

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



<b>Date:</b>	<b>28th May2024</b>
<b>Standard Time:</b>	<b>4:00 pm Geneva (GMT +1)</b>
<b>Duration:</b>	<b>30 Minutes</b>

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

Agenda item	In detail	Key decisions and action items
<p><b>Update on the SDC funding process.</b></p>	<p>The SDC has made the Secretariats aware that each initiative would need to show a 50% match in requested funding from the SDC by each initiative. This 50% match could be in-kind or financial funding from other donors.</p>	
	<p><b><u>Initiative 1</u></b></p> <p>Initiative 1 is in an optimal position to commence as we have a proposal that includes 50% in-kind funding and 50% from the SDC. We have a clear funding request and are currently finalizing the terms of reference (ToR) to distribute and receive at least three organizations' tenders. We expect to identify these organizations by the end of June.</p>	
<p><b>Update on the SDC funding process.</b></p>	<p><b><u>Initiative 2</u></b></p> <p>The secretariat previously met with Saeed from Initiative 2 to discuss securing additional funding. The goal is for 50% of the funding to come from the SDC, with the remaining 50% covered either through in-kind contributions (such as time from initiative organisations) or by seeking additional funding from other sources, which might take longer.</p> <p>Initiative 2 representative advised that this would have to wait for one or two weeks but will get back to the Secretariat after an initiative meeting to ensure that all members are aware of the request. He also asked if there is a specific timeline for the initiative, or is there anything specific that SDC is requesting?</p> <p>The ExCom was informed that while there is no strict timeline, it is essential to have a clear spending plan. If significant additional funding is secured, more can be requested from the SDC. The main goal is to advance these initiatives without delays. Although there is no immediate deadline, we aim to give the SDC a plan for fund release timings.</p>	
<p><b>Update on the SDC funding process.</b></p>	<p><b><u>Initiative 5</u></b></p> <p>There have been several iterations of the scope for Initiative 5, raising concerns about funding allocation and the eventual recipients. It is crucial that the initiative remains open to all participants within the WASH Roadmap, including external consultancies. A broader discussion involving the Secretariat and other relevant parties is necessary to overcome the current block in the funding proposal.</p> <p>A revised proposal will be needed for presentation to the ExCom on June 11th. Additionally, as we progress through the year, the ExCom may consider reallocating next year's budget or</p>	<p><b><u>Initiative 5</u></b></p> <p>The secretariats will receive the new funding proposals and work out a rate for cost of in-kind contribution,</p>

	<p>the second part of the two-year funding proposal to this initiative if the suggested programme extends into 2025.</p> <p>During the meeting, a question arose regarding in-kind contributions, specifically related to Initiative 5. The discussion focused on the private sector engagement and core competency aspects of the initiative. It was noted that for the core competency piece, there is in-kind or funded time from BHA through PRO WASH &amp; SCALE. Nicole inquired whether it would be appropriate to estimate the cost for a certain number of days that initiative members are expected to contribute and if there is a recommended rate to use. Mention was made of approximately five individuals in the core competency framework group, representing various organizations, who have committed to dedicating a few days to reviewing and providing input. The attendee emphasized the importance of documenting these contributions without imposing on participants to disclose their daily rates, seeking guidance on this matter.</p>	Further discussions will be held offline.
	<p><b>Initiative 6</b></p> <p>The secretariat is still waiting on initiative 6 to get back to them on their revised proposal.</p>	
<p><b>Update on the SDC funding process.</b></p>	<p><b>Initiative 8</b></p> <p>Initiative 8, along with another initiative that already has substantial in-kind contributions, requires an update. We need to ensure that the revised funding proposal aligns with the SDC's requirement of 50% funding from SDC and 50% from in-kind contributions or other sources. Initiative 8 Representative informed ExCom that a meeting is scheduled for the 14th of June but aims to complete the revised proposal before that date.</p> <p>The HOS suggested the revised proposal before the 11<sup>th</sup> of June, to make progress during the next ExCom meeting on that day.</p>	
	<p><b>Discussion on SDC Funding Release</b></p> <p>During the meeting, Aliocha sought clarification on the release of SDC funds for Initiative 2, he highlighted the need for clarity regarding the release of funds and whether they are contingent on securing matching in-kind or financial support from other organizations. HOS responded, acknowledging the challenge, and indicating that SDC currently requires 50% of the funding to be sourced elsewhere for the release of funds.</p>	Further discussions will be held offline, and updates will be awaited from Initiative 8 and Initiative 2. Efforts will also be made to advance Initiative 1 in the coming weeks.

	<p>Will mention potential discussions with SDC to explore potential flexibility in this requirement.</p>	
<p><b>New WASH Roadmap Members</b></p>	<p>Discussions regarding organizations that expressed interest in joining the WASH Roadmap (WRM) our organizations. The following organizations have joined the WRM:</p> <ul style="list-style-type: none"> <li>• Coalition Eau</li> <li>• Geneva Water Hub (GWH)</li> <li>• Water Diplomat - seeks to publish information on the WASH sector and publicize the work of the WRM. They mentioned the possibility of publishing such content through their social media channels and websites but emphasized the desire for more in-depth coverage. Specifically, they proposed the idea of publishing an article to provide detailed insights into the initiatives undertaken by the WASH Roadmap. They encouraged members to reach out and provide basic information if they wish to pursue this option, offering their assistance in facilitating the publication process.</li> <li>• Islamic Relief France (Engagement letter pending)</li> <li>• Hygiene Promotion Group (Engagement letter pending)- They have been integrated into Initiative 8</li> </ul> <p>In the meeting, Aliocha raised a question regarding the representation of the latest leads on the pages for the initiatives, noting that it may not be up to date for the Wash Hub and others. They inquired about plans to update this information with the latest details, emphasizing the importance of public visibility as the initiatives expand.</p>	<p>The secretariat acknowledged the concern and assured the ExCom that updating the information is a priority, committing to completing the task within the next few weeks.</p>

**Record of Actions/ Decisions:**

<b>Date</b>	<b>Type of actions/ decisions</b>	<b>Details</b>	<b>Status</b>	<b>Responsibility for Action</b>	<b>Expected deliverable</b>	<b>Deadline</b>
28/05/2024	Update Funding proposals and Set up TORs	The initiatives are to revise their funding proposals to show the 50% funding match to the requested funding from the SDC.	In progress	Initiatives 2, 5, 6 and 8	Revised funding proposal and TORs.	Next ExCom Meeting
28/05/2024	Meeting: Secretariats and Initiative 5	The Secretariat is to meet with Initiative 5 (lead) to discuss revision of its funding proposal and engagement with Initiative 5 members.	Done	The Secretariat and Initiatives 5	Meeting date with all initiative 5 members	Before Next ExCom Meeting
28/05/2024	Updating Website and Dashboard	The secretariat will update the information on the website and dashboard.	In progress	The Secretariat	Updated Website.	Next ExCom Meeting

**Date of next meeting: 11<sup>th</sup> June 2024. 4:00PM GMT +1 (TEAMS)**