedback to the ExCom	Next 2 weeks`
11/06/2024	Meeting: Secretariats and all Initiatives seeking funding	The Secretariat is to meet with Initiatives (lead) to discuss TORs for projects and next steps.	In progress	The Secretariat and Initiatives Lead	TORs sent out for tenders	Before Next ExCom Meeting

Date of next meeting: 9th July 2024. 4:00PM GMT +1 (TEAMS)