

**National WASH Coordination Meeting
19 September 2013, 2PM, Ministry of Public Works**

Attendance:

Agenda

1. Welcome
2. Status Updates on Action Points
3. WASH Reporting Structure & New Quarterly WASH Reporting Template Format (Reporting Task Force)
4. Overview of GLAAS Survey (NWSHPC)
5. WASH Pool Fund
6. Ministerial Round Table
7. AOB
8. Formulation of Action Points
9. Closing

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Proceedings

| Topic | Discussion | Action Points |
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| 1. Welcome | Introductions around the room | |
| 2. Status Updates on Action Points from August 22, 2013 | <ul style="list-style-type: none"> • <u>Urgently</u> write a letter to MoHSW and MLME requesting the secondment of staff that have been offered to support NWSHPC (MPW) <p>INCOMPLETE: MPW has drafted a letter for MOHSW and MLME requesting seconded staff to offer support to NWSHPC. Deputy Minister wrote it because he was acting at the time; new Minister has asked him to continue to lead on it.</p> <ul style="list-style-type: none"> • Post SSP Thematic Working Groups ToR on the WASH website (NWSHPC) <p>INCOMPLETE – ToR was being revised in terms of structure and objective; MPW drafting official letters to establish groups and hold first meeting next week; partners can email NWSHPC if</p> | <ul style="list-style-type: none"> • Follow up with Deputy Minister on the status of the letter and send by 4 Oct (MPW) • Send out official letters, post SSP Thematic Working Groups ToR on website; and finalize groups by 25 Sep (NWSHPC) • Hold first meeting next week (NWSHPC) |

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| | <p>interested in specific Strategic Objective</p> <ul style="list-style-type: none"> Organize meeting for August 27th for SSP Thematic Group chairs and Reporting Task Force to hand over work (NWSHPC) INCOMPLETE – will be held after official letters sent out (see above) Organize Survey Validation workshop on 28 August (UNICEF) COMPLETE – Validation Workshop held on 28 August and surveys sent to AKVO for clearance on technical aspect; next step to upload on dashboard and use during next AKVO training Send surveys to PSI (WASH Consortium) COMPLETE – Sent on 8/23 Post PSI WaterGuard distribution and Hygiene Promotion briefers on WASH website (Jenny) COMPLETE – WG briefer was posted on 10 July and HP update posted on 18 Sept Send out a simple template out for WASH partners and where they are working (location down to county, district and community level) by next week (NWSHPC) INCOMPLETE - NWSHPC has been calling instead of sending out template, will continue next week | <ul style="list-style-type: none"> Organize meeting for NWSHPC, SSP Thematic Group chairs and Reporting Task Force once groups established (NWSHPC) Clear surveys with AKVO and upload to Liberia instance by 30 Sep (NWSHPC) NWSHPC Secretariat to share data by 23 Sep (NSHPC) |
| <p>3. WASH Reporting Structure & New Quarterly WASH</p> | <ul style="list-style-type: none"> Revised template shows more direct link to Sector | <ul style="list-style-type: none"> NWSHPC to send revised Quarterly WASH Reporting |

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| <p>Reporting Template Format (Reporting Task Force)</p> | <p>Strategic Plan</p> <ul style="list-style-type: none"> • It is accompanied by a Guidance Note and Reporting Process Map to offer partners overview of current and planned M&E system in WASH sector • Partners are to fill in the new template on a quarterly basis and send back to NWSHPC; NWSHPC will store data and send to the SSP Thematic Groups for analysis • Discussion around how county level will be involved – group agreed that they need to be involved, which will be addressed through wider M&E ambitions in sector, but this template is just for national-level partner data collection. Counties are challenged by inadequate infrastructure for reliable and timely reporting. | <p>Template to all partners by 20 Sep (NWSHPC)</p> <ul style="list-style-type: none"> • Partners to fill in template and return to NWSHPC by 4 Oct (All Partners) • Post all materials on WASH Liberia website (presentation, revised template, Guidance Note and Reporting Process Map) (Reporting Task Force) |
| <p>4. Overview of GLAAS Survey (NWSHPC)</p> | <ul style="list-style-type: none"> • GLAAS looks at finance, governance, HR, etc. and helps SWA gauge progress against country-specific commitments • This year, Liberia is responsible for coordination around GLASS survey (vs. past years in which consultant was sent) • NWSHPC taking lead on collaboration among government and partners • NWSHPC will organize a focus group discussion for next week to validate the questionnaire completed by government; focus group will be responsible for data cleaning and presenting to WHO Geneva | <ul style="list-style-type: none"> • Send out email to invitees for focus group discussion by 23 Sep (NWSHPC) |
| <p>5. WASH Pool Fund</p> | <ul style="list-style-type: none"> • The idea of a WASH pool | <ul style="list-style-type: none"> • Brief Chairman of the |

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| | <p>fund has been considered in the past and is included in the WASH SSP</p> <ul style="list-style-type: none"> • The group agreed the way forward cannot be decided at a WASH Coordination meeting as the government needs to decide this at the principal level, with consultations between donor and government • A feasibility study could be done focusing on whether there is sufficient means for public financial management; donors would need to be convinced that the chosen entity meets requirement for oversight • Basket fund could be set up for funding from different government entities, which has been done in the past for infrastructure • This needs to be led by lead sector minister (MPW); MPW should convene meeting and provide sufficient background information to invitees | <p>NWSHPC on issue (NWSHPC National Coordinator)</p> <ul style="list-style-type: none"> • Lead sector Minister to prepare packet of information on overview of WASH Pool Fund (background, justification, alternatives, etc.) (MPW) |
| <p>6. Ministerial Round Table</p> | <ul style="list-style-type: none"> • Until NWRBSB is established and functioning, interministerial meetings should happen regularly (quarterly, or when needs arise) ; meetings to offer opportunity for information sharing and decision-making • The Executive Order for the Board is more of formality and reflects the need for regular meetings; proposed members can still meet in the meantime • Before all meetings, lead sector ministry should provide sufficient | <ul style="list-style-type: none"> • Develop proposed schedule and agenda for first meeting (NWSHPC) • Lead sector Minister to prepare packet of information covering all topics (MPW) |

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| | <p>information so invitees come to the table ready to make a decision – not all may be able to make it, but those absent can send representatives with an answer as long as sector prepped others beforehand; invitees should also be able to make input into agenda (by specific time before the meeting)</p> | |
| 7. AOB | <ul style="list-style-type: none"> • Consultant in country to develop national hygiene promotion guidelines for MOHSW; she has conducted workshop and will be meeting in smaller groups for next week. A draft should be ready in October, to be followed by an in-country validation session in November 2013 | <ul style="list-style-type: none"> • Send draft Hygiene Promotion Guidelines to all partners in October (MOHSW) |

NEXT MEETING: THURS, 17 OCT 2013, 2PM