

WASH Sector RoadMap call **Executive Committee** – Board Preparation – 25th January 2022

Agenda and Minutes

25/01/2022	Geneva (GMT +1)	London (GMT =0)
Standard Time:	2:30pm	1:30pm
Duration	1h30	

Attendees: Aude Lazzarini (Secretariat), Léa de La Ville Montbazon (Secretariat), Marc-André Bünzli (Co-chair), Claudio Deola (Co-chair), William Carter (WG2 representative), Nicholas Books (IAWG representative), Guillaume Pierrehumbert (IAWG representative), Syed Yasir Ahmad (WG3 representative), Jo de Serrano (GWC SAG representative), Ross Tomlinson (GWC CAST representative), Arjan Ottens (GWC SAG representative), Bram Riems (WG4 representative)

Absents: Olivier Mills (WG1 representative)

Agenda item and inputs	Process	Output	Key decisions and action items
Objectives of the Board meeting	Identifying the objectives of the Board meeting	<ul style="list-style-type: none"> Another important objective is to obtain commitments from the ED. 	Review the meeting agenda to ensure that time is set aside to make commitments.
Introduction Speech	Defining what should be the introduction speech and the speaker	<ul style="list-style-type: none"> During the introduction speech, link this meeting with the one in Geneva in 2019: “Remind them why they made the commitment and why the Road Map is important” Explain why the meeting is held now after 2 years. Emphasize the unique aspect of this initiative, which brings together 35 international organizations that have decided to structure themselves and join forces to improve humanitarian WASH responses No volunteer to make the introductory speech, decision to ask a high-level person to do it (request in progress with Mr. Manuel Bessler - Deputy Director General, Head of Humanitarian Aid Department and Head of the Swiss Humanitarian Aid Unit (SHA), Ambassador.) 	Have someone in a high-level position, who is not a core member of the WASH Road Map, give the introduction speech.
Board Set up	Defining the role of the Board and its functioning.	<ul style="list-style-type: none"> Make voting proposals regarding the Board's operating modalities: frequency (1/year + ad hoc meetings if needed), composition, role/mandate, communication arrangements between the Board and the WASH Road Map etc. 	keep the operation of the Board as simple as possible to not overload the EDs.
Meeting moderation	Identifying moderators	<ul style="list-style-type: none"> Meeting moderation by the co-chairs, except for the Breakout Rooms in the Part II. 	Meeting moderation by the Co-chairs (except for the Breakout Rooms in the Part II)
Board participants	Defining the participants	<ul style="list-style-type: none"> Part I: ED + Steering Committee + Co-chairs + secretariat Part II: ED + Executive Committee + Co-chairs + secretariat 	Only the ED + members of the Executive Committee will participate in the second part

<p>Board meeting agenda</p>	<p>Establish the Board agenda</p>	<ul style="list-style-type: none"> • Include an introduction of participants and the agenda at the beginning of the meeting • Revise the Part I agenda to better highlight interactive moments and presentations • Reformulate the Breakout Rooms title (more appealing, in the form of questions) • Breakout Room 3: Change the title by "Positioning the Road Map with the WASH sector, across other sectors and global initiatives" instead of articulation. • Breakout Room 4: Change the title by "operationalization in the field" instead of "localization" → How to make the initiatives known and how to disseminate them in the field? • Reduce the duration of the Breakout rooms (40 min to 20 min) for a longer open discussion (plenary) • In open discussions (plenary), include the question: "How can EDs contribute to the proposals/strategies developed in the 4 BR?" 	<p>Reformulate the Breakout Rooms title</p> <p>Reduce the duration of the Breakout rooms (40 min -> 20 min) for a longer open discussion (plenary)</p> <p>In open discussions (plenary), include the question: "How can EDs contribute to the proposals/strategies developed in the 4 BR?"</p>
<p>Organization</p>		<ul style="list-style-type: none"> • Send a Ppt template for the WG representative presentation Friday 28th of January at the latest. • Breakout Rooms facilitators: <ul style="list-style-type: none"> • BR1: Syed Yasir Ahmad • BR2: Bram Riems • BR3: Monica Ramos • BR4: William Carter • To prepare for the facilitation of the BR, send guiding questions + key messages to the facilitators in advance, and organize a 30-min exchange with the BR facilitators before the Board meeting. • Choose in advance the BR composition. • Ask to the participants to put their name and their organisation as Teams ID • Record BR. 	<p>Send a Ppt template for the WG representative presentation Friday 28th of January at the latest.</p> <p>To prepare for the facilitation of the BR, send guiding questions + key messages to the facilitators in advance, and organize a 30-min exchange with the BR facilitators before the Board meeting.</p> <p>Choose in advance the BR composition.</p>
<p>Key messages</p>	<p>Identifying key messages</p>	<ul style="list-style-type: none"> • Revise and better structure the list of successes and challenges by insisting on the lack of funding and the limited number of donors (make the distinction between auto-financing and institutional donors). • Evaluate the time spent by WASH focal points (co-leads) on the WASH Road Map, and assess the difference between actual time spent and the time that should be spent → Setting up a poll about actual time spent/ ideal time needed for the Road Map (advocacy for more time) 	<p>Setting up a poll about actual time spent/ ideal time needed for the Road Map (advocacy for more time)</p>

Record of Actions :

Date	Type of actions	Details	Carrier + contributor	Deadline
27/01/2022	Identify the high-level person for the introduction speech		Secretariat + Co-chairs	
27/01/2022	Review the Board agenda and create the various meeting materials		Secretariat	
27/01/2022	Make a template for the ppt presentation of the WG representative		Secretariat	28/01/22
27/01/2022	send guiding questions + key messages to the facilitators in advance and organize a 30-min exchange with the BR facilitators before the Board meeting.		Secretariat	02/02/2022
27/01/2022	Choose in advance the BR composition			
27/01/2022	Poll: actual time spent for the RM // Ideal time needed		Secretariat	27/01/22