

# WASH Sector RoadMap 2025 – STEERING COMMITTEE MEETING - Thursday 04th November 2021

## Agenda and Minutes

<b>04/11/21</b>	Geneva (GMT +1)	New York (GMT -4)	London (GMT =0)
<b>Standard Time:</b>	3.30 pm	8.30 am	2.30 pm
<b>Duration: 1h30</b>			

**Attendees:** Claudio Deola (StC – co-chair), Marc-André Bünzli (SDC – co-chair), Aude Lazzarini (secretariat), Léa de La Ville Montbazou (secretariat), Jean Lapègue (ACF), Angie Saleh (SWA), Nicholas Brooks (CARE), Tineke Hooijmans (Delft), François Baillon (IHIP), Syed Yasir Ahmad (IMC), Baptiste Lecuyot (SI), William Woodward (REACH), Jamal Shah (UNICEF), Lauren D’Mello-Guyett (LSHTM), Monica Ramos (GWC), Rebecka Rydberg (REACH), Florent Lavie-Derande (PFE), Jo de Serrano (RedR), Johannes Rueck (GWN), Arjan Ottens (GWN), Marielle Snel (StC), Karine Deniel (Delft)

**Absents:** Ross Tomlinson (UNICEF), William Carter (IFRC), Augusto Come (REACH), Bram Riems (ACF), Andy Bastable (Oxfam), Daniele Lantagne (Tufts), Guillaume Pierrehumbert (CICR), Joost Kooimans (SWA), Emmet Kearney ( UNHCR), Omar El Hattab (UNICEF), Olivier Mills (CAWST), Thilo Panzerbieter (GWN), Peter Tompson (CAWST)

Time	Agenda item and inputs	Process	Output	Key decisions and action items
30	<b>Achievements since June 2021</b>	Presentation of the work done by the co-chairs and the secretariat these last six months.	N/A	➤ Circulation of a poll to collect opinions and suggestions to improve the website and other RoadMap tools
35	<b>Board’s meeting preparation</b>	Discussion and decision on how to organize the Board meeting.	<ul style="list-style-type: none"> <li>▪ <b>1<sup>st</sup> proposal to be voted on "meeting method: face-to-face, virtual or hybrid?" → HYBRID</b> (by majority)  <u>Comment 1:</u> Permit to see each other without preventing to attend the ones who won’t be able to come.  <u>Comment 2:</u> Possibility to meet in several locations.</li> <li>▪ <b>Decisions about the date of the meeting:</b>  <u>Decision 1:</u> January too soon – Not Mondays nor Fridays  <u>Decision 2:</u> Need of a doodle – proposal of slots over two weeks between 24 January and 4 February 2022. In the afternoon to facilitate US based members.  <u>Decision 3:</u> Need of briefing material sent 2 months before (December) + availability of the secretariat for brief meeting throughout December with WASH expert and ED.</li> <li>▪ <b>2<sup>nd</sup> proposal to be voted "the duration of the meeting" → 3 HOURS</b> (by majority)  <u>Comment 1:</u> Introduction very important to link this meeting with the one in Geneva in 2019 → Remind them why they made the commitment and why this roadmap is important</li> </ul>	<ul style="list-style-type: none"> <li>➤ The majority agreed by vote for a hybrid meeting between face-to-face and virtual.</li> <li>➤ The date will be decided through a doodle shared, covering a period from 24<sup>th</sup> January to 4<sup>th</sup> February.</li> <li>➤ Briefing material will be sent 2 months in advance and the secretariat will be available in December for brief meeting.</li> <li>➤ The majority agreed by vote for a 3 hours meeting.</li> </ul>

Time	Agenda item and inputs	Process	Output	Key decisions and action items
			<p><u>Comment 2</u>: Important to give a time to exchange freely (time outside the agenda).</p> <p>Objective for this <b>strategic</b> meeting:</p> <ul style="list-style-type: none"> <li>- EDs need to acknowledge the funding gap.</li> <li>- EDs need to commit their organization to know the Initiatives to use them on the field → How to make the initiatives known and how to disseminate them in the field?</li> <li>- Question to ask: what is the status of the commitment every ED took two years ago?</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>3<sup>rd</sup> proposal to be voted on “the composition of the Board meeting: ED only, ED + SC, Hybrid?” → HYBRID</b> (by majority)  <u>Comment 1</u>: Possibility of 1 representative of each initiative.  <u>Comment 2</u>: Need of a time alone for the ED to discuss between them.</li> <li>▪ <b>Decision about the invitation protocol</b>: Invitation letter drafted by the secretariat and sent to the Head of WASH of each organization. Heads of WASH forward the letter to their Emergency Directors with a briefing on their initiatives and activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ The majority agreed by vote that the encounter of the Board will comprise the EDs and few additional members of the Road Map.</li> <li>➤ A first proposal for the meeting will be sent to SC members for their opinion (during November)</li> <li>➤ Invitation protocol: Invitation letter drafted by the secretariat and sent to the Head of WASH of each organization. Heads of WASH forward the letter to their Emergency Directors with a briefing on their initiatives and activities.</li> <li>➤ Exchange meetings could be planned beforehand between the EDs and the co-chairs</li> </ul>
10	<b>Funding of the WASH Road Map</b>	Presentation of the distribution of the SDC contribution between the initiatives.	N/A	N/A
15	<b>World Water Forum 2022</b>	Discussion around the objectives of a special session of the WASH Road Map at WWF Dakar in 2022.	<ul style="list-style-type: none"> <li>▪ Need to link our session with the other humanitarian session to make the humanitarian field more visible in a development forum.</li> <li>▪ Concrete actions presented in our session chosen after a call for interest from Road Map members: we encourage</li> </ul>	<ul style="list-style-type: none"> <li>➤ Carry out a mapping of the member organizations of the Road Map that will be present at the WWF 2022 and the sessions in which they participate (Themes/initiatives presented/defended)</li> </ul>

Time	Agenda item and inputs	Process	Output	Key decisions and action items
			<p>all RM members to have their projects labelled "Initiative Dakar 2022" by the WWF Executive Committee as soon as possible (15 November max)</p> <p><a href="https://www.worldwaterforum.org/fr/labellisez-votre-projet-dans-le-cadre-de-linitiative-dakar-2022">https://www.worldwaterforum.org/fr/labellisez-votre-projet-dans-le-cadre-de-linitiative-dakar-2022</a></p> <ul style="list-style-type: none"> <li>Initiative 4.3 (advocacy): opportunity for a big push.</li> </ul>	<ul style="list-style-type: none"> <li>Labelling of projects/initiatives likely to be presented at the WWF 2022 "WASH RoadMap" session</li> </ul>

#### Record of Decisions:

Date	Type of decision	Objectives	Impact
04/11/21	<ul style="list-style-type: none"> <li>The majority agreed by vote for a hybrid meeting between face-to-face and virtual.</li> </ul>	Permit to see each other without preventing to attend the ones who won't be able to come.	
04/11/21	<ul style="list-style-type: none"> <li>The date will be decided through a doodle shared with the Eds, covering a period from 24<sup>th</sup> January to 4<sup>th</sup> February. Briefing material will be sent 2 months in advance and the secretariat will be available in December for brief meeting.</li> </ul>	<p>Find a suitable date for as many EDs as possible.</p> <p>The EDs will have up-to-date information about the Road Map and will be able to involve their organisations in the project.</p>	
04/11/21	<ul style="list-style-type: none"> <li>The majority agreed by vote for a 3 hours meeting.</li> </ul>	<p>Have the time for a long introduction linking this meeting to the one held in Geneva in 2019.</p> <p>Time to cover a large scale of subject and to have some free speaking time.</p>	
04/11/21	<ul style="list-style-type: none"> <li>The majority agreed by vote that the encounter of the Board will comprise the EDs and few additional members of the Road Map.</li> </ul>	Support the ED for the discussions during the Board meeting.	
04/11/21	<ul style="list-style-type: none"> <li>Invitation protocol: Invitation letter drafted by the secretariat and sent to the Head of WASH of each organization. Heads of WASH forward</li> </ul>		

	the letter to their Emergency Directors with a briefing on their initiatives and activities		

**Record of Actions:**

Date	Type of actions	Details	Carrier + contributor	Expected deliverable	Deadline
04/11/21	Circulation of a poll to collect opinions and suggestions to improve the website and other RoadMap tools		Secretariat	Poll	19/11/21
04/11/21	Creation and diffusion of a doodle for the Board		Secretariat	Doodle	19/11/21
04/11/21	Creation and diffusion of a briefing pack for the Eds.		Secretariat	Briefing note (2-3 pages) + few slides if needed	19/11/21
04/11/21	Writing of the invitation letter for the Eds and sending to the WASH experts of each organization (+ doodle + briefing pack) WASH experts will forward it to the person they want to see in the Board (ED or similar function).		Secretariat + WASH experts	Invitation letter. Brief meetings.	19/11/21
04/11/2021	Carry out a mapping of the member organizations of the Road Map that will be present at the WWF 2022 and the sessions in which they participate (Themes/initiatives presented/defended)		secretariat	Mapping	19/11/2021
04/11/21	Labelling of projects/initiatives likely to be presented at the WWF 2022 "WASH RoadMap" session		Leads and Co-leads		15/11/21

**Date of next meeting: to be determined**