<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Input from:</th>
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<tbody>
<tr>
<td><strong>1. SuSanA’s Interlinkages document and action plan</strong></td>
<td><strong>Roland Schertenleib / Elisabeth Kvarnström / Cecilia Rodrigues</strong></td>
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<td><strong>1.a SuSanA’s Interlinkages Document (“Sustainable Sanitation and the SDGs: Interlinkages and Opportunities”) and WG factsheet update</strong></td>
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<td>o Update of the interlinkages document, to incorporate the changes discussed at the CG Mtg in June (i.e. Working document water mark; correction of text of SDG 5 and inclusion of aspects related to SDG 16, in cooperation with WIN)</td>
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<td>o &quot;From the MDGs to the SDGs: Guidance document to updating SuSanA WG factsheets” is in a final stage and earlier version has received feedback from 2 WG leads and Shobana (Secretariat). This document shall provide orientation to WG leads related to the process of updating the WG fact sheets</td>
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<td>o Suggested timeline:</td>
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<td>o <strong>Aug 2018</strong> Distribution of Guidance document to updating SuSanA WG factsheets to the WG leads in Stockholm and afterwards via email</td>
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<td>o <strong>Sept-Dec 2018</strong> Working with the fact sheets, incorporating sector outreach.</td>
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<td>o <strong>Oct 2018</strong> Core group call focusing on fact sheet development.</td>
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<td>o <strong>Feb 2019</strong> Presentation of draft fact sheets at side meetings of 27th SuSanA meeting during AfricaSan5/FSM5 in Abidjan, Feb 2019.</td>
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<td>• <strong>Decision needed</strong>: Shall we proceed with the activities related to updating the factsheets or shall we wait until more clarity is achieved regarding structural changes within the SuSanA network that might interfere with WGs?</td>
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<td>- It was decided to proceed working with the interlinkages and not wait for any structural changes that might take place.</td>
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<td><strong>2. SuSanA Cooperation Systems</strong></td>
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<td><strong>2.a BMGF SuSanA Phase III Grant</strong></td>
<td><strong>Members of the SEI Led project consortium</strong></td>
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<td>o Final Reporting</td>
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<td>o Handover of activities from the current workplan</td>
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<td>- The grant ends by September</td>
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<td>- Members raised concern that the exit strategy is not very clear; we should consolidate the activities in the work plan that should be executed after the grant period; Questions were raised on the need to pitch for additional funding.</td>
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<td>- Progress reporting is done by online reporting; informal dashboard is quite to date;</td>
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- Simon briefed the participants about the final reporting procedure—the final day for submission of report is September 30. SEI will consolidate the report.
- There are challenges to on how to analyse the impact of not having personnel financed by the grant e.g. Forum Manager, support staff for Working Groups and in-country activities
- Monitoring and Evaluation of SuSanA is also an open question
- Ada: We need to find a way to link the issues from the in-country activities into Working Groups; WaterAid is looking at supporting the countries; Challenges on feedback from the Forum and back to countries

### 2.b BMGF SFD Grant

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<th>Updates for Phase 3 of the grant</th>
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<td>- The grant runs until end of October 2018; Next phase starts in January 2019; discussions on possibilities are on going</td>
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<td>- University of Leeds, Eawag and WEDC will have a separate grant</td>
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<td>- GIZ and CSE will have another grant but both grants will have synergies and work together</td>
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<td>- After phase 3, discussions on how the SFD platform will be maintained by the Secretariat</td>
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### 2.c SuSanA Regional Chapter - WANA

- Decisions taken regarding name, countries and activities
- Regional work with GTO in Lebanon for their Regional WASH workshop
- Regional roundtable series, idea of co-funding from other organizations, and the idea of assisting in research regarding water/wastewater reuse in Jordan with Oxford University (possible future cooperation).
- Thorsten briefed about the WANA Chapter meeting; processes and concepts are going to be developed between the secretariat and the chapter coordinators; Regional round table – hunt for funding going on; MENA Chapter renamed as WANA Chapter (West Asia and North Africa), which is geographically more neutral
- Coordinators are currently meeting partners who work in the WANA region and align activities with them.
- The Arab water week is the next big event – March 2019
- Conceptualisation of the regional round table is ongoing
- The chapter coordinators are preparing policy brief on how to achieve SDG 6 for the region
- Madeleine commented that it would be good to share details with which partner they are in working. Negotiations are going on with Gender projects with SIDA in the WANA region. Emergency sanitation and climate change are also the focus of Swedish cooperation initiatives.

### SuSanA Regional Chapter – India

| Franziska Volk |
Second phase started June 2018 with funding from Water for People for the position of a 50% position of a Chapter Coordinator (Nitya Jacob)
- Chapter activities include thematic online discussions, a publication of an annual India Chapter Journal
- TDS on ODF+ / ODF++ running at the moment
- Steering Committee changed, includes representatives from Amit Arora from Doordarshan and Nirat Bhatnagar from Dalberg
  - World Toilet Summit in Mumbai is the next biggest event and is scheduled to take place between November 18-20 2018. The first day will have workshops. A regional SuSanA meeting the day before WTS. World Toilet Day is on the 19th of November.
  - Depinder Kapur (Guest) suggested that facilitation of match making in South Asian countries is needed; Steering Committee could be open to other partners
  - Arne: we should not think of something big with the Chapter that it cannot handle

**Proposal: SuSanA Regional Chapter – Latin America**
- Aguatuya proposed a structure for SuSanA Latinoamerica and presented planned activities at the 26th SuSanA meeting
- AGUATUYA has offered to coordinate the project
  - Lourdes Valenzuela introduced herself
  - The chapter is committed to networking and building relationships - if we produce more impact with the chapter partners would be interested
  - There is a big demand for sanitation solutions in Latin America
  - There is a language barrier as Brazil has most of the information to share
  - Aguatuya received funding from SIDA for knowledge management for 1/3 of a 2 year project
  - Translations and regional meetings may be supported by SEI
  - Core Group approved the Latin America Chapter to start its operations
  - Cecilia: We plan to issue an open call for Steering Committee in Latin America

**3. Webinar updates**
- New Webinars:
  - July 25th: Knowing the unknown: Capturing and using sanitation knowledge effectively
  - 22nd August, The Toilet Trade: How to Sell Sanitation Successfully and at Scale (iDE & Whitten & Roy Partnership)
  - MHM Webinar: Menstrual Hygiene Webinar Series - Report of a five-part Webinar Series on MH from May to July 2018
### 4. SuSanA WGs: Updates/ Changes of Leads / Meetings

- **New leads:**
  - WG 3 – Thorsten Reckerzügl (BORDA) and Sören Rued (GIZ)
  - WG 7 – Bella Monse (GIZ)
  - WG 8 – Dan Campbell (USAID)
- **Upcoming WG meetings during Stockholm:** WG 7 & WG 10
  - Revitalisation document will be circulated with the Core Group for comments by Shobana
  - Interlinkages roll out – Should we wait for the structural changes
  - The Core Group agreed that we should not wait and start working with SDG interlinkages roll out among the WGs

### 5. SuSanA meetings & Events

#### 5.a 26th SuSanA meeting & SWWWW
- Short review of 26th SuSanA meeting
- Sessions where SuSanA is co-convenor
  - The need to have more interactive sessions during SuSanA meeting was analyzed.
  - Some agreed that we have more potential but the others disagreed and mentioned that we need more time for interactive sessions during SuSanA meetings. WG meetings could be utilized for this purpose.
  - Plenary meeting: more feedback from the membership
  - Interaction without capitalization is not useful; we need feedback loops and mechanism.

#### 5.b World Toilet Summit Mumbai
- Date: 18/19th November, organized by WTO & ESF
- “Honour our Cleaners” campaign
- SuSanA India Chapter meeting

#### 5.c AfricaSan5/ FSM 5
- The event is unique this time as FSM is a major nut to crack in the world and politicians and implementors are in one place. It is a unique opportunity and the task forces of AfricaSan5 and FSM5 are trying to make it happen.
- There will be one event organizer for both the conferences with one registration fee.
- 27th SuSanA meeting is likely to take place before AfricaSan5 in Abidjan
- SEI will have rural sessions at AfricaSan5 (SIDA, AfDB)
- Vulnerability, climate change and rural sanitation – focus of SEI

### 6. AOB

**Digitalisation:**
- Digital approach for a digital market place to be developed by Sphaera
- Johannes: This is a challenge and an opportunity. Is it a key topic or a supporting system? I will send the key report. Fully support the idea that SuSanA should look into it.
- Questions were raised on who would be interested in a task force.
- Madeleine: We need to be more proactive and involve young members
- Franz/ Shobana from the secretariat will follow up
- Depinder will share SDG monitoring minutes from India

SuSanA 2.0: Organisational Study

Sphaera has been working under a contract from the Bill and Melinda Gates Foundation to study the organizational and governance structure of SuSanA. Following a 10-step organizational effectiveness process, Sphaera presented some recommendations based on their study/observations. The process is ongoing and Sphaera will submit a final report end of September 2018.

**Decision on Sphaera's Organisational Study:**

**General Decisions:**

- The Core Group agreed that a change is necessary and is in full support for embarking/continue on the journey of organizational development.
- The Core Group agreed that SuSanA is doing this using a sequential 10 step reorganization process (or some other method if appropriate) with the help of an external coach / consultant.
- The Core Group agreed to create a task force that will then be mandated to select and work with a future coach to initiate and steer the organizational development process for SuSanA.
- The Core Group mandates the representatives (CG5) to work closely with Sphaera to prepare the criteria and draft Terms of reference for a well-represented task force.
- The task force will have the power to adapt the composition if necessary and decide on their detailed ToR.
- The task force, once established, will be solely responsible for restructuring SuSanA through a participatory and iterative process. Hence, the Core Group will be involved and will provide consent in the process by the task force in every step.
- The Core Group agreed that **Sphaera’s final report** should include:
  1. Recommendations for SuSanA based on comparative analysis of similar networks/organisations in the water and sanitation sector like IWA, GWP, RWSN, Hedon, etc.
  2. Results of the survey, including sharing of information like no. of people interviewed and quantitative analysis behind observations
  3. Criteria and draft terms of reference for the task force, as elaborated with guidance from CG5 (Sphaera does not decide on the composition of the task force).
  - Provide list of and information on potential organisations/funders that support and fund restructuring of networks

**Task force formation and process:**

- The Core Group decided that the value, purpose- and culture statements have to be owned by the entire SuSanA community. For this purpose, the restructuring will be a participatory process initiated and steered by the task force.
- Until, the relevant parts of a potential change process go into effect, the Core Group will continue to function as the decision making body of SuSanA. Exception: The next steps of preparing an organizational change process, including the creation of the draft TORs of the task force are delegated to the CG5, who can draw on assistance from Sphaera and others, as they see fit.
- Until the end of September 2018, Sphaera and CG5 also develop a suggestion as to how this task force should be selected, constituted along with the draft ToR and the way it should function (Ground rules and decision making)
- CG5 identifies an initial list for the task force to be approved by the Core Group. Core Group also takes the final decision for the establishment of the task force.
- If there are a huge number of contestants, the CG5 may call upon the secretariat to facilitate an election process.
- Collection of potential input to the TORs of the task force: It will be independent, but is requested to report back through a participatory process (For vision document, it was the Core Group first and then the members). The task force could either be based on regional representation or based on stakeholder representation of SuSanA.
- The secretariat appreciates and supports the mandate of the whole process.

**Other concerns and questions:**
- Will the Core Group dissolve itself after the formation of the task force?
- Funds are needed for restructuring SuSanA - who is ready to step up?
- It is difficult to find people for the task force. They have to possess the necessary skills and knowledge of SuSanA, and must be available for a year. One cannot anticipate the amount of work at this stage.

It was decided that a management response should be submitted to the Gates Foundation in response to the final report by Sphaera. This will be drafted by the Secretariat, in collaboration with the consortium and the CG5 (potentially gathering further views from the greater Core Group).