

Date: 31.01.2014

**Location: Virtual Meeting
Room (Adobe Connect)**

Overview of the meeting

The Core Group Conference was hosted on Adobe Connect, which allowed for spoken discussions, and use of the typed chat format. The meeting had a general agenda to discuss developments from 2013 and moving forward into 2014.

Time: 16:00 – 17:20 (*Central European Winter Time*)

Meeting called by: *SuSanA secretariat*

Meeting chaired by: *Arne Panesar (moderator)*

Appendix: *Agenda*,

Persons present:

	Name	Organisation	Function
1	Belinda Abraham	UNICEF	WG 7 co-lead
2	David Crosweller	WTN	Active member
3	Madeleine Fogde	SEI	Active member
4	Robert Gensch	German Toilet Organization	WG 5 lead & WG 11 co-lead
5	Roslyn Graham	GIZ	SuSanA secretariat (Intern)
6	Jennifer Green	MIT	WG 10 co-lead
7	Rahul Ingle	GIZ	SuSanA secretariat
8	Günter Langergraber	BOKU	WG 10 lead
9	Christoph Lüthi	Sandec-Eawag	WG 6 lead
10	Carol McCreary	PHLUSH	WG 9 lead
11	Elisabeth von Muench	Ostella	Forum Community Manager
12	Arne Panesar	GIZ	SuSanA secretariat
13	Stefan Reuter	BORDA	Active member
14	Arno Rosemarin	SEI	Active member
15	Trevor Surridge	GIZ	SuSanA secretariat
16	Jack Sim	WTO	WG 9 lead
17	Dorothee Spuhler	Seecon	WG 1 lead
18	Leif Wolf	KIT	WG 11 co-lead
19	Vishwanath Zenrainman	BIOME Environmental Solutions	Active member

► **Introductions from Members Present**

► **1.0 Proposed contributions for WWW Stockholm (31 Aug – 5 Sep) see appendix: 1.1, 1.2, 1.3**

- SuSanA: three proposals (led by Eawag, SEI, GIZ respectively). They have been made available to core group members.
- Other contributors:
 - o Christoph (chat): Eawag will launch a printed version of the compendium
 - o Robert: Streamlining WASH centre, also co-convenors on two other seminars
 - o Arne: will SuSanA maybe be one of the convenors.
 - o Robert: yes, several co-convenors
 - o Stefan: German Wash Network, co-convenors of the seminar submission led by GIZ
- Likely participating: Jennifer, Leif
- Additional notes: Jack Sim mentioned before Stockholm WWW on 28-30 August there is the BOP World Convention in Singapore which is a match-making event for water and sanitation to partner all other Base of Pyramid sectors. This will not be a competing event to WWW time-wise although David mentioned it may be in terms of budgets.

► **2.0 Preparation of SuSanA (WG-Cities or Regional) Meeting 22-23 March to be held back-to-back with the BMGF-event in New Delhi**

- Arne informed the members of the Toilet Fair and Gates Foundation Event Re-Invent the Toilet Challenge which will be a closed meeting. But on the Saturday evening and Sunday, there is an open and welcome invitation to people who are working in that technology and in the area of Delhi to discuss how they can use these technologies in their fields. In addition, there will be a World Water Day celebration on the 22nd March.
- Attending
 - o Jack Sim will be attending the BMGF Reinventing the Toilet Fair
 - o Christoph will be reporting back with Arne from the Toilet Fair, highlighting some of the innovations shown there.
- Arne discussed that there will likely be some press coverage, grantees will be there and representatives from the region, so hopefully interesting discussions. For more information or involvement please contact Trevor.

► **3.0 Other Updates**

- **Website**
 - o Trevor discussed that the Secretariat is working on a new website – the framework is finished, and some content is already in. User testing will take place in February and in the middle of the year, with the plan to launch the website sometime in the middle of the year, before the WWW Stockholm, to give the opportunity for feedback there. Any interest to do user testing before the launch, please email Trevor
 - o There have been no changes to the forum
- **Core Group Gallery see appendix: 2**
 - o Trevor mentioned that this gallery had been previously discussed in meetings (originally mentioned in Dec 2012 with mixed feelings) – towards more transparency, especially as the core group had a crucial role in the roadmap. Trevor has prepared a sample of what it could look like, with images and names, and hovering over the name will show the organisation.
 - o The sample can be found in the appendix.
- **WG-reorganisation - not mentioned discussed**
- **Roadmap finalisation**
 - o Arne mentioned that Conrad started the process of the Roadmap, and it has progressed considerably, with substantial feedback. There has been a delay working on it now because Arne will not officially start until April. He discussed that the roadmap will show the vision of SuSanA, what is its role, how could it be useful, how could it be channelled to working groups.

► **4.0 SuSanA Meetings in 2014**

- **Propositions for next SuSanA meeting in the South see appendix: 3**

- Arne said it would be strategic to have a SuSanA meeting back to back with one of the meetings mentioned in the list of events (*see appendix3*)
- *World Toilet Summit 2014: DATE?* (Suggestion: Jack Sim)
 - For the South Meeting, in Dhaka Bangladesh by BRAC
- *AfricaSan4 in Senegal in 8 - 10 October* (Suggestion: Arne Panesar)
 - Madeleine suggested that it is a strategic date and the agenda is relevant.
 - Arne said it may be short notice to arrange a meeting, but finding out who will be there is the next step to find out.
 - Elisabeth commented that AfricaSan3 in Rwanda was excellent and very important one – 4th Africa Water Week in Cairo was useful when SuSanA was there.
- *WEDC conference in Vietnam in 15 – 19 September*
 - To close to Stockholm World Water Week 31 Aug to 5 Sept.
 - Guenther: IWA conference also in Vietnam – FSM3 19 – 22 January 2015, following Durban conference, not in events list – (Trevor to insert).
 - Trevor: Jonathan Parkinson, Linda Strande and I are on Organising Committee and Gates Foundation would be taking a lead role in organising it. Vietnam Faecal Sludge in January 2015
- **SuSanA-Meeting at WWW Stockholm 2014**
 - Arne said at the end of the WWW Friday 5th and Saturday 6th Sept. A suitable time during the week needs to be found for the core group meeting, probably an evening.
 - Field trip to large constructed wetlands organized by SEI on behalf of SIWI will take place on the afternoon of 5th Sept., may be competing with the SuSanA members due to the time slot
- **Suggestions for other SuSanA-Meeting or activities in 2014 (e.g. linked to post-2015-discussion)**
 - *PHLUSH and The POOP Project*: Nov 19 (Suggestions: Carol McCreary)
 - Focusing on US based practitioners, focus on failing infrastructure, disaster preparedness, hygiene/sanitation for unhoused Americans, and global issues such as human right to sanitation; in connection with World Toilet Day
 - *BMZ Cooperation Meeting* (Suggestion: Stefan)
 - Stefan said they are organising a meeting Feb 11 with local parliamentarians for development cooperation and BMZ in Berlin, starting to come up with committees and development corporations. Robert will likely also be there. Arne said SuSanA will try and have a presence there.
 - *Nexus 2014: Water, Climate, Food and Energy Conference* (Suggestion: Madeleine; chat)
 - another conference at University of North Carolina March 5-8
 - <http://nexusconference.web.unc.edu/>
 - *WASH Conference: Brisbane with AusAID, March 2014* (Belinda)
 - *Sanitation and Water for All-High level meeting with Ministers of Finance/ Ministers of Water and Sanitation, April 2014: Washington*
 - *Re-look at the Single/Twin pit pour flush toilet*
 - 120 million of which will be built in India in the next 20-25 years, as suggested by Vishwanath
 - Discussion regarding the Gustafberg type of 3L flush and half flush for 1.5 liters, UDDTS – and suggestion by Elisabeth to take this conversation to the discussion forum

► 5.0 Update on the SuSanA grant application to BMGF *see appendix: 4*

- Submitted by GIZ in December 2013, with planned contributions by SEI, IWA, EAWAG and Akvo
- Trevor shared the image of the overview of the concept note (*see Appendix 4*).
- Arne said that the concept note has been sent, first comments, very broad, need to not just involve reinvent the toilet challenge but other streams of the gates foundation. Not sure how much money will be going into it, but it has become potential for a bigger opportunity than originally thought. And this way, the core group members should put together a proper proposal and there is potential for funding

in that. Trevor has already been putting together the different contributions. Arno said that the foundation wants to spend money properly and not in a hurry, so it will likely take some time because it is a large proposal.

► 6.0 Initiatives where SuSanA could be more involved

- *Request to join the "Toilet board partnership council"*
 - Toilet Board is a Business-led initiative in sanitation – initially being driven by Unilever
 - Arne: idea from Unilever, don't re-invent the wheel, take what is out there and up-scale. SuSanA can be a knowledge program and react to that
 - Trevor: not yet in public domain, some people to approach may be Jack and Therese Discussed possibility of having SuSanA involved in the concept. Jack Sim suggested that he could be a representative for SuSanA if given instructions and could provide feedback, as he will be attending most of the Toilet Board meetings. but do we have someone that could talk about SuSanA. It is an option to get involved, and is useful to be aware of it and get some feedback. Jack Sim has some experience and others?
 - David Crosweller: chat: Our major focus at present is refining our inner city sanitation scheme (Pondicherry in process now) and the money for this is coming from business donors/investors. It is all down to the presentations as many of our donors are trying to veer away from 'charity'.
 - Arno: by looking at the slide, it seems to show the way for sustainable sanitation through SuSanA, which BMGF, Unilever maybe see as a window of opportunity.
 - Arne: World Business Council for Sustainable Development (WBCSD) is doing something similar, seems to be a trend, seeing how they can get things going.
- *Links between SuSanA and the Water & Sanitation Rotarian Action Group (WASRAG)*
 - Jack and Trevor were in Lisbon at the WASRAG meeting and discovered there was general unfamiliarity with the SuSanA resource base, although there is a movement to get something in the next newsletter to reach out to the WASRAG WASH crowd.
 - David and Madeleine have both worked with several rotary groups. David suggested that there is a big interest in sustainable sanitation, although there are sometimes problems that they do not move quickly, he will continue to look into this at the end of Feb. Madeleine suggested that they do not provide funds directly, but work with receiving organisations, and also that they have a very big knowledge system and particular interest in reuse oriented sanitation. Jack suggested WASRAG is interested in sanitation, and could be a good partner but face two problems – the clubs are autonomous (so there is a need to push a flagship program), and the age of the members are growing older – but they are willing to add youthfulness.
 - Arne: different connections – sometimes good, sometimes bureaucratic. Seems to fit in the general picture of the strong grassroot, small project which can be useful for small SuSanA programs, and could help them do small SuSanA projects. May lead to a structured discussion of who to cater to Rotary and others who want to use our knowledge.
- *Africa Sanitation Think Tank led by WSA*
 - Trevor and Arno have had some discussions, while in the USA last October, with Patrick, who is the director of the African Sanitation Think Tank, from these discussions, it seemed that SuSanA could be very useful in their goals towards African Solutions to African problems. Arno said it is a big challenge to create policy for this sector in Africa. It is a Gates Foundation project that needs help and SuSanA could be put in as a very important feature in the next regional meetings, e.g. In Dakar, and prepare for it by having papers by some of the leaders of SuSanA. Have to figure out how to share the responsibility of costs.
 - Arne would be good to reconnect with them and maybe do a joint workshop, and find out where the Gates Foundation is with them, and go from there
 - Arno: one of the jobs of SuSanA could be to be involved with some of the Gates projects that have gotten off-track. But these should be in the GIZ proposal. However, Elisabeth said that when they are off-track this means that they do not get phase 2 funding and stay in phase 1 funding
- *World Toilet Day*

- Jack Sim mentioned in chat that he has goals to reach out to countries and help to mobilize SuSanA members to be involved (and also connect with governments)

► 7.0 Roles and tasks of core group; updates on new members or members wanting to leave

- Arne: Taking over the Sector program has been delayed until spring. Clarification of roles of the core group is a must, and on the list to have it done in a good way before Stockholm.
- Trevor: the idea of having a core group gallery would hopefully address other members being aware when new members joined (which was not always announced in the past). Since the last meeting in April 2013, there have been no new core group members. In the last 1.5 years or so, about 3 new members in the core group.

► 8.0 Feedback on SuSanA contribution to SaCoSan in Nepal (Nov 2013)

- Trevor read feedback on behalf of Rahul:
 - Regional meeting – Meeting organised with the support of UN Habitat and WSSCC. WSSCC sponsored the costs and also participated in the meeting. Concept of knowledge node presented discussed in the presence of Roshan Shreshta. Interest from Empho from Nepal is hosting a node... Roshan suggested we need to explore existing networks already working on this topic and suggested the linking of the ADB knowledge node with SuSanA.
 - SACOSAN – Cities Side event Chaired by Roshan and presentation by EAWAG, UNHABITAT and GIZ - well attended. Presentations focussed on addressing challenges in urban sanitation in India. Also side event on integrity issues in sanitation along with Water Integrity Network. WIN plans to work closely with SuSanA on this topic in future.
 - Nepal stood strong on performance in rural sanitation especially without subsidy. Critics on subsidy oriented programs in India which have not been successful.
- Arne: in general was good to be present at SaCoSan and interesting discussions

► 9.0 Additional notes throughout the meeting

- Leif: any scientific, point of view or perspective research on groundwater, the working group could do something with it.
- Madeleine: Stockholm WWW, now in new venues (open, desk), proceeding on working more in Africa with SEI.
- Arne: From the new minister, rural development and development in Africa will be a focus of the German Development Corporation.
- Suggestions: use more webcams in the Adobe meeting (Note: Arno said that everyone links to the server at respective speeds – works best from 4Mb/s and higher; but what is critical is the number of participants, max 50 on this server.)

► Contact Us

Please address any feedback to Trevor Surridge or the SuSanA secretariat at info@susana.org. For further information on the Sustainable Sanitation Alliance please visit our website www.susana.org

Minutes prepared by Trevor Surridge (trevor.surridge@giz.de) and Roslyn Graham (roslyn.graham@giz.de)

Appendix 1: AGENDA

1. Overview of SuSanA- and SuSanA-Partner proposed contributions for WWW Stockholm (31 Aug. – 5 Sept.)
2. Preparation of SuSanA-Meeting (WG-Cities or regional meeting) on 22-23 March back-to-back with the BMGF-event in New Delhi
3. Other updates (Website, Core-group gallery, WG-reorganisation, Roadmap finalisation)
4. SuSanA meetings in 2014:
 - a. Propositions for next SuSanA meeting in the South?
 - i. AfricaSan4 in Senegal in October?
 - ii. WEDC conference in Vietnam in October?
 - b. SuSanA-Meeting at WWW Stockholm 2014
 - i. End of the WWW Friday 5th and Saturday 6th Sept.
 - ii. Field trip to large constructed wetlands organized by SEI on behalf of SIWI will take place on the afternoon of 5th Sept.
 - c. Suggestions for other SuSanA-Meeting or activities in 2014 (e.g. linked to post-2015-discussion)
5. Update on the SuSanA grant application to BMGF (submitted by GIZ in December 2013, with planned contributions by SEI, IWA, EAWAG and Akvo)
6. Short round on possible interesting initiatives where SuSanA could/should be more strongly involved:
 - a. Request to join the “Toilet board partnership council” (Toilet Board is a Business-led initiative in sanitation – initially being driven by Unilever)
 - b. Closer links between SuSanA and the Water & Sanitation Rotarian Action Group (WASRAG)
 - c. Africa Sanitation Think Tank led by WSA
7. Short exchange on the roles and tasks of the SuSanA core group (members); updates on new members or members wanting to leave
8. Brief feedback on SuSanA-contribution to SaCoSan in Nepal (Nov. 2013)
9. Any other business & announcements – who is doing what that is interesting & has options for alignment

13.01.2016 at 15h00 to 16h30

Minutes taken by: *Annkathrin Tempel (GIZ) and Evelyn Herrera (GIZ)*

Time: 15:00 – 16:30 (Central European Time)

Meeting called by: *SuSanA secretariat*

Meeting chaired by: *Arne Panesar (GIZ) and Annkathrin Tempel (GIZ)*

Participants:

Name (organisation)	Function
Andrea Nick (BGR)	WG 11 lead
Annkathrin Tempel (GIZ)	SuSanA secretariat
Arne Panesar (GIZ)	SuSanA secretariat
Arno Rosemarin (SEI)	Active member
Carol McCreary (PHLUSH)	WG 9 lead
Cecilia Rodrigues (GIZ)	Active member
Chris Zurbrügg (Eawag/Sandec)	WG 4 lead
David Crosweller (WTN)	Active member
Dorothee Spuhler (Seecon)	WG 1 lead
Elisabeth von Münch (Ostella)	Forum community manager
Evelyn Herrera (GIZ)	SuSanA Secretariat
Günter Langergraber (BOKU)	WG 10 lead
John Sauer (PSI)	WG 2 lead
Jonathan Parkinson (OXFAM)	WG 2 lead
Leif Wolf (KIT)	WG 11 lead
Madeleine Fogde (SEI)	Active member
Sarah Dickin (SEI)	Guest
Stefan Reuter (BORDA)	WG 3 lead
Stephan Simon (Welthungerhilfe)	WG 12 lead
Thilo Panzerbieter (GTO)	Active member
Trevor Surridge (GIZ)	SuSanA secretariat

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1	Review of last core group meeting minute action items (SWWW 23 August 2015) <ol style="list-style-type: none"> Theory of change <ul style="list-style-type: none"> During the core group meeting in Stockholm, Lizette Burgers (UNICEF) has proposed to develop a “Theory of Change for SuSanA”. Concept note/graphic on SuSanA cooperation systems <ul style="list-style-type: none"> During the core group meeting in Stockholm, Christoph Lüthi (Eawag) has proposed to simplify the graphic of SuSanA cooperation systems. 	<ul style="list-style-type: none"> The SuSanA secretariat will draft a theory of change and share it with the core group. Please contact the SuSanA secretariat, if you’d like to participate in the development of it. The graphic will be finalised by the SuSanA secretariat

		and shared with the core group.
	<p>Cooperation systems</p> <ul style="list-style-type: none"> • Thematic Discussion Series (TDS): Six thematic discussions took place between February and November 2015. ACF and GIZ are organising the next thematic discussion about WASH and Nutrition starting in February 2016. • SuSanA Indian Chapter: The India Sanitation Coalition (ISC) and GIZ agreed to collaborate for a time frame of 3 years (from November 2015 to November 2018) on the further development of the SuSanA Indian Chapter. ISC will finance a coordinator for the SuSanA Indian chapter. No objections raised by the core group. • BMGF- SuSanA forum/Knowledge Management grant: 2nd phase of the BMGF-grant has been extended until April 2016. The 3rd phase proposal was submitted, but BMGF has not yet decided about it. • BMGF – SFD grant: The SFD consortium has green light for the 2nd phase with a duration of 3 years. 	<p>Link to TDS: http://www.susana.org/en/resources/thematic-discussion-series</p> <p>Link to ISC: http://indiasanitationcoalition.org/</p> <p>Link to SFD Portal: http://sfd.susana.org/</p>
2	<p>Partner Management</p> <p>a. Partner network Category</p> <ul style="list-style-type: none"> • The core group has no objections regarding the opening of a new category for “SuSanA partner <u>networks</u>”. <p>b. New SuSanA partner profiles</p> <ul style="list-style-type: none"> • The new SuSanA partner profiles can be edited by partner organisations themselves (e.g. add project information, publications etc.). New functionalities will now be piloted with a few SuSanA partners and afterwards promoted amongst all. 	<p>If any core group members are interested to test the new functionalities of the SuSanA partner profiles, please contact the SuSanA Secretariat.</p>
3	<p>Update SuSanA Working Group Wiki</p> <ul style="list-style-type: none"> • The SuSanA Working Group Wiki is now ready to use. The SuSanA Secretariat offers tutorials on how to use it. 	<p>The SuSanA secretariat will continue to inform Working Groups / Leads about the Wiki. To view the Wiki, log in here: http://www.susana.org/en/susana-wiki?site=Swg1:Capacity_development</p>
4	<p>SuSanA Working Groups</p> <ul style="list-style-type: none"> • Jonathan Parkinson suggests a list of general “objectives / aims” of a WG. • Jonathan Parkinson suggests that each WG writes down its specific objectives and activities (like an action plan for each WG). • Possible WG actions include the compilation of a “top ten readings” list for each WG. 	<p>Please send your comments on the list of general objectives of a WG to the SuSanA Secretariat</p> <p>SEI/SuSanA Secretariat offers the conference call software Adobe Connect to all SuSanA WGs free of charge (to initiate calls/virtual</p>

	<ul style="list-style-type: none"> • Trevor Surridge proposes that WG leads initiate a call with WG members to collect a few initiatives that the WG members are already working on. • Arne Panesar suggests that the WGs should consider to revise the WG factsheets in light of the post-2015 agenda. • Günter Langergraber (BOKU) has stepped back as WG 10 (Operation and Maintenance) lead. BORDA has expressed interest to lead the WG 10. 	<p>WG meeting). Please contact the SuSanA Secretariat, if you are interested.</p> <p>All WG leads are invited to use the WG mailing lists to communicate with WG members</p>
5	SuSanA meetings <ul style="list-style-type: none"> • 21st SuSanA meeting: the 21st SuSanA meeting will be part of the WASH Sustainability Forum in Kampala, Uganda, in June 2016. SuSanA (partners) will lead the sanitation track of the Forum. • 22nd SuSanA meeting: Stockholm, Sweden, August 2016 SWWW will take place from 27 Aug – 2 Sept. The 22nd SuSanA meeting will take place on 27 August and a smaller SuSanA event towards the end of the WWW (on 1 Sept.) 	<p>Please find information about the 2014 WASH Sustainability Forum here: http://www.sustainablewash.org/2014-wash-sustainability-forum</p>
6	Stockholm World Water Week <ul style="list-style-type: none"> • Eawag/Sandec is submitting an event about WASH in health care centres. • SEI is planning an event around “Understanding sanitation as the cornerstone of sustainable development related to SDG” and is inviting SuSanA to join. • WaterAid, together with GIZ, SuSanA, Eawag is planning a side event on City Sanitation Planning. • It was discussed, whether SuSanA shall have a booth at the WWW. 	<p>Discussion about a SuSanA booth can be continued at the next core group call, when information about the stand prices are available</p>
7	SuSanA flyer revision <ul style="list-style-type: none"> • The SuSanA flyer shall be updated until June 2016. • The SuSanA secretariat and Carol McCreary (PHLUSH) will create a first draft of the SuSanA flyer http://www.susana.org/en/resources/library/details/2084) 	<p>If anybody else is interested to be involved in the revision of the SuSanA flyer, please contact the SuSanA secretariat</p>
8	AOB <ul style="list-style-type: none"> • Stefan Reuter shared the invitation for the 	<p>Invitation to “SDG6 NGO/CSO meeting” is attached.</p>

	<p>European “SDG6 NGO/CSO Meeting”, Bremen 26 February 2016.</p> <ul style="list-style-type: none"> ○ Elisabeth von Münch would like to stress the potential usefulness of the project database and encourages the core group to either enter projects of their own organisations themselves or to tell the SuSanA secretariat which of their projects should be added (the only information that is required is project title, duration, short description or link to project website). ○ Elisabeth von Münch will probably attend a WASH conference in Brisbane in May 2016. ○ LatinoSan will take place from 9-11 March in Lima, Peru. ○ Thilo Panzerbieter will attend the SWA Ministerial Meeting in Addis (15-17 March). Any input about analyzing SDGs can be send to Thilo. 	<p>Link to project database http://www.susana.org/en/resources/projects</p> <p>If any SuSanA partners are planning to go to LatinoSan, please let the SuSanA secretariat know</p> <p>Brisbane WASH conference: http://www.watercentre.org/services/events/wash2016</p>
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Note: Minutes from previous core group meetings are available here:
<http://www.susana.org/en/about/governance-structure/susana-core-group>

12.04.2016 at 15h00 to 16h30

Minutes taken by: *Annkathrin Tempel (GIZ) and Raphaela Andres (GIZ)*

Time: 15:00 – 16:30 (Central European Time)

Meeting called by: *SuSanA secretariat*

Meeting chaired by: *Annkathrin Tempel (GIZ) and Arno Rosemarin (SEI)*

Participants:

Name (organisation)	Function
Ada Oko-Williams (Water Aid)	WG 2 lead
Annkathrin Tempel (GIZ)	SuSanA secretariat
Arne Panesar (GIZ)	SuSanA secretariat
Arno Rosemarin (SEI)	Active member
Carol McCreary (PHLUSH)	WG 9 lead
Cecilia Rodrigues (GIZ)	Active member
Christoph Luethi (Eawag)	WG 6 lead
Dorothee Spuhler (Seecon)	WG 1 lead
Elisabeth von Münch (Ostella)	Forum community manager
Jonathan Parkinson (OXFAM)	WG 2 lead
Madeleine Fogde (SEI)	Active member
Moritz Gold (Eawag)	WG 6 lead
Prit Salian (i-san)	WG 6 lead
Raphaela Andres (GIZ)	SuSanA Secretariat
Roland Schertenleib (Eawag)	Active member
Samira Salifu (PSI)	Replacing John Sauer (WG 2 lead)
Thilo Panzerbieter (GTO)	Active member
Trevor Surridge (GIZ)	SuSanA secretariat
Srikantiah Vishwanath (Arghyam)	Active member

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1	<p>Update on Cooperation systems</p> <ul style="list-style-type: none"> • BMGF- SuSanA forum/Knowledge Management grant: Good vibes from BMGF regarding 3rd phase proposal. Proposal narrative is currently prepared for submission. On approval, grant would start in June 2016 and be granted with 500.000\$/year for 3 years (twice as high as second phase). • Thematic Discussion Series (TDS): <ul style="list-style-type: none"> -Thematic discussion about WASH and Nutrition by ACF and GIZ running right now -Thematic discussion about community leaders organised by R4D, Dasra and MWA and with inputs from WG1 capacity development will kick run from 14 - 22 April 	<p>Link to TDS: http://www.susana.org/en/resources/thematic-discussion-series</p>

	<ul style="list-style-type: none"> • SuSanA Indian Chapter: From 21-23 April, the SuSanA secretariat and the India Sanitation Coalition will present the SuSanA Indian Chapter at the ISWATS conference in Pune. • Under the umbrella of the Green Wicket initiative and as a contribution to the SuSanA Indian chapter, GIZ, the Government of Karnataka and the Karnataka Cricket Association have developed a school activity collection for playful learning on water, hygiene, energy, biodiversity and waste management • BMGF-SFD portal 2nd Phase: 3rd phase of the grant has been accepted for 3 years. GIZ has started putting up a help desk in order to support people setting up SFDs. • Regional Chapter Middle East: Cewas will contribute to the set-up of a regional chapter for Middle East by developing training courses/materials about sustainable sanitation in emergencies based on the Compendium in Arabic and English. 	<p>http://www.susana.org/en/resources/school-activities</p> <p>Link to SFD Portal: http://sfd.susana.org/</p> <p>Partner Kick-off meeting on April 19th</p>
2	<p>SuSanA 10th Anniversary and Vision 2030</p> <p>-Roland Schertenleib is ready to review the position and mission of SuSanA in the context of the SDGs and to draft a SuSanA vision 2030. He will be supported by Elisabeth Kvarnström, Patrick Bracken and the Susana Secretariat.</p> <p>-The core group is invited to actively engage in the development of a SuSanA Vision 2030, when a first preliminary draft is available (at the Kampala WASH Symposium, 20-23 June)</p> <p>-SuSanA's 10th anniversary will take place in January 2017. The Secretariat will organise a face-to-face core group meeting (with virtual elements for those who cannot attend in person) in Eschborn, on 16 -17 January 2017 (tentatively)</p>	<p>-Anne will send out a calendar invitation for the 10th anniversary</p>
3	<p>Kampala WASH Symposium / 21st SuSanA Meeting</p> <p>The Kampala WASH Symposium will take place from 20-23 June 2016 and brings together the 21st SuSanA meeting and the 2016 WASH sustainability forum. Preparations are in full swing.</p> <p>The SuSanA secretariat is responsible to organise the</p>	<p>Please express your interest to attend and apply for a side event here: www.kampalawashsymposium.org</p>

	<p>sanitation stream of the Symposium.</p> <p>Draft schedule:</p> <p>20th: “open house” to visit locally based organisations</p> <p>21st/22nd: conference days</p> <p>23rd: field trips and side events e.g. WG 7 WASH in schools, WG6 cities, SFD side event</p>	
4	<p>SuSanA Working Groups</p> <ul style="list-style-type: none"> - Discussions about the objectives of different SuSanA WGs are taking place on the Forum - Stephan Simon (Welthungerhilfe) stepped back as a WG 12 lead - Discussion if Behavioural Change topic should be included into a existent WG or to possibly open a new WG (WG13) - The current WG structure will be revised in the context of developing a new SuSanA Vision 2030. It will be waited for the outcome of the review before institutionalising a new WG. - Any activities to push the behaviour change topic higher in visibility on the SuSanA platform are much favoured and will be supported by the Secretariat and the core group - 	<p>Link to discussion about general objectives of a WG and of individual WGs (e.g. WG1): http://forum.susana.org/forum/categories/69-relevant-for-all-working-groups/16750-what-are-the-objectives-of-a-susana-working-group</p> <p>Link to discussion of natural home of BC: http://forum.susana.org/forum/categories/69-relevant-for-all-working-groups/16224-which-susana-working-group-is-the-natural-home-for-the-qbehavior-changeq-topic-wg-12-or-wg-9</p>
5	<p>New SuSanA Webinar Series</p> <ul style="list-style-type: none"> - - SEI and the SuSanA Secretariat are starting a monthly webinar series. The webinar offers the opportunity to share interesting work, research etc. of SuSanA members and will include an informal “mingle” time (45 min. total). - The first webinar will take place on 28 April - WG leads are cordially invited to organise a webinar on relevant topics for their WGs 	<p>-</p> <p>- Link to webinar series: http://forum.susana.org/forum/categories/146-webinars-and-online-meetings/17445-share-your-work-with-the-sanitation-community-sign-up-to-present-in-a-new-recurring-susana-webinar-series</p>
6	<p>Stockholm World Water Week Booth</p> <p>The core group is supportive of having a SuSanA booth at the Stockholm WWW.</p> <p>Sufficient people from partner organisations to contribute their time for staffing the booth and financing the booth are needed</p>	<ul style="list-style-type: none"> - Please get back to the Anne if you are willing to contribute in a SuSanA booth at WWW (Annkathrin.tempel@giz.de)

Note: Minutes from previous core group meetings are available here:

<http://www.susana.org/en/about/governance-structure/susana-core-group>

Minutes taken by: *Antonio Seoane Dominguez (GIZ) and Annkathrin Tempel (GIZ)*

Time: 16:00 – 21:25 (Central European Time)

Meeting called by: *SuSanA secretariat held by GIZ*

Meeting moderated by: *Arne Panesar (GIZ)*

Participants:

Name (organisation)	Function
Ada Oko-Williams (WaterAid)	WG02 Market Development
Alex Wolf (BORDA)	Guest
Annkathrin Tempel (GIZ)	SuSanA secretariat
Antonio Seoane Dominguez (GIZ)	SuSanA secretariat
Arne Panesar (GIZ)	SuSanA secretariat
Arno Rosemarin (SEI)	Active member
Arno Coerver (Malteser International)	WG08 Emergencies
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Chris Zurbrugg (Eawag)	Active member
Daniela Krah (BMZ)	Guest
Doreen Mbalo (GIZ)	Guest
Dorothee Spuhler (Seecon)	WG01 CapDev
Graham Alabaster (UN-HABITAT)	Active member
Hanna Woodburn (PPHW)	Guest
Jack Sim (World Toilet Organisation)	WG09 Advocacy
John Sauer (PSI)	WG02 Market Development
Jona Toetzke (German Toilet Organisation)	WG12 WASH & Nutrition
Kim Andersson (SEI)	Guest
Madeleine Fogde (SEI)	Active member
Michael Kropac (for Johannes Heeb) (Cewas)	Active member
Prit Salian (i-san)	WG06 Cities
Robert Gensch (GTO / German WASH Network)	Active member
Roland Schertenleib (former Eawag)	Active member
Sarah Dickin (SEI)	Guest
Stefan Reuter (BORDA)	WG03 Renewable energy
Sven Altfelder (on behalf of Andrea Nick) (BGR)	WG11 Groundwater
Thilo Panzerbieter (GTO / German WASH Network)	Active member
Thorsten Reckerzuegl (BORDA)	Guest
Ursula Eid (former UNSGAB chair)	Guest presenter
Valentin Post (WASTE)	Guest
Vishwanath Srikantiah (Biome Trust)	Active member

Topic	Agenda Item	Comments/To do / Deadline (Responsible)
1	Opening (by Arne Panesar, GIZ) <ul style="list-style-type: none"> • Introduction to the agenda • The main focus of the meeting will be on the questions: “Where does SuSanA stand in the global discussion? How to get SuSanA ready for the 2030 Agenda?” • Short introduction of all participants 	
2	Welcome message (by Daniela KrahI, BMZ) <i>Welcome remarks:</i> <ul style="list-style-type: none"> • BMZ appreciates the work of SuSanA. • About 40% of SuSanA’s funding comes from BMZ. • BMZ’s share of the funding is comparatively small, due to voluntary contributions of SuSanA members (WG leads, core group members etc.). • SuSanA is a platform of highest value, with good examples, best practices and high quality information. • As the sanitation sector is better seen in the agenda 2030, SuSanA will get a higher political priority in the future. 	
3	International Water Architecture (by Ursula Eid, former UNSGAB chair) <i>Recommendations from the UNSGAB Final Report</i> <ul style="list-style-type: none"> • Importance of sanitation (in the context of MDGs / SDGs) grew only in the last decade. The sanitation drive to 2015 was not easy to accept for the political decision-makers. SuSanA has been very important in this regards. • Global sanitation strategy is now based on a “dedicated and ambitious SDG6”. • A comprehensive global monitoring framework is needed. • The global water governance structure is highly fragmented with single-issue perspectives dominating and not reflecting an integrated vision. • A UN intergovernmental body on water needs to be established. • UN-Water should be strengthened and take on this role. • UNSGAB is pushing to increase the relevance of UN-Water. At the moment it’s only a coordination mechanism. No member states are currently a member of UN-Water. At the moment UN-Water is not in the right set-up to serve as an intergovernmental body on water. 	
4	SuSanA Background paper: Getting SuSanA ready for the Agenda 2030 (by Roland Schertenleib, former Eawag & Arne Panesar, GIZ) <i>Presentation of Background paper</i>	Specific feedback on the background paper:

	<ul style="list-style-type: none"> • Since its beginning, SuSanA has been working on a holistic picture of sanitation, which is now integrated in the SDGs. • The SDGs are universal and more comprehensive and ambitious than the MDGs. This raises new questions for SuSanA. • The background paper shows that sanitation is related to almost all SDGs • The SDGs open a great opportunity to talk to other sectors. • It is proposed to add a 2-page amendment to the SuSanA Vision (2008) / new vision document (4 pages) which will reflect the concerns and intentions of the alliance in the SDG context. • The document will explain how SuSanA will engage and positively push for the achievement of the SDGs • The document will be the result of several rounds of feedback with the SuSanA core group and open for suggestions from the wider SuSanA community (see timeline at the end of this document) • The following elements are suggested for a new/updated vision document: <ul style="list-style-type: none"> ○ Introduction ○ From the MDGs to the SDGs – New opportunities and challenges for SuSanA ○ A definition for sanitation ○ What does “universality” and “leave nobody behind” mean for SuSanA? ○ How can SuSanA contribute to end open defecation in a sustainable way? ○ Interpretation of targets 6.2 and 6.3 at the national level 	<ul style="list-style-type: none"> - Passive energy savings due to sanitation should be mentioned in the background paper (e.g. not using energy for fertilizer production) - A fourth column “Expertise, People” should be added to the background paper - The background paper should become an “action document” - A paragraph about the impact of sanitation on climate change mitigation could be added to open up opportunities for climate finance
5	<p>SuSanA Vision Amendment (by Roland Schertenleib & Arne Panesar) <i>Identification of key elements for the amendment of the SuSanA Vision</i></p> <ul style="list-style-type: none"> • Results of the survey: <ul style="list-style-type: none"> ○ In general: High approval of the suggested statements. ○ A majority disagrees that major changes are needed in the content of SuSanA’s work to contribute to the achievements of the SDGs. ○ 40% think that major changes are needed in the way SuSanA works to contribute to the achievements of the SDGs. ○ A large majority agrees that SuSanA should have an operational definition of “sanitation”. ○ A large majority agrees that SuSanA should provide orientation/guidance on translation of target 6.2 and target 6.3 into national targets. 	<ul style="list-style-type: none"> - The complete results of the survey are attached - Roland (together with Elisabeth Kvarnström and Patrick Bracken) will draft an

	<ul style="list-style-type: none"> • The strongest part of the SuSanA Vision (2008) is the definition of “sustainable sanitation” (but “sanitation” has never been defined by SuSanA). • There was a tendency to update the current Vision, instead of writing an amendment, (keep the definition of “sustainable sanitation”), but keep the new document short (preferably 4 pages) • The Vision is the “core document” of SuSanA to which all SuSanA partners have agreed. • Process wise a “no-objection approach” is favoured. All SuSanA partners will be asked to inform the Secretariat, in case they are not agreeing to an updated SuSanA vision. Otherwise we will assume that they agree to the updated Vision. This is seen as the most time-efficient approach. • A new Vision could be an important guidance for governments, which is desperately needed. • For SuSanA’s 10th Anniversary (16.-17. January 2017) a final draft (already discussed with the core group) should be ready. • 	<p>updated SuSanA Vision (including a definition of “sanitation”)</p> <ul style="list-style-type: none"> - For the roll-out of the updated SuSanA Vision the “no-objection” approach will be used
6	<p>General Updates (by Annkathrin Tempel, GIZ & Arne Panesar, GIZ)</p> <p>WG Restructuring The following adaptations to the WG-structure were discussed and agreed on:</p> <ul style="list-style-type: none"> • Open up a WG 13 “Behaviour Change & Hygiene” (WG leads: Hanna Woodburn and Sarah Dickin) • Ensure that FSM is housed in WG4 (New Title: “Sanitation Systems including FSM”) • Rename WG 10 into “Operation & Maintenance and Sustainable Services”. The Sustainable Services Initiative (SSI) will contribute to this WG. • Address “Access to All” and “Upscaling” as cross-cutting issues for all WGs. • Potentially open a new WG / taskforce on GEMI/monitoring. <p>WG Updates</p> <p>WG 1 Capacity Development (Dorothee Spuhler)</p> <ul style="list-style-type: none"> - A thematic online discussion about community leaders in cooperation with R4D took place - A WG meeting in cooperation with CAWST will take place in Stockholm - A co-lead for WG1 is needed <p>WG 2 Market Development (Ada Oko-Williams and John Sauer)</p> <ul style="list-style-type: none"> - WG 2 meeting on Market Development took place - Valentin Post (WASTE) will contribute with regard to the topic “Financing sanitation” <p>WG3: Climate Change and Renewable Energy (Stefan Reuter)</p> <ul style="list-style-type: none"> - No immediate action plan ready at the moment - Will look at the COP21 agreement and how sanitation contributes to the Paris agreement 	

	<p>WG4: Sanitation systems and technologies (Chris Zurbrugg)</p> <ul style="list-style-type: none"> - Sanitation systems and fecal management should not be seen differently. WG should be renamed into “Sanitation systems including FSM” <p>WG5: Productive Sanitation and Food Security</p> <ul style="list-style-type: none"> - No updates <p>WG 6: Cities (Prit Salian)</p> <ul style="list-style-type: none"> - WG meetings took place in Kampala (June 2016) and Stockholm - WG is involved in updating the Wikipedia page on FSM - Discusses the importance of political will at city level - Another “hot topic” are SFDs (excreta flow diagrams) as one approach to address sanitation at city level <p>WG7: Schools, Gender, Rural, Communities</p> <ul style="list-style-type: none"> - A thematic online discussion on WASH in Shools will take place in September 2016 - A WG meeting with the focus on gender took place in Kampala (June 2016) - A WG meeting with the focus on Schools will take place in Stockholm <p>WG8: Sanitation in Emergencies (Arno Coerver)</p> <ul style="list-style-type: none"> - A WG meeting will take place in Stockholm - Thematic focus of the group: Marked based approaches <p>WG9: Public Awareness, Advocacy, Civil Society (Jack Sim)</p> <ul style="list-style-type: none"> - Question: How to disseminate WTO materials better through SuSanA and globally? - Question: How to link the WG to advocacy networks such as EWP and tweak their messages, so that sanitation is better included? <p>WG10: Operation and Maintenance (Stefan Reuter)</p> <ul style="list-style-type: none"> - WG meeting will take place in Stockholm - Thematic online discussion (together with ISF-UTS) is planned - Sustainable Services Initiative to become part of the WG <p>WG11: Groundwater (Sven Altfelder)</p> <ul style="list-style-type: none"> - New BGR programme proposal will focus on rural water supply and waste disposal in Kazakhstan <p>WG12: WASH and Nutrition (Jona Toetzke)</p> <ul style="list-style-type: none"> - WASH and Nutrition Forum and WG Meeting took place in Bonn (November 2015) - Thematic online discussion (March 2016) - WG contributed to the ACF Operation Manual - WG meeting in Stockholm <p>Discussion:</p> <ul style="list-style-type: none"> - Sanitation in non-household settings (healthcare facilities, prisons etc.) is an important topic and acknowledged by the SDGs. It was suggested to address this topic (more prominently) in WG7 - SFDs: Concerns were raised that SFDs are too dominantly 	<p>SuSanA Secretariat will contact leads of WG7 to discuss whether “sanitation in</p>
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	discussed in the discourse on urban sanitation. It was pointed out that SFDs are addressing only excreta flows, but not the wider urban challenge (e.g. stormwater, industrial wastewater)	non-household settings” could be housed in WG 7
7	<p>Cooperation Systems (by Arne Panesar, GIZ & Arno Rosemarin, SEI) General updates on Cooperation Systems</p> <p>Regional chapter: Middle East</p> <ul style="list-style-type: none"> • Focus: sanitation in emergencies / countries with large migration movements • EAWAG compendium will be translated into Arabic – to be launched in Stockholm • Cewas & GTO developing/conducting training courses in the region • German WASH Network is working on a humanitarian counterpart of the EAWAG Compendium (Compendium of Sanitation and FSM Options in Emergencies) • SuSanA will act as a sounding board for this publication • SuSanA input: who’s doing what in the region? <p>BMGF-SEI grant phase 3 proposal</p> <ul style="list-style-type: none"> • The content of the proposal is structured into three outcomes: <ul style="list-style-type: none"> ▪ Improved use of SuSanA Platform by identified target groups, through a clear communications plan and platform improvements. ▪ Demonstrable improvements in the impact that use of the SuSanA Platform has on members’ work in sanitation. ▪ Strengthened governance and institutional sustainability of SuSanA as reflected in an operational plan that includes a plan for funding the budget needed to assure the future of SuSanA • BMGF has shown major interest in SuSanA in the last years. • A meeting with Jan-Willem Rosenboom (BMGF) is scheduled during SWWW to agree on last details of the proposal. • The core group will be closely involved through a Project Advisory Board (PAB): Five representatives of the Core Group will be part of the PAB to provide advice on project activities and recommendations. Financial honorarial support will be given. <p>The following concerns were raised by the core group:</p> <ul style="list-style-type: none"> • The grant could significantly change SuSanA’s nature • The governance structure is not yet fully set up to handle this grant (SuSanA does not have standard decision making procedures) • SuSanA’s loose governance structure and the voluntary nature is a strength and the grant could change the institutional and financial set up of SuSanA. • The enumeration of a few core group members could create imbalance within the other core group members. <p>The core group voted to go ahead with the negotiations of Phase 3 with BMGF under the conditions that the core group concerns are adequately addressed and represented in the steering decisions.</p>	<p>* Note (12 September 2016): An additional</p>

	Final vote: 15: Agree, 1: Abstaining , 0: Rejecting	paragraph to mitigate the risks raised by the core group has been added to the phase 3 proposal (See below)
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I)*The following paragraph has been added to risk's section of the final version of the phase 3 proposal submitted to BMGF to address the concerns raised by the core group:

Risk 3. A stricter definition of roles, duties and payments among the SuSanA members providing in-kind services might endanger the current atmosphere of solidarity

The nature of SuSanA is to harvest enthusiasts who dedicate their time to fulfil crucial functions as working group leads and core group members. This contributes to an atmosphere of trust and a collaborative attitude that helps to overcome reservation and competition that otherwise might exist between different and sometimes competing actors in the sector. A risk in this project might be that a stricter definition of roles, duties and payments for deliverables endangers this atmosphere of solidarity for a common cause and the readiness to work voluntarily. Risk mitigation strategies:

** The role of the core group in relation to this investment of the Foundation proposal was extensively discussed and the Project Advisory Board will take special attention to respect this feature of the governance structure in SuSanA.*

** Up to 5 members from the SuSanA Core Group will be selected by the Core Group to represent them in the Project Advisory Board and all structural suggestions will be broadly shared and discussed with the Core Group to maintain the atmosphere of trust and transparent decision making.*

II) Timeline for an updated SuSanA Vision

- **June – July 2016:** Roland Schertenleib, Elisabeth Kvarnström and Patrick Bracken prepared a first DRAFT of the Background Paper
- **July – August 2016:** Share DRAFT with core group & Core group survey on key topics
- **28.8.2016:** Core Group Meeting to further explore/agree on the topics to be included in the new document and its format
- **November 2016:** DRAFT- Amendment/new vision circulated to core group
- **16.-17. January 2017:** Public launch of a well developed amendment/new vision during SuSanA's 10th Anniversary – now ready for a broad discussion with all SuSanA partners/ members
- **February – April 2017:** Public consultation period on the SuSanA Forum
- **August 2017:** Global launch of the final version of the SuSanA Vision amendment

Minutes taken by: *Antonio Seoane Dominguez (GIZ) and Cecilia Rodrigues (GIZ)*

Name (Organisation)	Function
Ada-Okon Williams (WaterAid)	WG2 Lead
Aditi Chandak (WaterAid)	Active member
Anja von Falkenhausen	SuSanA secretariat / Indian Chapter
Antonio Seoane Dominguez (GIZ)	SuSanA secretariat (intern)
Arne Panesar (GIZ)	SuSanA secretariat
Arno Rosemarin (SEI)	Active member
Carol McCreary (PHLUSH)	WG9 Lead
Cecilia Rodrigues (GIZ)	SuSanA secretariat
Christian Zurbrugg (Eawag)	WG4 Lead
Christoph Lüthi (Eawag)	WG6 Lead
Doreen Mbalo	SuSanA secretariat
Elisabeth von Münch (Ostella)	Active member
Jona Toetzke (GTO)	Active member
Johnathan Parkinson (Oxfam)	WG2 Lead
John Sauer (PSI)	WG2 Lead
Lizette Burgers	Active member
Madeleine Fodge	Active member
Magdalena Bauer	SuSanA secretariat / Indian Chapter
Prit Salian (i-san)	WG6 Co-Lead
Roland Schertenleib (former Eawag)	Active member
Sarah Dickin (SEI)	WG 13 Co-Lead
Stefan Reuter (BORDA)	WG3 Lead
Sterren Philippe (CAWST)	WG1 Co-Lead
Theresa Jeremias (CARE)	WG12 Lead
Thilo Panzerbieter (GTO)	Active member
Zenrainman	Active member
Doreen Mbalo (GIZ)	SuSanA secretariat
Manuel Greulich (GIZ)	SuSanA secretariat (intern)

Topic	Agenda Item	Comments/To do / Deadline (Responsible)
1	Amendment of the Vision Paper / Background Paper <ul style="list-style-type: none"> Survey results were sent in Email from 5 October 2016. In general, the survey showed no big controversies about SuSanA's contribution to the Agenda 2030 A draft of the new vision document will be shared by November 7, 2016. The Authors-Task-Team strongly suggests having an updated 4-page Vision document (and not an amendment to the "old" Vision document). Feedback from the Core Group is requested until 18 November. An overview on feedback received will be shared in a Core Group call before Christmas. A final draft ready is expected for the SuSanA Anniversary on 16.-17. January 2017. The secretariat will sent out an updated version of the background paper as well by 07 November, that highlights (engagement) opportunities for all WGs with regard to the Agenda 2030. We invite all Core Group members, especially the WG leads, to provide their feedback until end November 2016. In the core group call before Christmas we will suggest, what this means for the messages at the SuSanA Anniversary regarding future actions. 	<ul style="list-style-type: none"> SuSanA Secretariat shares on 07 November the draft of the updated vision document and background paper Feedback from Core Group on the updated vision document expected until 18 November. Feedback from Core Group on the background paper expected until end of November. Feedback will be compiled and shared with Core Group before Christmas.
2	SuSanA Cooperation Systems <ul style="list-style-type: none"> SuSanA/SEI grant (Arno Rosemarin): grant has been accepted and is signed <ul style="list-style-type: none"> SEI and the secretariat are developing the ToR for the Project Advisory Board (PAB) and core group representatives. It will be soon shared for comments. New positions will be advertised by consortium partners SEI, GIZ, Oxfam and WaterAid Advertisement for the grant's project manager position based at SEI office in Nairobi is planned for next week; candidate should have experience in working in the Global South SFD (Cecilia Rodrigues): New software for SFD creation in process > beta version expected by the end of this year; this will ease the generation of SFDs for user Indian Chapter (Doreen Mbalo): Two TDS on SuSanA Forum on rural and urban sanitation; Nitya to finalise the synthesis document and post in the forum; Another TDS to be organized, but content is still to be discussed by Secretariat and Indian Sanitation Coalition Middle East Chapter (Stefan Reuter): Getting ready for Arab Water Week > Booth planned including SuSanA Secretariat, Borda, Seecon and Eawag; Activities in this region getting momentum <ul style="list-style-type: none"> A SuSanA event (meeting, working group exchange) can be also organized however, local partner 	<p>Arno will share with CG link to proposal documents.</p>

	<p>needed for this</p> <ul style="list-style-type: none"> • FSM4: 19 - 23 February 2017 (Stefan Reuter): <ul style="list-style-type: none"> ○ SuSanA is the “digital home” of FSM4 and maintaining the conference’s website ○ Stefan Reuter reviews industry track of FSM4. People will be notified by early December if their abstracts are accepted. ○ On 23rd of February (Thursday) full-day training and capacity development workshops will take place ○ The consortium of the SEI grant has submitted an abstract to present the SuSanA knowledge management 	<p>Please contact the SuSanA secretariat if you intend to organize a SuSanA event at the Arab Water Week (info@susana.org)</p>
3	<p>SuSanA 10th Anniversary and Core Group Meeting: 16 and 17 January 2017, Eschborn</p> <ul style="list-style-type: none"> • To include people who cannot travel, a broadcast is planned for the Core Group Meeting (Mon, 16 Jan.) • Alternatives for recording the anniversary celebration are being considered (Tue, 17 Jan) 	<p>Everyone:</p> <p>Please search your archives for SuSanA photos of the last years and send it to the SuSanA secretariat</p> <p>Please respond to Outlook invitation</p>
4	<p>Update 22nd SuSanA meeting and SuSanA activities at World Water Week</p> <ul style="list-style-type: none"> • High attendance at 22nd SuSanA meeting (+ about 100 people that watched the live stream) • Six WG meetings (1, 2, 7, 8, 10 and 12) took place as well as a closed Cities meeting, co-convened by WG6. • SuSanA co-convened six side events at WWW • The SuSanA booth served as a meeting point and was well visited • The presentation and videos of the 22nd SuSanA meeting as well as the documentation of most WG meetings are available at the SuSanA website: http://www.susana.org/en/events/susana-meetings/2016/505-22nd-susana-meeting-stockholm • The SFD promotion initiative, in cooperation with WG6 held a SFD exchange meeting. Videos and presentations are available here: sfd.susana.org/videos 	
5	<p>Update Core Group meeting in Stockholm</p> <ul style="list-style-type: none"> • Minutes of the core group meeting in Stockholm were shared on 5 October 2016 	
6	<p>23rd SuSanA meeting</p> <ul style="list-style-type: none"> • The 23rd SuSanA meeting take place on 18 February (Saturday) in Chennai prior to FSM4 	

	<ul style="list-style-type: none"> • The Indian Sanitation Coalition will be one of the local hosts • First idea for a venue is the IIT Madras (tbc) Christoph Lüthi provided a contact from IIT Madras and the SuSanA Secretariat is working on this 	
7	SuSanA Working Groups <ul style="list-style-type: none"> • WG1: Sterenn Philippe has become a new co-lead of WG1 • WG3: Astrid Michels is a new co-lead of WG 3 • SuSanA WG 10 has been renamed into “Operation, Maintenance and Sustainable Services”. Resignation of Jennifer Green as WG 10 lead Ajay Paul has become a new WG10 co-lead • WG12: Theresa Jeremias is a new co-lead of WG12 • WG 13 “Behaviour Change” has been opened up – Hanna Woodburn and Sarah Dickin are the new WG-leads <ul style="list-style-type: none"> ○ All new co-leads have been contacted by the secretariat to provide their background information and a photo for the WG webpage and to introduce themselves on the forum 	
8	Update SuSanA Webinar Series and Thematic Discussion Series (TDS) <ul style="list-style-type: none"> • Doreen Mbalo: Emily Rand from the World Bank is planning 4 webinars starting from December 2016 hosted by SuSanA; • Martin Gambrill (World Bank) is planning another webinar on urban sanitation together with Barbara Evans and Neil Mcleod which will be hosted by SuSanA as well • Concerns about the thematic discussion series on the Forum were raised. A high frequency of TDS could reduce their impact and result in low participation. Need to better understand WSSCC’s TDS that are running on LinkedIn and explore synergies. 	
9	Other events <ul style="list-style-type: none"> • Habitat III (Cecilia Rodrigues): A couple of events from SuSanA partners took place. A webpage on the SuSanA website (under Conference Material) is created and shall contain the presentations held at the Habitat III by SuSanA partners. Participants were requested to submit their material : http://www.susana.org/en/resources/conference-materials-2/2016/527-habitat-3 	

Minutes taken by: *Antonio Seoane Dominguez (SuSanA Secretariat/GIZ) and Cecilia Rodrigues (SuSanA Secretariat / GIZ)*

Name (Organisation)	Function
Antonio Seoane Dominguez (GIZ)	SuSanA secretariat (intern)
Arne Panesar (GIZ)	SuSanA secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (UNICEF)	WG7 Lead
Carol McCreary (PHLUSH)	WG9 Lead
Cecilia Rodrigues (GIZ)	SuSanA secretariat
David Crossweller (Sanitation First)	Active member
Doreen Mbalo (GIZ)	SuSanA secretariat
Elisabeth Kvarnström	Guest
Elisabeth von Münch (Ostella)	Active member
Hanna Woodburn (PPPHW)	WG13 Lead
Jack Sim (WTO)	WG9 Lead
Johnathan Parkinson (Oxfam)	WG2 Lead
Manuel Greulich (GIZ)	SuSanA secretariat (intern)
Prit Salian (i-san)	WG6 Lead
Roland Schertenleib (former Eawag)	Active member
Sterren Philippe (CAWST)	WG1 Lead
Thilo Panzerbieter (GTO)	Active member
Trevor Surridge (GIZ)	Active member
Zenrainman (Biome)	Active member

Topic	Agenda Item	Comments/To do / Deadline (<i>Responsible</i>)
1	<p>Draft of the Vision Paper / Background Paper – Report on feedback received (Roland Schertenleib)</p> <ul style="list-style-type: none"> Update on Vision Paper: feedback from 13 people received, most people satisfied, no major changes required; no big controversial issues; most suggested changes can be incorporated into the document; Core Group agrees on the following title for the SuSanA Vision Document “Contribution of Sustainable Sanitation to the 2030 Agenda of Sustainable Development” Vision Document will be shared with the wider public on the anniversary Attendees of the anniversary will receive a copy of the document A consolidated draft (4 pages) will be sent out to core group before Christmas and distributed to attendees of the anniversary Background Paper of the SuSanA Vision: Working Group leads are invited to start thinking on what could be their contribution and how they position themselves towards SDG targets; All WG leads received emails about the background paper and the outline of the SuSanA Anniversary and should send their inputs before the meeting in January 2017 	<ul style="list-style-type: none"> SuSanA Secretariat: Send updated SuSanA Vision to the core group before Christmas (email sent on 19 Dec 2016) WG Leads: Provide feedback to the Background Paper and reflect on the contribution of your WG to the 2030 Agenda
2	<p>Cooperation Systems</p> <ul style="list-style-type: none"> BMGF-SEI Grant (SuSanA): Project Advisory Board (PAB), which will be overseeing the project over the 3 years is currently set up; it will consist of representatives from funding agencies, SEI, SuSanA secretariat and 5 representatives from the SuSanA Core group; A rotation system for members of the PAB shall be established Two consortium sub-grantees (Oxfam and Wateraid) have hired two individuals to work under the grant; Interviews for the position of the project manager (based in Nairobi) will take place soon Master students of Cranfield University will provide support over 10 week period for the WGs in the near future BMGF-GIZ Grant (SFD): SFD consortium partners will meet in Eschborn after the SuSanA anniversary in January 2017 SFD graphic generator is online. It allows to either create new SFDs or work on already prepared SFDs: http://sfd.susana.org/data-to-graphic Webinar on SFDs will take place as part of the SuSanA webinar series in January 2017 SuSanA Regional Chapter MENA: SuSanA MENA Chapter will be launched at the Arab Water Week (March 2017, Jordan) SuSanA will have a booth at Arab Water Week. Ideas how the MENA chapter could look like will be presented at this event and further discussed with potential partners 	<ul style="list-style-type: none"> Please contact the SuSanA Secretariat if you want to become involved in the 23rd SuSanA meeting or FSM4 conference

	<ul style="list-style-type: none"> • SuSanA Indian Chapter: 23rd SuSanA meeting will take place on 18 February in Chennai at IIT Madras. India Sanitation Coalition and Ecosan Services Foundation are co-convenors of the meeting. 	
3	<p>SuSanA Core Group Meeting and 10th Anniversary Eschborn (16 and 17 January 2017)</p> <ul style="list-style-type: none"> • After the core group meeting (16th January 2017) a dinner in Frankfurt will be organised • Thilo will be the “master of ceremony” at the 10th anniversary (17th January 2017) • A graphic reporter shall tell SuSanA’s story and show how SuSanA and the sector has changed over time • A script of that “story” will be drafted. Core group members will be consulted and invited to contribute to this. . • Core Group members will receive a google sheet to make individual appointments with Thilo to prepare their input for the “story” • Barbara Evans (University of Leeds) will be requested to provide a keynote speech at the anniversary 	<p>•Everybody: please send photos from earlier SuSanA meetings to the SuSanA Secretariat</p>
4	<p>SuSanA 10th Anniversary (Agenda and Orga)</p> <ul style="list-style-type: none"> • A Market place with different tables will take place in the afternoon of the 10th Anniversary > see anniversary agenda draft • Lead person for all tables already organised, apart from table 5 on ... (in touch with Jonathan) • A table on FSM will be organised by Prit and Trevor 	

Minutes taken by: Manuel Greulich (SuSanA Secretariat), Sabrina Ohler (SuSanA Secretariat) and Annkathrin Tempel (SuSanA Secretariat)

Meeting called by: *SuSanA secretariat*

Meeting chaired by: *Arne Panesar (SuSanA Secretariat) and Madeleine Fogde (SEI)*

Participants:

Name (Organisation)	Function
Ada Oko-Williams (WaterAid)	WG2 Lead
Andrea Nick (BGR)	WG11 Lead
Antonio Seoane Dominguez (GIZ)	SuSanA secretariat (intern)
Arne Panesar (GIZ)	SuSanA secretariat
Arno Rosemarin (SEI)	Active member
Astrid Michels (GIZ)	WG3 lead
Bella Monse (GIZ)	Guest
Cecilia Rodrigues (GIZ)	SuSanA secretariat
Dayanand Panse (Ecosan Services Foundation)	Active member
Diane Kellogg (Bentley University)	Guest (BMGF grant consortium)
Doreen Mbalo (GIZ)	SuSanA secretariat
Elisabeth Kvarnström	Guest
Elisabeth von Münch (Ostella)	Active member
Graham Alabaster (UN-Habitat)	Active member
Johannes Heeb (cewas)	Active member
Johnathan Parkinson (Oxfam)	WG2 Lead
Kim Andersson (SEI)	Active member
Manuel Greulich (GIZ)	SuSanA secretariat (intern)
Madeleine Fogde (SEI)	Active member
Michael Kropac (cewas)	Active member
Patrick Bracken (AHT)	Guest
Prit Salian (i-san)	WG6 Lead
Roland Schertenleib (former Eawag)	Active member
Ruth Miskelly (WaterAid)	Guest (BMGF grant consortium)
Sabrina Ohler (GIZ)	SuSanA Secretariat (intern)
Stefan Reuter (BORDA)	WG 10 and WG 3 Lead
Thilo Panzerbieter (GTO)	Active member
Thorsten Reckerzügl (BORDA)	Guest
Trevor Surridge (GIZ)	Active member
S.Vishwanath (Biome Trust)	Active member

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1	<p>Revised SuSanA “Vision Document”: Contribution of Sustainable Sanitation to the Agenda 2030 for Sustainable Development</p> <p>Outcomes of internal consultation phase:</p> <ul style="list-style-type: none"> • Feedback from 13 core group members was received until 7th November 2016. • No controversial topics were identified. <p>Main changes made to the “vision document”:</p> <ul style="list-style-type: none"> • Title was changed into: “Contribution of Sustainable Sanitation to the Agenda 2030 for Sustainable Development”. • The important role which SuSanA plays in bringing together people from different sectors was highlighted. <p>Further suggested changes to the “vision document”:</p> <ul style="list-style-type: none"> • Include a reference about SDG17 (Collaboration) • Section “Objective and goals of SuSanA”: Combine bullet point 6.2 and 6.3 • Mention all WGs in the “Vision document” • Revise Fig. 1 and Fig.2, as they look very similar • Do not include a reference about marked-based approaches in the “vision document”, but write a separate position paper on this topic or make a reference about it in the interlinkages document • Discuss SuSanA’s engagement with topics which are not mentioned in the SDGs like socio-cultural issues <p>The draft “vision document” will be presented at the SuSanA Anniversary on 17th January 2017 and afterwards shared with all SuSanA members.</p> <p>First public consultation phase: All SuSanA Members can send their comments and feedback to the Secretariat by 31st of March.</p> <p>Further discussions about the vision document shall take place at various events in 2017 e.g. FSM4, Arab Water Week, EcoSanLac</p> <p>The final “vision document” will be launched at the Stockholm World Water Week, in August 2017.</p>	<p>The SuSanA Secretariat will organise the first public consultation phase and invite feedback from all SuSanA members by 31st March 2017.</p> <p>The outcomes of the consultation phase will be presented at the next core group call in April 2017.</p> <p>The revised vision document can be found in the SuSanA library: http://www.susana.org/en/resources/library/details/2715</p>
2	<p>Interlinkages Document I – Content and topics</p> <p>The “interlinkages document” outlines the contribution of sustainable sanitation to the achievement of the SDGs</p> <p>In this regard, the document also focuses on the opportunities</p>	

	<p>and challenges that arise for the SuSanA WGs.</p> <p>The following suggestions were made in the discussion:</p> <ul style="list-style-type: none"> • An “action plan” to operationalize the “interlinkages document” could be developed as a next step. • SuSanA should not limit its focus on the SDGs/Agenda 2030. Regional and National Agendas like the Ngor Declaration should be considered as well. • International conflicts should be referenced in the document e.g. SDG16. • SuSanA’s contribution to end open defecation should be specified. • SuSanA could play a role in defining national standards and guidelines. • SuSanA should discuss the sustainability of CLTS. <p>Chapter 4 of the interlinkages document will focus on “Comments from SuSanA on selected topics in the Agenda 2030 for Sustainable Development and spelling out more clearly how SuSanA aims to achieve its objectives”. It shall be developed in 2017. The following topics are proposed for Chapter 4:</p> <ol style="list-style-type: none"> 1) Definition for sanitation 2) Sanitation and the SDGs <ul style="list-style-type: none"> • Clarifying the relation between targets 6.2 and 6.3 • SuSanA and SDG 17 : Revitalize the global partnership for sustainable development 3) What does universality and “leave nobody behind” mean for SuSanA? 4) How can SuSanA contribute to end open defecation in a sustainable way? 5) Comparisons of service delivery cost recovery (Ouagadougou and El Alto as possible examples) 6) Implications at local level for SuSanA? <ul style="list-style-type: none"> • E.g. Support for national and local guidelines • Supporting national sanitation policy 7) What is the potential of adopting a market based approach to sanitation service delivery? 	
3	<p>Interlinkages Document II - Working Groups</p> <p>All core group members were asked to brainstorm future activities and topics of the WGs, in the light of the revised “vision document” and the Agenda 2030. Afterwards the topics were prioritized by the core group members.</p> <p>The list of suggested activities for each WG is provided in the Annex.</p> <p>Discussion Points:</p> <ul style="list-style-type: none"> • Many synergies between WG topics were identified 	<p>The SuSanA Secretariat will inform WG leads about the lists of activities that were proposed by all participants of the core group meeting.</p>

	<p>and shall be realised</p> <ul style="list-style-type: none"> • One need to be realistic about the number of activities the WGs can achieve • Duplications of efforts need to be avoided • WGs have become rather networks than WGs • Action plans for each WG could be developed, which could lead to additional funding • WG factsheets need to be revised 	
4	<p>Upcoming Events</p> <ul style="list-style-type: none"> • Stockholm World Water Week, 2017: Theme is Wastewater. Several core group members are planning to submit proposals • 23rd SuSanA meeting takes place prior to FSM4 in Chennai, February 2017. SuSanA will have a booth at FSM4. • Arab Water Week will take place in March 2017 in Jordan. SuSanA will have a booth and launch the Regional Chapter MENA. The Arab version of the Eawag compendium on sanitation systems and technology will be launched as well. 	
5	<p>BMGF – SuSanA Grant</p> <p>Project Advisory Board:</p> <p>The Project Advisory Board (PAB) consists of 5 core group members, as well as representatives from the SuSanA Secretariat, SEI (project management), BMZ and BMGF.</p> <p>The 5 Core Group Representatives are:</p> <ul style="list-style-type: none"> • Carol McCreary • Claudia Wendland • Prit Salian • Roland Schertenleib • Thilo Panzerbieter <p>The main task of the PAB is to give advice to the project consortium.</p> <p>Participation in the PAB can rotate. More female representatives in the PAB are required. More representation from the Global South is required</p>	
	<p>Statistics on SuSanA</p> <p>SuSanA membership is growing rapidly. Activity on the platform, however, is not keeping pace and dropping.</p> <p>The activities under the BMGF grant aim to better understand user demand and needs of current SuSanA members and potential members.</p> <p>A UX study and a marketing study (including a</p>	

	<p>communication strategy as well as work plan) will be elaborated</p> <p>The following suggestions were made in the discussion:</p> <ul style="list-style-type: none"> • Website statistics should be monitored more frequently (e.g. every month) • Social Media should be used more strategically to inform users about ongoing activities and engagement opportunities • A short survey, when people sign up, could help understanding the demands and interests of users • Documented stories of people that work together because of SuSanA could be used as a performance indicator of SuSanA 	
	<p>Members of the BMGF grant consortium</p> <p>Grant Consortium Partners</p> <ul style="list-style-type: none"> • Project Manager (SEI) based in Nairobi • SEI advisor, admin and controller • Project Assistant based at the SuSanA Secretariat (held by GIZ) • Ostella Consulting • Oxfam and WaterAid (Ada Oko-Williams, Jonathan Parkinson, Esther Shaylor, Ruth Miskelly) • Kellogg Consultants • Dotwerkstatt IT <p>External consultants will carry out the following studies:</p> <ul style="list-style-type: none"> • User Experience Study • Marketing Study • Organizational Study <p>ToRs for consultancies will be released in the upcoming months.</p> <p>Until September 2017, the following activities have to be completed:</p> <ol style="list-style-type: none"> 1. User Experience Study Completed <ul style="list-style-type: none"> • Website changes approved by PAB, then Core Group • Website changes implemented 2. Stakeholder Market Study Completed <ul style="list-style-type: none"> • Communication Strategy Approved by PAB then Core Group • Implementation Plan Approved by PAB, then CG 3. Proposal for Year 2 & 3 Budget and Major Activities 	

Note: Minutes from previous core group meetings are available here:
<http://www.susana.org/en/about/governance-structure/susana-core-group>

ANNEX: Ideas for Working Group Activities/Topics – Results from the Brainstorming Exercise

Core group members could suggest topics and activities for all 13 WGs and then “vote” for them by putting stickers next to the activities they consider most important.

Working Group 1: Capacity Development

Topic	Votes
How to communicate with and involve the "wastewater" sector on sustainable sanitation?	6
Building capacities of businesses and entrepreneurs	3
Vocational training	2
Identify capacity gaps for different categories of SuSanA members/partners and developing work plans on how to address these	2
Strengthening civil society, particularly human rights and implications for practice	1
WASH and Nutrition	1
Consider different levels of capacity development (from the individual to institutional)	0

Working Group 2: Market Development

Topic	Votes
Sustainable, alternative financing mechanisms	7
Link to WG Emergencis: Market assessments for humanitarian assistance	4
Including the informal market and building it's capacities	4
Stimulating the market through social cash transfers	3
Subsidies and incentives	1
What are the alternatives to the "Mobile phone" market paradigm	1
Institutionalisation of market strategies (i.e. public, private and civil society actors)	0

Working Group 3: Climate change

Topic	Votes
Expand to address NRM, resource recovery and reuse - i.e. both direct and indirect climate change dimensions need to be addressed, e.g. substituting chemical fertilisers	6
Quantify greenhouse gas and increasing resilience	4
Sanitation in water stressed contexts	3
Bankability studies include the quantification of ecological and socio-economic benefits	2
Scenario analyses for different sanitation options (Do Nothing: Do Something)	1
Invite climate specialists and energy specialists to SuSanA meetings	1
Access to green climate fund resources	1
Paris Agreement	0
Flood / Drought resilient sanitation systems	0
Develop projects that are bankable and include adaptive and GHG reduction	0
Mitigation: Emission of sanitation systems knowledge gap	0
Energy efficiency of sanitation systems	0
Synergy between energy and sanitation infrastructure	0

Working Group 4: Systems

Topic	Votes
Building for Climate Resilient communities	6
Systematic use of the sanitation safety plan as a tool	4
Take up the topic FSM and provide it with a "home" together with WG 6	4
Sanitation systems in higher income countries as showcase alternatives to conventional systems	3
Systems for rural sanitation	3

Strategising interinstitutional cooperation / Building templates	1
Inclusion of gender dimension	1
Considering institutions as an integral part of sanitation systems	1
Relation between target 6.2 and 6.3	1
Sanitary rather than sanitation	0

Working Group 5: Food Security

Topic	Votes
Connect with UN Global Committee on Food Security	7
Including farmers solution partners in wastewater / sludge management	6
International certification to promote safe reuse	2
Soil degradation	2
Enhancing food production with direct nutrient recovery	0

Working Group 6: Cities

Topic	Votes
Wasterwater management	11
Sanitation, drainage and solid waetr need to be tackled together in cities with exploding populations	10
Facilitate / advocatemulti-stakeholde involvement and processes leading to progressively implementing policies/construction/services/benchmarks	3
Be able to assisi / engage with: National bureau of standards; Professional associations; ... for sustainable policy formulation, norms and guidelines	3
Linking 6.2 and 6.3 in recycling	2
Sustainability of CLTS in cities	1
Urban sanitation policy	1

Comparison of systems and services provided by Sumaj Huasi in El Alto to the conventional system in relation to the sustainability criteria of SuSanA. The same for the community organisations in Ouagadougou compared to the conventional services.	1
Localising solutions for cities on ecological/social/governance situation	1
WWTPa and energy recovery, constructed wetlands, lakes, recharge to manage city wastewater	0
Connex with groundwater group to showcase best practices of benefits for groundwater	0
Allow diversity of approaches (complementarity)	0
Interlinkages between different infrastructure services	0
Urban animals - zoonoses connection	0
FSM market development to deal with exploding sanitation demand in cities	0

Working Group 7: Schools and gender

Topic	Votes
Strong links to education sector	7
Sustainable sanitation school standards	4
This is where you can make a sustainable paradigm shift in one generation	2
Overarching topic: behaviour change awareness	2
Menstrual hygiene management for the poorest	2
Schools as water and sanitation literacy centres	0
Real intersectoral work: WASH, education, health, governance	0
Systems approach schoolable	0
Skills development	0

Working Group 8: Emergencies

Topic	Votes
Disaster risk reduction, preparedness, resilience	6
Transition Phase: Between emergency and development - what approaches do we focus on for sustainable sanitation in this phase? Can we apply CLTS or similar with adaptations or are new approaches needed?	6
Outside camp solutions: How to support host communities?	3
A focus on meeting the sanitation needs of vulnerable groups from the 1st stage of the emergency response (not putting these needs as a second priority)	2
Including drought as an emergency	2
How to have sustainability considered in emergencies where it is known that the emergency may remain for a long time - e.g. major refugee camps	1
Ensuring safe infrastructure in emergencies	0
Provision of low-cost sewerage	0
Flood / Drought resilient sanitation systems	0
Collaboration on prevention strategies	0

Working Group 9: Public awareness

Topic	Votes
How can we make agenda 2030 more relevant to the general public?	7
Positioning sustainable sanitation to other sectors	5
Use of wikipedia to pull in "the public"	5
Better use of public pressure to influence governments to provide sanitation as a human right	3
Show measurable impact and results to attract funding	3

Aligning message through the institutions in country that have the mandate for sanitation	2
Supporting local media based local language young media people	1
Improve SuSanA communication with the broader public	1
Collect and show best practices from the global north	1
Think about why people seem unaware in the first place (given the huge amount of awareness raising that has gone on for years)	0
Believe in science evidence - we need to be aggressive	0
Need to listen to each other	0
Integrated sanitation systems (sanitation/soilid waste/ drainage)	0

Working Group 10: O&M, Sustainable services

Topic	Votes
Including the informal sector	7
Costing of O&M for sustainable services	4
Ensuring public institutions mandated with O&M have budget lines and actions plans	3
Ensure professional	3
Role of the private sector in fighting crisis is important	2
Advise / engage with national standard institutes: Set benchmarks / feature good standards	2

Working Group 11: Groundwater

Topic	Votes
Bring in soil people (2017 is Year of Hortisol / Garden Soil)	5
Building groundwater/sanitation literally	4
Open for exchange of co-lead and/or involving someone from practice / outside academia	2
AMR	2

High water table with a low income settlement on top - how to protect groundwater?	1
Water Scarcity	0

Working Group 12: WASH and Nutrition

Topic	Votes
Support growing cooperation between global platforms / scaling up nutrition and sanitation and water for all / Together with Emergency Nutrition Network	6
Capacity development (link to WG 1)	2
Targeting fluoride/arsenic(night blindness prone areas with specific nutrition supplements/knowledge	2
Advocacy messages	0

Working Group 13: Behaviour Change

Topic	Votes
How to support institutional behaviour change?	6
Cross-cutting topic for all other groups	5
Behaviour change also within institutions - how to get utilities to consider alternatives to service delivery?	4
Curriculum for behaviour change for politicians/bureaucrats	2
Nudging for individual change	1

Minutes taken by: Sabrina Ohler (SuSanA Secretariat) and Martin Puszies (SuSanA Secretariat)

Meeting called by: *SuSanA Secretariat*

Meeting chaired by: *Arne Pansear (SuSanA Secretariat) and Annkathrin Tempel (SuSanA Secretariat)*

Participants:

Name (Organisation)	Function
Ada Oko-Williams (WaterAid)	WG2 Lead
Ajay Paul (Welthungerhilfe)	WG8 Lead
Annkathrin Tempel (GIZ)	SuSanA Secretariat
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (UNICEF)	WG7 Lead
Carol McCreary (PHLUSH)	WG9 Lead
Claudia Wendland (WECF)	WG7 Lead
Doreen Mbalo (GIZ)	SuSanA Secretariat
Jack Sim (WTO)	WG9 Lead
John Sauer (PSI)	WG2 Lead
Johnathan Parkinson (Oxfam)	WG2 Lead
Jona Toetzke (GTO)	Guest
Kim Andersson (SEI)	Active member
Madeleine Fogde (SEI)	Active member
Michael Kropac (cewas)	Active member
Om Prasad Gautam (WaterAid)	WG3 Lead
Prit Salian (i-san)	WG6 Lead
Roland Schertenleib (former Eawag)	Active member
Simon Okoth (BMGF grant to SEI)	Guest
Trevor Surridge (GIZ)	Active member
Alokananda Nath (GIZ)	SuSanA Secretariat (intern)
Sabrina Ohler (GIZ)	SuSanA Secretariat (intern)
Martin Puszies (GIZ)	SuSanA Secretariat (intern)

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1	<p>Follow-up SuSanA Core Group Meeting & Anniversary, Eschborn</p> <p>a) 10th Anniversary, Eschborn</p> <ul style="list-style-type: none"> 90 people attended the anniversary celebration in Eschborn Presentations, Videos and Pictures are available on the SuSanA website: http://www.susana.org/en/resources/conference-materials-2/2017/536-10th-anniversary-susana <p>b) SuSanA's new Vision Document – Consultation Phase</p> <ul style="list-style-type: none"> All SuSanA members have been invited to send their comments and feedback until 31st March 2017 – only two people have commented; The author team will revise the document accordingly and share an updated version by early May; The title “Contribution of Sustainable Sanitation to the Agenda 2030 for Sustainable Development” is retained and the document will be referred to as “the new vision document” (also the document “Towards more sustainable sanitation solutions” from 2007 was referred to as “vision document”) <p>c) SuSanA's Interlinkages Document (“Sustainable Sanitation and the SDGs: Interlinkages and Opportunities”)</p> <ul style="list-style-type: none"> This document will now focus entirely on the interlinkages between sanitation and all SDGs and, therefore, the title of Chapter 4 will be “How SuSanA can contribute to inter-sectorial work across several SDGs and to the SDG17. Since the following topics that were suggested for chapter 4 do not really reflect on interlinkages/inter-sectorial approaches, it is suggested that separate documents (statements) on these topics will be prepared either by one of the WGs or a task force: <ol style="list-style-type: none"> Clarification of relative importance of targets 6.2 and 6.3 under different circumstances What does universality and “leave nobody behind” mean for SuSanA? How can SuSanA contribute to end open defecation in a sustainable way? Comparison of service delivery cost recovery (Ouagadougou and El Alto as possible examples) Implications at local level for SuSanA? (Provide orientation and guidance on setting national priorities and translating targets 6.2 and 6.3 into national targets and indicators.) Potential and limitations of market based approaches to sanitation service delivery? 	<ul style="list-style-type: none"> The Secretariat will explore which of the topics can best be addressed by a WG or a task force, respectively. WG2 will pick up the topic market-based approaches

2	<p>SuSanA Cooperation Systems</p> <p>a. BMGF Grant to SEI</p> <ul style="list-style-type: none"> Simon Okoth (formerly Water Services Trust Fund Kenya) started as a project manager on 3 April. He is based in Nairobi, Kenya. A new project assistant working with the SuSanA Secretariat shall start in mid-April 2017. UX study is completed; the results are currently discussed internally. Please find the outcome report here: http://bit.ly/2o4PD1x 11 bids for the marketing study have been received. A decision will be made until 10 April. The assignment shall start on 1 May. SuSanA Wikipedia Edit-a-thon took place prior to World Water Day (22 March). Four Master students from Cranfield University are currently supporting WG activities e.g. updating WG factsheets (until end of April). <p>b. BMGF SFD Grant</p> <ul style="list-style-type: none"> An offline version of the SFD graphic generator is currently being developed. SFD's were highly visible at the FSM4 conference. A SFD webinar as part of SuSanA's monthly webinar series took place in January 2017. SFD's are featured in the cover story of the Down to Earth Magazine: http://www.susana.org/resources/documents/default/3-2751-7-1488961524.pdf <p>c. SuSanA Regional Chapter - MENA</p> <ul style="list-style-type: none"> The MENA Chapter was launched at the Arab Water Week, in Jordan. The Arabic version of the Compendium of Sanitation Systems and Technologies was launched at the Arab Water Week as well. View the publication here: http://www.susana.org/en/resources/library/details/2753 A roadmap for the MENA Chapter for 2017 has been developed. The MENA Chapter website is online: http://www.susana.org/en/regional-chapters/mena-chapter More face-to-face exchange in the region is planned A thematic online discussion on the SuSanA Forum is planned for early May (bilingual in Arabic-English) <p>d. SuSanA Regional Chapter - India</p> <ul style="list-style-type: none"> 23rd SuSanA meeting was successfully held in Chennai. More than 150 participants attended the meeting. The steering group of the India Chapter met in Chennai and a roadmap for 2017 is currently being 	<p>Trying to get more face-to-face exchange in the region.</p> <p>Calendar is been currently tested.</p>

	<p>developed.</p> <ul style="list-style-type: none"> More face-to-face exchange is planned. <p>e. SuSanA Regional Chapter – Latin America</p> <ul style="list-style-type: none"> Aguatuya is interested to set up a regional chapter for Latin America and has funds to carry out activities. An outline is currently being developed. The EcoSanLac Conference is planned for October/November 2017, in Bolivia. <p>f. Sanitation Calendar – WSSCC</p> <ul style="list-style-type: none"> WSSCC has financed the further development of the SuSanA events calendar. WSSCC members as well as SuSanA partners can upload events to the calendar. Partner organisations can display the calendar at their websites. <p>g. FSM4 Knowledge Management</p> <ul style="list-style-type: none"> FSM4 was a successful conference with more than 1000 participants. Conference materials are uploaded on the SuSanA platform: http://fsm4.susana.org/downloads/conference-materials 	
3	<p>SuSanA WG updates/ WG lead changes</p> <ul style="list-style-type: none"> The minutes of the WG World Café in Eschborn are available here: http://www.susana.org/images/pdf/suanaanniversary/2017-Compilation_World_Caf_Tables.pdf Suggested topics and activities for WGs that came out from the last SuSanA Core group meeting are included in the minutes of the last core group meeting (attached to this Email) A SuSanA Open Exchange Forum as well as WG1, WG4 and WG7 meetings were held in February 2017, in Chennai. Moritz Gold (WG6) is stepping back as co-lead of WG6. Prit Salian and Christoph Lüthi continue as WG 6 leads. Claire Gaillardou from ACF (WG12) has left ACF. Hanna Woodburn (Global Handwashing Partnership) (WG13) has stepped back as a WG lead and suggested Bijan Manavizadeh (Global Handwashing Partnership) as a new co-lead. Om Prasad Gautama (Water Aid) is a new WG13 co-lead and introduced himself. Sarah Dickin (SEI) continues as a WG 13 co-lead. 	
4	<p>Update SuSanA Thematic Discussion Series and Webinar Series</p> <ul style="list-style-type: none"> A mini-webinar series with the World Bank on rural sanitation is planned (dates tbc). A thematic online discussion about MHM was running from 27 March – 9 April 2017 on the SuSanA Discussion Forum: http://forum.susana.org/component/kunena/281-thematic-discussion-12-menstrual-hygiene-management-mhm-in-schools--a-neglected-issue/20954-starting-soon-tds-12-qmenstrual-hygiene-management-mhm-in-schools-a- 	

	neglected-issueq	
5	<p>Stockholm World Water Week and 24th SuSanA meeting</p> <ul style="list-style-type: none"> ○ The 24th SuSanA meeting will take place on Saturday, 26 August 2017 in Stockholm. ○ A SuSanA Core Group meeting is scheduled for Sunday, 27 August (18-20h). ○ Sessions: SuSanA will co-convene the following sessions at SWWW: <ul style="list-style-type: none"> ○ Balancing competing interests and harnessing opportunities for better wastewater governance (Lead: SEI) ○ Operationalizing Citywide Inclusive Sanitation: right tools? right use? (Lead: World Bank) ○ Safely managed sanitation in small towns1: lessons from recent experiences (Lead: PsEau) ○ Safely managed sanitation in small towns2: key challenges under scrutiny (Lead: PsEau) ○ Achieving universal access to WASH in Schools with innovative M&E (Lead: GIZ) ○ Don't neglect maintainers: Don't waste investments for WASH in Schools (Lead: German WASH Network) ○ SDG-Synergies: Countries Link WASH and Nutrition to Reduce Malnutrition (Lead: SUN) ○ SEI will finance a SuSanA Booth at SWWW. A staffing plan for the SuSanA booth will be created by the Secretariat and everybody is invited to volunteer a few hours. 	<ul style="list-style-type: none"> ○ All WG leads are requested to inform the SuSanA Secretariat whether they are planning a WG meeting. Rooms at the WWW venue are limited this year and we will consider to organise WG meetings at SEI or a hotel next by the venue.
6	<p>Other events / AOB</p> <ul style="list-style-type: none"> ○ WEDC Conference: RWSN has invited SuSanA to co-convene a session on "Self-supply approaches in water&sanitation". ○ AfricaSan: Several core group members have been invited to a preparatory meeting of the next AfricaSan conference. A close collaboration with SuSanA is possible. 	

Minutes taken by: *Alokananda Nath (SuSanA Secretariat)*
 Meeting called by: *SuSanA Secretariat*
 Meeting chaired by: *Annkathrin Tempel (SuSanA Secretariat)*

Participants:

Name (Organisation)	Function
Ada Oko-Williams (WaterAid)	WG2 Lead
Annkathrin Tempel (GIZ)	SuSanA Secretariat
Alexandra Dubois (GIZ)	WG4 Lead
Alokananda Nath (GIZ)	SuSanA Secretariat (intern)
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Carol McCreary (PHLUSH)	WG9 Lead
Claudia Wendland (WECF)	WG7 Lead
Dorothee Spuhler (seecon)	WG1 Lead
John Sauer (PSI)	WG2 Lead
Kim Andersson (SEI)	Active member
Madeleine Fogde (SEI)	Active member
Om Prasad Gautam (WaterAid)	WG13 Lead
Prit Salian (i-san)	WG6 Lead
Roland Schertenleib (former Eawag)	Active member
Ruth Miskelly (WaterAid)	Guest
Simon Okoth (SEI)	Guest
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Sudhir Pillay (WRC)	WG4 Lead

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1.	<p>SuSanA Vision 2030 & Interlinkages Document</p> <p>a. SuSanA's Vision Document</p> <ul style="list-style-type: none"> The Vision Document has been edited (by eawag) and the layout of the graphics has been improved (by SEI) The Vision Document will be sent out on a no objection basis to all SuSanA partner organisations (currently 300 organisations) by end of July. The Vision Document will be launched at the 24th SuSanA meeting in Stockholm <p>b. SuSanA's Interlinkages Document ("Sustainable Sanitation and the SDGs: Interlinkages and Opportunities")</p> <ul style="list-style-type: none"> The interlinkages document is now seen as a complementary document to the revised vision, but is oriented more towards a broader public beyond the SuSanA circle. It will be edited by a professional language editor and published alongside the SuSanA Vision Document. The idea of drawing up an "action plan" linked to the Interlinkages document has been considerably changed. The original Chapter 4 of the interlinkages document, which aimed to highlight these areas of urgent action has been taken out of the interlinkages document and will become a "free standing" document. This exists in a rudimentary draft form and will be further enhanced by the Market study that CAWST is currently carrying out. First ideas shall be discussed at the next SuSanA Core Group Meeting on 27 August in Stockholm. <p>c. 10th SuSanA Anniversary</p> <ul style="list-style-type: none"> Outcome report has been drafted and has been circulated through email. Final version will be circulated at the core group meeting. The outcome report will be shared on the SuSanA forum as well. 	<p>Carol offered to review and provide feedback on the interlinkages document</p> <p>Core group to provide feedback until 14 July</p>
2.	<p>SuSanA Cooperation Systems</p> <ul style="list-style-type: none"> Overview of current cooperation systems updated <p>a. BMGF Grant to SEI</p> <ul style="list-style-type: none"> Full team has been set up to support implementation of grant activities. Design mockups for the SuSanA mother website have been prepared and will be sent to core group representatives for feedback. Market study contract signed – work is underway, inception report has been received. Comments from core group regarding the inception report – shared with consultants, progress is being made, changes will be shared soon with the core group reps. Successful SuSanA in-country event in Zambia (connected to Zambia Water and Forum and 	<p>The graphic for the cooperation systems was discussed and appreciated by the members</p>

	<p>Exhibition) took place in mid-June in Ghana (organised by Oxfam, GIZ and others).</p> <ul style="list-style-type: none"> • WaterAid is preparing a SuSanA in-country event in Ghana which is likely to take place in July. • Concept note for improved operation of WGs is currently being drafted to enhance activity of WG members. <p>b. BMGF SFD Grant</p> <ul style="list-style-type: none"> • Training on the production of SFDs takes place on 28 July, at the 40th WEDC conference • SFD Promotion initiative will showcase the graphic generator at the SuSanA booth at SWWW • Call for Proposals for "Country-wide Shit-Flow Diagram: Establishing National Excreta Flows in South Africa" (WRC). More info here • Two SFD stories (Africa, Indonesia) are currently being prepared <p>c. SuSanA Regional Chapter - MENA</p> <ul style="list-style-type: none"> • A proposal for funding a chapter coordinator and further activities has been drafted by eawag, BORDA, cewas, GTO and the SuSanA Secretariat. • 1st thematic online discussion on the SuSanA Forum & Facebook takes place <ul style="list-style-type: none"> • The discussion has been moved from the Forum to Facebook. • Call for Projects is open until 2 July 2017. Two winners of the call for projects will present at the 24th SuSanA meeting. <p>d. SuSanA Regional Chapter – India</p> <ul style="list-style-type: none"> • A roadmap for Year 2 has been developed • Contract of the Chapter Coordinator extended for another year • Collaboration with Hindi Water Portal on collecting case stories in Hindi is planned <p>e. Proposal: SuSanA Regional Chapter – Latin America</p> <ul style="list-style-type: none"> • Aguatuya is interested to set up a regional chapter for Latin America and has funds to carry out activities. • Aguatuya, BORDA, SEI and the SuSanA Secretariat have submitted a proposal to IHE-Delft for a call for SuSanA case studies on the state of the art of onsite and decentralized sanitation in Latin America <p>f. Integration of KM Products</p> <ul style="list-style-type: none"> • Sanitation Marketing Materials have been integrated on SuSanA website (Ada Oko-Williams) http://www.susana.org/en/cop/sanitation-marketing • They will be anchored within WG 2 (Sanitation Marketing) 	
3.	<p>SuSanA WGs: Updates/ Changes of Leads / Meetings</p> <ul style="list-style-type: none"> • Linus Dagerskog (SEI) has stepped back as a WG 5 lead – looking for successors, suggestions from the core group are welcome • Alexandra Dubois (GIZ Kenya) and Sudhir Pillay 	

	<p>(WRC) introduced themselves. They will be supporting WG4 as leads</p> <ul style="list-style-type: none"> • Webinars on Market Development (WG2) & Influencing & Engaging Governments (WG9) were held – video recordings are available • Dates & Times of WG meetings at SWWW need to be coordinated. The following meetings have been suggested so far: <ul style="list-style-type: none"> ○ WG 1 meeting on 27 Aug (TBC) ○ WG2 meeting on 27 Aug (TBC) ○ WG6 is considering to hold a WG meeting ○ Joint WG 7 & WG10 meeting on 31 Aug ○ WG 8 meeting on 29 Aug ○ WG 12 meeting on 29 Aug 	<p>Shobana will coordinate with the WG leads and follow up on times and dates.</p>
4.	<p>24th SuSanA meeting & SWWW</p> <ul style="list-style-type: none"> ○ The 24th SuSanA meeting will take place on Saturday, 26 August 2017 in Stockholm. ○ Draft agenda is finalized ○ Core group meeting will take place on 27 August 2017 at SEI ○ SuSanA Booth is booked (financed by SEI, BORDA, eawag and the SFD Promotion Initiative) ○ All SuSanA events are compiled here: http://www.susana.org/en/events/susana-meetings/2017/580-24th-susana-meeting-stockholm 	<p>Please provide feedback to the draft agenda of the 24th SuSanA meeting</p>
5.	<p>AOB & other events</p>	
	<ul style="list-style-type: none"> ○ Simon & Arno represented SuSanA at the AfricaSan TF meeting in Gabon (May 2017) – SuSanA is now represented in several sub-committees ○ Om is attending UNC; Ada might be attending UNC ○ Suggestions for the 25th SuSanA meeting (country, event) are welcome 	

Minutes taken by: *Annkathrin Tempel (SuSanA Secretariat)*

Meeting hosted by: *Stockholm Environment Institute*

Meeting chaired by: *Arne Panesar (SuSanA Secretariat)*

Participants:

Name (Organisation)	Function
Ada Oko-Williams (WaterAid), via Adobe Connect	WG2 Lead
Annkathrin Tempel (GIZ)	SuSanA Secretariat
Alexandra Dubois (GIZ)	WG4 Lead
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Astrid Michels (GIZ)	WG3 lead
Cecilia Rodriguez (GIZ)	SuSanA Secretariat
Carol McCreary (PHLUSH)	WG9 Lead
Carolyn Moore (GHP)	WG13 Lead
Chris Zurbruegg (Eawag)	Active member
Christoph Luethi (Eawag)	WG6 Lead
Claudia Wendland (WECF)	WG7 Lead
Diane Kellogg (Bentley University)	Guest
Doreen Mbalo (GIZ)	SuSanA Secretariat
Elisabeth Kvarnstroem (Rise)	Guest
Elisabeth von Muench (ostella), via Adobe Connect	Active member
Jannek Hermann-Friede (seecon)	Guest
Johannes Heeb (cewas)	Active member
Jona Toetzke (GTO)	WG12 Lead
Kelly Alexander (CARE)	WG12 Lead
Kim Andersson (SEI)	Active member
Laura Kohler (CAWST)	Guest
Leonellha Barreto-Dillon (seecon)	Guest
Lizette Burgers (UNICEF)	Active member
Michael Kropac (cewas)	Active member
Prit Salian (i-san)	WG6 Lead
Roland Schertenleib (former Eawag)	Active member
Simon Okoth (SEI)	Guest
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Stefan Reuter (BORDA)	WG3 and WG10 lead
Thilo Panzerbieter (GTO)	Active member
Thorsten Reckerzuegl (BORDA)	Guest
Timothy Forster (Oxfam)	Guest
Trevor Surridge (GIZ)	Active member

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1.	Quick Updates from Core Group Members <ul style="list-style-type: none"> Carolyn Moore (GHP) introduced herself as a new WG13 co-lead. She is the director of the GHP Secretariat and the successor of Hanna Woodburn. Kelly Alexander (CARE) introduced herself as a new WG12 co-lead. She is taking over from Theresa Jeremias (CARE). Alexandra Dubois (WG4 lead) suggest to rename WG 4 into “Sanitation Systems and Technology Options” (former name: “Sanitation Systems, Technology Options, Hygiene and Health”) 	<p>No objections from the core group regarding the name change of WG4. SuSanA Secretariat will implement the name change on the SuSanA online platform.</p>
2.	SuSanA Cooperation Systems: BMGF Grant to SEI – Core Group Alignment <p>The 5 SuSanA Core Group Reps (Roland, Thilo, Carol, Claudia and Prit) and the BMGF grant consortium had a full day meeting on 24 August 2017 to take stock of the current grant activities and to plan for the Project Advisory Board Meeting with BMGF in Seattle, which will decide how the Grant will continue until 2019.</p> <p>Thilo (together with the other 4 core group reps) presented key issues and questions that came out of the meeting in order to be able to represent the core group’s interests adequately during the Project Advisory Board (PAB) Meeting in Seattle, on 23 /24 October 2017.</p> <p>1. What is SuSanA? Knowledge Management (KM) and more</p> <ul style="list-style-type: none"> The main focus of the Grant is KM/Communication, though the core group members are of the opinion that SuSanA is more than KM and also serves a think-tank function, for example Core Group members supported the statement that SuSanA “is more” than KM: <ul style="list-style-type: none"> SuSanA is a safe space for relationship building, matchmaking and trust building, SuSanA is the face & voice for our topics; an advocacy voice, SuSanA is the international anchor for a topic - the first place you turn to - a reference point; SuSanA is platform for innovation, SuSanA is pushing our thinking; it helps us developing new ideas. SuSanA is diverse and offers input and information on different topics for different sanitation practitioners across the globe <p>2. Update about activities of the grant</p> <ul style="list-style-type: none"> User Experience (UX) Study: A UX Study has been conducted and recommendations for the Forum and Website are currently being implemented. 2 in-country events in Ghana and Zambia have been organised. WG engagement activities took place. 	<p>The core group reps will present the message that SuSanA is more than a KM platform/network (e.g. a think-tank) during the PAB Meeting in Seattle.</p> <p>Those activities were only mentioned, but not discussed, as the issue under point 1 (above) was considered to be of overarching importance. Implications for these work areas should be addressed at a later point.</p>

- Wikipedia work is expanded.

3. Market Study and Communications Strategy

A consortium comprised of CAWST and seecon has conducted an extensive Market Study (with regard to KM) including a user survey with SuSanA members and non-members. Preliminary results were shared with the core group reps and the grant consortium. Based on these results, the grant consortium will draft a communication strategy. Endorsement of the communication strategy by the PAB at the meeting in October 2017 is a key requirement for BMGF to continue funding of the grant for the next two years.

a) Analysis of “Supply side”/Comparison of KM service providers:

- Results of the comparison show that SuSanA is scoring “above average” for the categories “WASH info website” and “Online platform for exchange”. SuSanA is scoring below average for the categories “online learning”, “knowledge production” and “knowledge dissemination”.
- This analysis shall help SuSanA to identify priorities of where to / or where not to invest or to explore strategic partnerships that will strengthen certain categories

b) Analysis of “Demand Side” / Who uses SuSanA and for what purpose?

- Information from about 3000 user responses has been used to profile different user types / ‘personas’ like government officials, local NGO, sanitation gurus, students/researchers, donors etc.
- The profiling shall help SuSanA to provide more target group oriented KM services
- There is a need to identify and include “missing” user groups such as masons and small enterprises (e.g. exhauster operators/vacuum tankers)
- Core Group reps express the concern that the analysis is very good for KM; but doesn’t tell anything about the other roles and aspects of SuSanA. It was also pointed out that the SuSanA website had in the past these multiple ‘entry doors’ according to user profiles and it was not necessarily beneficial for users.
- Core Group also expressed their concerns that the analysis did not dive deeper into how we can be able to capture the missing user groups and provide target oriented information within the platform

c) KPIs

- CAWST / seecon has developed KPIs based on the “5 perspectives” which were defined to be necessary for the success of the Grant and outlined in the TORs for the core group reps (i.e. Global Positioning, Scaling Up, Grassroots, Innovation, Nature of SuSanA)

Core group reps will improve the KPIs in the next weeks and then share them with the core group

d) Communication Strategy

	<p>The core group reps plan to suggest during the PAB meeting in October 2017 that more analysis on the other roles of SuSanA, i.e. the think-tank function of SuSanA needs to be done.</p> <p>Other suggestions were raised from various core group members:</p> <ul style="list-style-type: none"> • Call the communication strategy a proposal and be specific and realistic about what you can do in the next two years. Are we going to target all personas or would we at first focus on a few key personas and scale up? • WGs should be included in the strategy as there has to be clear structure not only for the leads but the members on how they can engage • Package the results of the market study and share the key results with the core group • Make sure that the strategy is not only focusing on online activities, but also on offline activities such as in country events and international conferences • Make sure that any changes made take into account effects that these changes may have on other functions of SuSanA, which have not been explored to the same extent 	<p>The core group feels well represented by the 5 core group representatives. The core group also expressed that they trust the decisions of the core group representative pertaining to the grant</p>
3.	<p>Elements of an Action Plan for SuSanA's Contribution to the SDGs (Roland Schertenleib)</p> <ul style="list-style-type: none"> • The beginning of the SDG era made it necessary to develop a new Vision for SuSanA. With inputs from the core group and SuSanA members the new SuSanA Vision 2030 and the Interlinkages Document have been written. • In order to realise the new Vision Document, an Action Plan shall be developed. Suggested key elements for the Actions Plan are e.g. Update of Working Group Factsheets, identification and outreach to other sectors, defining what "universality" and the "leave no one behind" principle means for SuSanA • The action plan is more think-tank oriented than the communication strategy which will be developed by the Gates grant consortium. 	<p>The elements of the action plan will be discussed with the core group during the next call, when more time is available.</p> <p>The action plan and communication strategy (under the Gates grant) shall not be merged, but well-coordinated especially when it comes to WG engagement.</p> <p>Carol volunteered to become part of the key group (Roland Schertenleib, Elisabeth Kvarnström, Patrick Bracken, Kim Andersson, Arne Panesar, Annkathrin Tempel, Cecilia Rodrigues) who are currently steering the process around the vision document, interlinkages document and action plan.</p>

Minutes from previous SuSanA core group meetings and calls are available here:

<http://www.susana.org/en/about/governance-structure/susana-core-group>

Meeting chaired by: *SuSanA Secretariat*
 Minutes taken by: *Pelumi Olusanya (SuSanA Secretariat)*

Participants:

Name (Organisation)	Function
Ada Oko-Williams (WaterAid)	WG2 Lead
Aline Bussmann (cewas)	Guest (MENA chapter)
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Carol McCreary (PHLUSH)	WG9 Lead
David Crosweller (Sanitation First)	Active member
Doreen Mbalo (GIZ)	SuSanA Secretariat
Elisabeth von Muench (ostella)	Active member
Esther Shaylor (OXFAM)	Guest (BMGF-SEI grant)
John Sauer (PSI)	WG2 lead
Jona Toetzke (GTO)	WG12 Lead
Pelumi Olusanya (GIZ)	SuSanA Secretariat
Prit Salian (i-san)	WG6 Lead
Raisa Chowdbury (iDe Indonesia)	WG12 Lead
Roland Schertenleib (former Eawag)	Active member
Simon Okoth (SEI)	Guest (BMGF-SEI grant)
Sterenn Philippe (CAWST)	WG1 co-lead
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Thilo Panzerbieter (GTO)	Active member
Trevor Surridge (GIZ)	Active member

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1.		
1.a	10th SuSanA Anniversary <ul style="list-style-type: none"> The anniversary year is coming to an end. Three celebrations took place in Eschborn (January 2017), Chennai (February 2017) and in Stockholm (August 2017). An anniversary report with the outcomes of the meeting in Eschborn was produced. Any comments to the anniversary report can be provided to the Secretariat. For further discussions about the report, please provide your input in the SuSanA discussion forum here; http://forum.susana.org/10-announcements-regarding-susana/20204-thank-you-for-celebrating-the-10th-anniversary-of-the-sustainable-sanitation-alliance-with-us The anniversary report can be found in the library here: http://www.susana.org/en/resources/library/details/2868 	SuSanA Secretariat collecting feedback
1.b	SuSanA's Vision Document (Roland) <ul style="list-style-type: none"> The Vision Document was created in a participatory process by core group members, the SuSanA Secretariat and SuSanA members and was launched at the 24th SuSanA meeting in Stockholm The document is available here: http://www.susana.org/en/knowledge-hub/resources-and-publications/library/details/2715 Discussion to translate the vision document to other languages. This will be explored at the end of this year. 	SuSanA Secretariat to follow up on translation of the document
1.c	SuSanA's Interlinkages Document ("Sustainable Sanitation and the SDGs: Interlinkages and Opportunities") <ul style="list-style-type: none"> The interlinkages document was presented during the SuSanA meeting and core group meeting in Stockholm (August 2017) and is available in the SuSanA library: http://www.susana.org/en/knowledge-hub/resources-and-publications/library/details/2859 The document shall provide guidance to WG leads and members to align their WGs to the SDG agenda 	
1.d	SuSanA roadmap (2015 – 2018) <p>Suggestions regarding the current SuSanA roadmap (2015-2018) were made:</p> <ul style="list-style-type: none"> Previously, the status of each WG factsheet could be seen on the roadmap. Such actions and other activities can make the roadmap more useful. It was concluded that if the events are online, they don't need to be in the roadmap. Roadmap should demonstrate a visible theory of change and that SuSanA is a network. Discussions pertaining to the roadmap will continue at the end of this year/beginning of 2018 and will be aligned to the strategy document that is being prepared by the BMGF-SEI grant consortium. Discussions will influence the format of the new roadmap for 2018-21 which will be based on the SuSanA Vision 2030. The current SuSanA roadmap is available here: http://www.susana.org/en/knowledge-hub/resources-and-publications/library/details/2867 	SuSanA Secretariat to facilitate the discussion on the roadmap.
2.	SuSanA Cooperation Systems	
2.a	BMGF Grant to SEI (Arno and Simon)	

	<ul style="list-style-type: none"> • A new draft of the communication plan for the BMGF-SEI grant is to come out next week. A copy of the draft has been circulated to the Project Advisory Board and will be fine-tuned with the five core group representatives before sending it to Gates Foundation. • 138 WASH platforms were surveyed during the stakeholder marketing study. SuSanA is on upper side for discussion and platforms types (65-68%), but did not fair well on production of knowledge, training or KM dissemination. • The SuSanA website is still undergoing an upgrade. Reviewing the content and updating the project database is ongoing. WG pages and FAQ will be reviewed to become more informative in the future. • It was suggested that WGs should be able to put direct information on the page without help of the SuSanA Secretariat. • WG leads should make sure texts of their respective WG pages are up to date. • Need for a design expert to assist with website development was expressed. 	
2.b	BMGF SFD Grant (Arne) <ul style="list-style-type: none"> • Tutorials on the SuSanA Youtube Channel on how to make an SFD have been made available. • New material on "What is an SFD" has been published in the SuSanA library. • MoU between BMZ and The Bill and Melinda Gates foundation was signed in February 2017. • The GIZ sustainable sanitation programme is currently suggesting another SFD-related cooperation system under the MoU between BMZ and BMGF. This activity would focus on SFDs in the Ganga basin in India. 	
2.c	SuSanA Regional Chapter – MENA <ul style="list-style-type: none"> • In summer 2017, a call for projects in the MENA region was successfully organised. About 20 applications were received. Two projects (one from Morocco and one from Jordan) were selected to present their projects at the 24th SuSanA meeting in Stockholm. Within the region, the project competition received some media attention in the respective countries. • A steering group meeting of the MENA Chapter took place in August 2017 in Stockholm. The meeting was a good move to get more feedback and insight on the sanitation activities in the region Some action points were developed such as taking up Social Media campaigns. • There is a need to hire a coordinator for the chapter. ToRs for the coordinator are already outlined. BORDA signalled interest to hire a coordinator, which would be based in BORDA's regional office in Amman, Jordan. • There is a need to clearly define roadmap and structure of the MENA chapter in the sense of a cooperation system, as there are a few partners (like BORDA, GTO, GIZ) providing funding/contributions. • Further efforts need to be undertaken to understand the needs from the sanitation professionals in the MENA region and to ensure local ownership. The call for projects provided already some insights on the key stakeholders active in the region. 	
2.d	SuSanA Regional Chapter – India (Arne)	

	<ul style="list-style-type: none"> The India Sanitation Coalition organised in a thematic discussion on school sanitation in India in September 2017: http://forum.susana.org/thematic-discussion-wash-in-schools-what-s-next-after-100-coverage-india-chapter Ecosan Services foundation is organising a 2-day conference around World Toilet Day in Pune, India. As part of the conference Ecosan Services Foundation together with the India Sanitation Coalition are planning a SuSanA India Chapter Session which will discuss urban Maharashtra's move from ODF to ODF+. Participation of a representative of the state government of Maharashtra is foreseen. More information here: http://www.forum.susana.org/232-susana-meetings/21816-susana-india-chapter-session-towards-odf-urban-maharashtra-at-sanivation-on-18-19-november-2017-in-pune-india In February 2018, the annual meeting of the India Water Works Association will take place in Goa, India. Ecosan Services Foundation together with the SuSanA Secretariat are exploring the options to combine this meeting with a regional event of the SuSanA India chapter. 	
2.e	<p>Proposal: SuSanA Regional Chapter – Latin America (Arne)</p> <ul style="list-style-type: none"> During the 24th SuSanA Meeting in Stockholm, Gustavo Heredia (Aguatuya) presented initial ideas of what could be the benefits of boosting activities and intensifying exchange between SuSanA partners and members in Latin America and Caribbean A small group of SuSanA partners and members informally gathered in Stockholm to discuss potential joined activities in the region, amongst them, assessing the interest and demand for more coordinated and targeted activities and small actions that can be taken in order to profit from upcoming regional conferences. 	Cecilia will share the notes of the LAC meeting with the core group
3.	<p>SuSanA WGs: Updates/ Changes of Leads / Meetings (Shobana)</p> <p>WG Meetings:</p> <ul style="list-style-type: none"> WGs 1, 2, 8, 12, 7 and 10 had meetings in Stockholm. Participation at the Working Group 1 (Capacity Development) and WG 2 (Market Development) Meetings were low, but good discussions took place. WG8 meeting was based on WASH in Emergency settings WG12 meeting on WASH and Nutrition focused on the new publication of the German WASH Network "2+6=17. Linking WASH and Nutrition. A Blueprint for Living SDG17" The combined WG 7&10 meeting was about operation & maintenance in schools. The meeting minutes will be shared on the SuSanA Forum. <p>Changes of WG Leads:</p> <ul style="list-style-type: none"> Ajay Paul has stepped down as WG8 lead, Amy Jennings from BORDA has taken his position. Raisa Chowdury (iDE Bangladesh) introduced herself as a new WG12 co-lead and works in Bangladesh on WASH & Nutrition WG4 has officially changed its name to Sanitation and Operations Technology 	
4.	TDS / Webinars updates	

	<p>Two SuSanA webinars are planned for the upcoming month:</p> <ul style="list-style-type: none"> • Update from the JMP team monitoring WASH progress towards SDG 6, 9th November 1400 Stockholm time http://forum.susana.org/146-webinars-and-online-meetings/21867-susana-webinar-update-from-the-jmp-team-monitoring-wash-progress-towards-sdg-6-9th-november-1400-stockholm-time • Community engagement tools for sanitation planning, 15th November 2017, 1400 Stockholm time http://forum.susana.org/146-webinars-and-online-meetings/21899-susana-webinar-community-engagement-tools-for-sanitation-planning-15th-november-2017-1400-stockholm-time 	
5.	<p>24th SuSanA meeting & SWWW (Doreen)</p> <ul style="list-style-type: none"> • The SuSanA meeting took place at SEI with approx. 100 participants. Jan Willem Rosenboom (BMGF) and Daniela Krahel (BMZ) were present and provided closing remarks. Many government representatives and municipality staff participated in the meeting and provided their input on the sanitation situations within their jurisdiction/countries. Key topics were Scaling-Up sanitation, Water and Waste which was the theme of SWWW 2017, WASH in institutions and Gender. Furthermore updates from the Regional Chapters were provided. • Due to the overwhelming response and attendance, the SuSanA meeting in Stockholm could see a change in format in the next year. Possibility to have fewer presentations, more time for discussion and questions. • The SuSanA booth was well attended. It was a good meeting point for bilateral or group discussions. At the booth many publications from different SuSanA partners e.g. BORDA, the German Water Strategy (BMZ) and the FSM toolkit were promoted. • The Wikipedia work around the upcoming World Toilet Day was promoted by Carol McCreary. A press release on that topic is currently being prepared by SEI. • Several SFD meetings took place at the SuSanA booth to showcase the new SFD tools. 	
6.	<p>AOB & other events</p> <ul style="list-style-type: none"> • Ada, John and Arne will be attending UNC Chapel Hill. • It was suggested that a “North SuSanA Meeting” could take place at UNC next year. • World Water Forum in Brazil (March 2018) could be the venue for the 25th SuSanA meeting. Prit is based in Brazil and offered support. A meeting in Brazil could help to establish the Latin America chapter and to strengthen SuSanA in that region. • WASH Future conference will take place in March 2018 in Australia. Two abstracts were sent by Prit and have been accepted. Raisa attended the conference last year and will pass on information if needed. • It was suggested that the SuSanA mission statement (from 2013) needs to be updated and better linked to the SDGs. Mission statement should provide a holistic picture of SuSanA’s ability in terms of a knowledge platform and thinktank. 	

Meeting chaired by: *SuSanA Secretariat*
 Minutes taken by: *Pelumi Olusanya (SuSanA Secretariat)*

Participants:

Name (Organisation)	Function
Alexandra Dubois (GIZ)	WG4 Lead
Annkathrin Tempel (GIZ)	SuSanA Secretariat
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (UNICEF)	WG7 Lead
Carol McCreary (PHLUSH)	WG9 Lead
Carolyn Moore (PPPHW)	WG 13 Lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Connie Benjamin	Guest
Daniel Ddiba (SEI)	WG5 Lead
Diane Kellogg	Guest
Doreen Mbalo (GIZ)	SuSanA Secretariat
Dorothee Spuhler (seecon)	WG 1 Lead
Elisabeth Kvarnström (RiSE)	Active member
Elisabeth von Muench (Ostella)	Active member
Jonathan Parkinson (IMC Worldwide)	WG2 Lead
Kim Andersson (SEI)	Active member
Leif Wolf (KIT)	WG11 Lead
Lizette Burgers (UNICEF)	Active member
Madeleine Fogde (SEI)	Active member
Michael Kropac (cewas)	Active member
Om Prasad Gautam (WaterAid)	WG13 Lead
Pelumi Olusanya (GIZ)	SuSanA Secretariat
Prit Salian (i-san)	WG6 Lead
Roland Schertenleib (former Eawag)	Active member
Simon Okoth (SEI)	Guest
Stefan Reuter (BORDA)	WG 3 and WG 10 Lead
Thilo Panzerbieter (GTO)	Active member
Vishwanath Srikantiah (Biome)	Active member

Topic	Agenda Item	To do / Deadline (<i>Responsible</i>)
1.	SuSanA – 2030 Agenda - Strategy	
1.a	SuSanA's Interlinkages Document and Action Plan <ul style="list-style-type: none"> The “Elements of an Action Plan” that have been suggested at the last core group meeting in Stockholm are still valid and can be taken up by volunteers. The revision of the WG factsheets to include the SDG interlinkages is a priority. The SuSanA Secretariat will work on visualizing the interlinkages document (relation between SDG6 and other SDGs/targets) to support WGs in “taking up” certain interlinkages as a topic for their WG. Several WGs are already looking at how they can reach out to other sectors and to visualize the interlinkages: WG 1 has a position paper and is interested in updating its factsheet with support of the secretariat. Factsheets for WG 5, 6, 7, 8, 9, 12 and 13 are in progress, but the updates are not yet complete BORDA volunteered to work on the interlinkages of the translation of global targets into national targets (SDGs 6.2 and 6.3). SEI can contribute to the topic CLTS (in rural contexts). Global WASH Cluster Meeting in Berlin would be a great opportunity to work on SuSanA contributions to improve the cooperation between humanitarian aid and development actors. Event details: WASH Cluster, Berlin, Germany on 10 & 11 April, followed by Emergency Environmental Health Forum 12 & 13 April. Global Workshop on Monitoring SDG 6 took place in November 2017 in The Hague. SuSanA could organize a communication to link the work of WGs to this process (http://www.unwater.org/global-workshop-monitoring-sdg-6/). SEI is working on sustainable rural sanitation and translating global goals into national agendas (e.g. Burkina Faso, Bolivia) (https://www.sei-international.org/mediamanager/documents/Publications/SEI-DB-2017-Dagerskog-Dickin-Clean&Green.pdf) 	<p>SuSanA Secretariat will prepare a visualization of the interlinkages of SDG6 with other SDG6 targets and reach out to a couple of WGs to support WGs in taking up interlinkages as a topic for their WG.</p> <p>SuSanA Secretariat will explore opportunities how SuSanA can serve as a platform to support the translation of global into national targets.</p>
2	25th SuSanA meeting <ul style="list-style-type: none"> 25th SuSanA meeting takes place on 17 March 2018 in Brasilia, Brazil (linked to the 8th World Water Forum). A coordination call was held to discuss the logistical issues and possible partners. A strong local partner to co-host the meeting still needs to be identified. Meeting will have a focus on the following topics: good governance, decentralized systems, capacity building, SDG monitoring and financing, gender/inclusivity/social aspects/human rights If the venue allows it, a poster presentation will be organised. Prit Salian offers support for the organisation of the 25th SuSanA meeting. 	<ul style="list-style-type: none"> WG leads interested in organising WG meetings or other activities are welcome to reach out to Cecilia Rodrigues (Cecilia.rodrigues@giz.de) ; For any suggestions (contributors, local partners), please contact Cecilia

3	Update on Cooperation Systems	
3.a	BMGF Grant to SEI <ul style="list-style-type: none"> After the project advisory board meeting in Seattle (October 2017), BMGF requested the consortium to prepare three deliverables, before accepting the continuation of the grant until 2019. The first deliverable comprised of SuSanA's Theory of Change and value proposition. Deliverable 2 focused on learnings from Year one and recommended action from the UX and stakeholder market studies Deliverable 3 consists of SuSanA's strategic objectives, organisation and work plan activities of the grant for 2018 and 2019 The deliverables have been developed in close cooperation with the 5 core group representatives (Roland, Claudia, Thilo, Prit and Carol) and the feedback from other core group members is highly appreciated. After the submission of all three deliverables (26 January 2018) the Gates Foundation will decide about the continuation of the grant. In order to convince the Gates Foundation about the continuation of the grant, the consortium is discussing the idea that SuSanA should become a market place for SDG 6 as a mix of Amazon, Facebook and Wikipedia. GIZ is also planning to better understand how SuSanA can be part of such a virtual place. 	Please send your feedback regarding Deliverable 1 and Deliverable 2 (shared with the invitation for the core group call) to Doreen Mbalo: Doreen.mbalo@giz.de
	<ul style="list-style-type: none"> A small pilot project is done by Kellogg Consultants (together with Sphaera) without funding from the grant on how SuSanA might better address the unmet needs of practitioners (Example resilience-exchange https://resilience-exchange.sphaera.world/) The hope is for SuSanA to not only create knowledge and information, but to also include what works and what does not in form of curated knowledge and put it on an individual's desk which motivates people to invest. 	Please share any feedback with Diane Kellogg: dianekellogg@gmail.com
	<ul style="list-style-type: none"> SuSanA members improved the quality of WASH information on Wikipedia during the two months leading up to World Toilet Day (November 2017). If SuSanA dedicates some time to curate information on SuSanA and put it on Wikipedia, a huge audience can be reached. 	
3.b	BMGF SFD Grant <ul style="list-style-type: none"> SFD Training Workshop planned during the SuSanA India Chapter Meeting at IWWA conference on 19th February, Goa, India Phase 2 Review Meeting and Phase 3 Planning Meeting take place in April 2018 	
3.c	SuSanA Regional Chapter - MENA <ul style="list-style-type: none"> BORDA has hired a coordinator for the MENA chapter. The coordinator of the MENA chapter will be based in BORDA's regional office in Amman, Jordan and will be starting in April/May 2018. 	
3.d	SuSanA Regional Chapter – India	

	<ul style="list-style-type: none"> SuSanA India Chapter Meeting will take place on 21st February 2018 (full-day) in Goa (linked to the 50th annual convention of the IWWA) organized by Dayanand from the Ecosan Services Foundation and the India Sanitation Coalition. Six stories from the Hindi Water Portal have been translated from Hindi into English and will be posted on the SuSanA Forum to provide insights on the challenges that people face “on the ground”. A thematic online discussion on market barriers in rural sanitation (based on a study of PSI) was held on the SuSanA Forum in December 2017. Dayanand is currently preparing a proposal for an EU Horizon 2020 project, in which SuSanA could play the role as a knowledge partner in the consortium 	
3.e	Proposal: SuSanA Regional Chapter – Latin America <ul style="list-style-type: none"> Further discussion about the LAC Chapter will take place at the 25th SuSanA meeting in Brazil. A proposal for the chapter (activities, budget etc.) is needed that can be shared and discussed with the core group. SEI can provide funding for the Latin America Chapter via a SIDA funded project which could contribute to Knowledge Management in Spanish via the SuSanA website. Latin America hasn't been a focus of SuSanA in the past and the member base in Latin America is currently comparatively weak. 	Reach out to Cecilia Rodrigues Cecilia.rodrigues@giz.de
4.	SuSanA WGs: Updates/ Changes of Leads / Meetings <ul style="list-style-type: none"> WG 1 (Capacity Development): CAWST is collecting training materials that will be made available on the SuSanA website WG 5 (Productive Sanitation and Food Security): Daniel Ddiba (SEI) joined Gina Itchon as a WG 5 lead WG7 (WASH in Schools, Gender and Communities) has changed their name into “WASH in Institutions and Gender Equality” WG8 (WASH in Emergencies): WG8 is updating their factsheet Jona Toetzke (former WG12 lead) has left the core group. Kelly Alexander (CARE) and Raisa Chowdhury (IDE) are the current leads of WG 12. SEI is working on AMR (antimicrobial resistance) and considers this as a very important upcoming topic. Anyone interested should contact Madeleine Fogde (madeleine.fogde@sei-international.org) 	
5.	TDS / Webinars updates <ul style="list-style-type: none"> A webinar on “The use of Black Soldier Fly Larva for Faecal Sludge” will take place on January 30th A Thematic Discussion Series on Gender and Sanitation is planned together with the Gates Foundation. Dates will be confirmed soon 	Contact Doreen Doreen.mbalo@giz.de , in case you are interested to join the thematic discussion on Gender and Sanitation
6.	Stockholm World Water Week <ul style="list-style-type: none"> Deadline of the submission of SWWW was on the 21st of January. SuSanA is listed as a co-convener in the following proposals: 	

	<ul style="list-style-type: none"> • WASH in Emergencies (German WASH Network, AA etc.) – Localization of Humanitarian Aid • WASH in Schools (GIZ, WHO Europe etc.) • Onsite sanitation (GIZ, CSE, BMGF, WRC etc.) • Sustainable Services Initiative (GWN, Welthungerhilfe etc.) TBC • Sanitation and Climate Change (SEI, BORDA, GIZ, SIWI..) • O&M of public sanitation (GIZ, GTO, Water for People..) • WASHaholics Anonymous (Welthungerhilfe, IRC, GWN..) • O&M – the mantra for sustainable water and sanitation services (WECF, GTO..) 	
7.	AOB & other events	
	<ul style="list-style-type: none"> ○ BORDA will be participating in the 19th African Water Association International Congress, Bamako, February 2018. ○ The Global WASH Cluster Annual Meeting (hosted by the German WASH Network), will take place on 10 & 11 April 2018 in Berlin followed by Emergency Environmental Health Forum (EEHF) on 12 & 13 April (as well in Berlin). The EEHF is supported by SuSanA. ○ Elisabeth von Münch will be attending the WASH Futures conference in Brisbane, Australia (May 2018) ○ A face to face SuSanA core group meeting is planned for 12th – 14th June, 2018 in Eschborn. 	Please save the date for a face-to-face core group meeting from 12 - 14th June 2018 in Eschborn, Germany

Minutes from previous SuSanA core group meetings and calls are available here:

<http://www.susana.org/en/about/governance-structure/susana-core-group>

Chat Transcript

Dorothee Spuhler: (1/22/2018 14:51) Hi all - I cannot hear anything currently - is this normal?

Dorothee Spuhler: (14:53) yes

Anne Tempel: (14:56) Hi everybody!

Anne Tempel: (14:57) can you hear me?

Cecilia (GIZ): (14:58) No, Anne

Anne Tempel 2: (15:02) I have problems with my mic

Stefan Reuter - borda: (15:02) I am in the train... therefore muted ;-)

Arne: (15:02) @Anne: I will talk...

Diane Kellogg: (15:02) Hi Stefan.....you going to the Summit later this week?!!

Om: (15:02) Hi everyone!

Dorothee Spuhler: (15:02) check the computer setting

zenrainman: (15:02) Hullo everybody. Happy to listen for now and not have mike on.

Dorothee Spuhler: (15:03) log out and log in again after checking computer preferences

Anne Tempel 2: (15:03) I might be only listening and typing today..

Cecilia (GIZ): (15:03) @Anne, you can join me! :)

Dorothee Spuhler: (15:04) Hi Daniel :)

sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

May 14, 2018 15:00 - 16:30 CEST
Adobe Connect

Minutes taken by: *Tilman Euler, Franziska Volk (SuSanA Secretariat)*

Meeting called by: *SuSanA Secretariat*

Meeting chaired by: *SuSanA Secretariat*

Participants:

Name (Organisation)	Function
Ada Oko-Williams (WaterAid)	WG2 Lead
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Astrid Scholz (Sphaera)	Guest
Cameron Burgess (Sphaera)	Guest
Carol McCreary (PHLUSH)	WG9 Lead
Carolyn Moore	WG13
Christène S. Razafimaharo (GIZ)	Guest
Claudia Wendland (WECF)	WG7 Lead
Connie Benjamin	Guest
Daniel Ddiba	WG5 Lead
Doreen Mbalo (GIZ)	SuSanA Secretariat
Franziska Volk (GIZ)	SuSanA Secretariat
Johannes Heeb (seecon)	Active member
Jonathan Parkinson	WG 2 Lead
Kelly Alexander (CARE)	WG12 Lead
Lara Nassar (BORDA)	Guest
Linzi Fidelin (Sphaera)	Guest
Madeleine Fogde (SEI)	Active member
Manal Shraideh (BORDA)	Guest
Om Prasad Gautam (WaterAid)	WG13 Lead
Prit Salian (i-san)	WG6 Lead
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Simon Okoth (SEI)	Guest
Sudhir Pillay (WRC)	WG4 Lead
Thilo Panzerbieter (GTO)	Active member
Thorsten Reckerzügl (BORDA)	Guest
Tilman Euler (GIZ ZM)	Guest
Trevor Surridge (GIZ ZM)	Active member

	Agenda Item	To do / Deadline (Responsible)
1.	SuSanA's Interlinkages document and action plan	
1.a	SuSanA's Interlinkages Document (" Sustainable Sanitation and the SDGs: Interlinkages and Opportunities ") <ul style="list-style-type: none"> The Visualization of the interlinkages document is currently being edited by the secretariat. The interlinkages document was uploaded on the SuSanA website. Further ideas for linkages of sustainable sanitation to other areas should be forwarded to Cecilia. 	Please forward ideas for further linkages to Cecilia Rodrigues: cecilia.rodrigues@giz.de
2.	SuSanA Cooperation Systems	
2.a	BMGF Grant to SEI <ul style="list-style-type: none"> The current Gates funded grant through SEI will be terminated at the end of September 2018 after running for two years. A work plan for the next 6 months has been set up. Including website work, in-country events by WaterAid and OXFAM, M&E and restructuring the WGs. First presentation of up-coming organizational and operational study of SuSanA by Sphaera; This includes enhancements of the website, a workshop in June with the core group members, a global roundtable during the the SWWW in August and to build a larger network of donors, NGOs, investors and practitioners. 	
2.b	BMGF SFD Grant <ul style="list-style-type: none"> SFD Status Meeting (Phase 2 Review and Phase 3 Planning) took place on 08 – 09 May, 2018 in Bonn. Positive feedback and good atmosphere about achieved results and future plans. The SFD website is in progress; to be revised completely and will be online with a new structure at the beginning of June. 	
2.c	SuSanA Regional Chapter - MENA <ul style="list-style-type: none"> Two Chapter Coordinators as of 1st of May at BORDA regional office in Amman, Jordan Lara Nassar and Manal Sami Al-Sharideh introduced themselves and gave a short presentation of a work plan for the Regional Chapter in 2018. Main aspects are: <ul style="list-style-type: none"> the promotion of SuSanA (brochure in Eng./Arabic until July, media strategy, attending the SWWW) two regional events: a policy roundtable discussion and a workshop for identification of the key policy gaps and recommendations for enriching SuSanA Onboarding of coordinators at SuSanA Secretariat (in Germany) is scheduled for July 2018. 	
	SuSanA Regional Chapter – India <ul style="list-style-type: none"> Current phase will end this month 	

	<ul style="list-style-type: none"> • Proposal for second phase has been circulated among possible donors • Water for People expressed interest in funding 50% of the proposal (financing the Chapter Coordinator), contract would be ready so thematic online discussions will go on every two month • Still 50% of funding for the proposal missing (to finance regional meetings) • David Crosweller commented that there is immense potential within the Chapter. With the availability of knowledge and funds, the need is to develop a project (by 2020). • Jonathan Parkinson commented that with 1000 members from India, there might be lots to learn from the Chapter. 	
	Proposal: SuSanA Regional Chapter – Latin America <ul style="list-style-type: none"> • The Latin America Chapter was discussed at the 25th SuSanA meeting in Brasilia. The atmosphere was positive and people willing to search for funds. • It might be likely that the Chapter will have some funds allocated by SIDA. The development of a project starts soon and the process needs to be completed by 2020. 	
2.d	Integration of KM Products <ul style="list-style-type: none"> • The Saniresch (SANitaryREcycling ESCHborn) website with its project components has been integrated on SuSanA website (because project server was shut down). The aim of the SANIRESCH project was the treatment and recycling of urine, brown and greywater of the GIZ headquarter in Eschborn. All the material of the 8 different main components is included in SuSanA library and website http://www.susana.org/en/community/integrated-content/saniresch • Training materials were included in SuSanA library. • SuSanA newsletter has a new layout. 	
3.	TDS/Webinar updates <ul style="list-style-type: none"> • No new TDS • New Webinars since the last call: <ul style="list-style-type: none"> • Jan 30 2018: “The use of Black Soldier Fly Larva for Faecal Sludge treatment” • March 13, 2018 “Behaviour Change (Webinar 1 of 3)” Upcoming webinars: <ul style="list-style-type: none"> • May, 30th, Behaviour Change Global Webinar Series: Part 2/3 • June 7th, The Bill Please: Financing O&M, a Global Perspective., experiences on operation and maintenance from Jordan, Pakistan and Uganda 	
4.	SuSanA WGs: Updates/ Changes of Leads / Meetings <ul style="list-style-type: none"> • No changes in leads • WG 5 started initiative on attracting more co-leads with great feedback (39 people interested in being a part of an active task group which will execute all the activities on behalf of WG 5). Subdividing tasks in WG5 is discussed. People who are interested in supporting the leads can take specific tasks and be <i>active members</i>. 	

	<ul style="list-style-type: none"> Discuss WG structure in more detail in June. 	
5.	SuSanA meetings & Events	
5.a	Update on 25th SuSanA meeting in Brasilia <ul style="list-style-type: none"> Around 50 participants (national and international) took part at the SuSanA Meeting, presentations and link to the live stream are available here: http://www.susana.org/en/news-and-events/sanitation-events/susana-meetings/2018/669-25th-susana-meeting-brasil Participants contributed with ideas for the Latin America Chapter Key topic identified is mainstreaming FSM in the region 	
5.b	26th SuSanA meeting & SWWW <ul style="list-style-type: none"> The 26th SuSanA meeting will take place on Saturday, 25 August 2018 in SEI, Stockholm. Core group meeting was scheduled to take place on Sunday 26 August 2018 from 6-8 pm (Venue tbc). This meeting needs to be extended to workshop first results of the organizational study SuSanA Booth is submitted (financed by SEI, BORDA, Eawag and the SFD Promotion Initiative). Draft of the Agenda was presented and discussed, the overall goal for this year will be to have more time for discussions as well as participatory approaches. The topic of next SWWW is nature based solutions – explore organizations/sessions in the Agenda that fit to the main theme (e.g. UNEP) 	Registration page including registrations for the working group meetings will be set up by the secretariat
5.b	Update on Emergency Environmental Health Forum <ul style="list-style-type: none"> Focus on sanitation technologies in emergency settings (great workshop from WASH-network, good event) Compendium of Sanitation Technologies in Emergencies was launched. Can be found in the SuSanA library: https://www.susana.org/en/knowledge-hub/resources-and-publications/library/details/3145 	
5.c	High-Level Political Forum on Sustainable Development, 9-18 July, New York <ul style="list-style-type: none"> Who will be there? Agenda 	
5.d	Preparation of Core Group meeting June in Eschborn <ul style="list-style-type: none"> Meeting will start on 12th June (arrival afternoon), full-day on 13th June. Draft Agenda was discussed and will be shared soon. Those who are attending can get support in booking accommodation or visa invitation letters by the Secretariat. Those who can't join the meeting will have the possibility to join remotely 	

Annex A1: Chat protocol (comments like 'can you hear me' have been deleted)

Ada: Very interesting and congratulations!

David Crosweller: Arne is right in his summary

Carol: Important points, Jonathan. We need to learn from what we're doing.

Carol: David: What about a seminar for journalists? Would that support education of officials?

Trevor Surridge: Hi all, my internet connection is giving me trouble here in Lusaka, so I will relocate and try to reconnect with a better connection. Hope all are well regards Trevor

ARNO ROSEMARIN: Emersan emergency sanitation compendium

ARNO ROSEMARIN: TDS thematic discussion

David Crosweller: It might do, but we have had quite a lot of coverage and the people in positions of power tend to say one thing and then do another.

David Crosweller: Sorry Carol, I had the text box hidden under another window

David Crosweller: You may know, WHO has been working on sanitation safety planning (SSP) for CBS systems. It may also be interesting for somebody from WHO to explain?

Johannes Heeb: Thanks to all - was good for me to follow your discussion as a silent participant. Looking forward to see you in June

Trevor Surridge: Perhaps a session can be planned for 1 or 2 hours that is designed to have input from online participants from the core group

David Crosweller: Good bye everybody. I look forward to hearing how the Sphaera discussion progress

Jonathan Parkinson: sorry I have to go to a meeting. Good to tune in and listen to the latest news from the SuSanA community. All the best. Jonathan

Carol: Prit, let's think out the various online tools so we can participate in June meeting without going.

Johannes Heeb: Could you please share the June programme with us

Shobana Srinivasan: the agenda will be sent out soon

Trevor Surridge: Please look into how those that cannot travel can participate for one or two hours

Trevor Surridge: In the June meetings

Trevor Surridge: Thanks in advance

Core Group Meeting Minutes

26th August 2018, 6:00-8:00pm, SEI, Stockholm

	Agenda Item	Input from:
1.	SuSanA's Interlinkages document and action plan	
1.a	<p>SuSanA's Interlinkages Document ("Sustainable Sanitation and the SDGs: Interlinkages and Opportunities") and WG factsheet update</p> <ul style="list-style-type: none"> ○ 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) ○ "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 ○ Suggested timeline: <ul style="list-style-type: none"> ○ <i>Aug 2018</i> Distribution of Guidance document to updating SuSanA WG factsheets to the WG leads in Stockholm and afterwards via email ○ <i>Sept-Dec 2018</i> Working with the fact sheets, incorporating sector outreach. ○ <i>Oct 2018</i> Core group call focusing on fact sheet development. ○ <i>Feb 2019</i> Presentation of draft fact sheets at side meetings of 27th SuSanA meeting during AfricaSan5/FSM5 in Abidjan, Feb 2019. • Decision needed: 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? <ul style="list-style-type: none"> - It was decided to proceed working with the interlinkages and not wait for any structural changes that might take place. 	Roland Schertenleib / Elisabeth Kvarnström / Cecilia Rodrigues
2.	SuSanA Cooperation Systems	
2.a	<p>BMGF SuSanA Phase III Grant</p> <ul style="list-style-type: none"> ○ Final Reporting ○ Handover of activities from the current workplan <ul style="list-style-type: none"> - The grant ends by September - 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. - Progress reporting is done by online reporting; informal dashboard is quite to date; 	Members of the SEI Led project consortium

	<ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> o Updates for Phase 3 of the grant <ul style="list-style-type: none"> - The grant runs until end of October 2018; Next phase starts in January 2019; discussions on possibilities are on going - University of Leeds, Eawag and WEDC will have a separate grant - GIZ and CSE will have another grant but both grants will have synergies and work together - After phase 3, discussions on how the SFD platform will be maintained by the Secretariat 	Arne Panesar / Cecilia Rodrigues
2.c	SuSanA Regional Chapter - WANA <ul style="list-style-type: none"> o Decisions taken regarding name, countries and activities o Regional work with GTO in Lebanon for their Regional WASH workshop o 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). <ul style="list-style-type: none"> - 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. 	Thorsten Reckerzügl (BORDA)
	SuSanA Regional Chapter – India	Franziska Volk

	<ul style="list-style-type: none"> 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 	
	<p>Proposal: SuSanA Regional Chapter – Latin America</p> <ul style="list-style-type: none"> 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 - 	Cecilia Rodrigues
3.	<p>Webinar updates</p> <ul style="list-style-type: none"> 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 	Shobana Srinivasan

4.	SuSanA WGs: Updates/ Changes of Leads / Meetings <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> - 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 	Shobana Srinivasan
5.	SuSanA meetings & Events	
5.a	26th SuSanA meeting & SWWW <ul style="list-style-type: none"> ○ 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. 	Doreen Mbalo / Franziska Volk
5.b	World Toilet Summit Mumbai <ul style="list-style-type: none"> ○ Date: 18/19th November, organized by WTO & ESF ○ “Honour our Cleaners” campaign ○ SuSanA India Chapter meeting 	Shobana Srinivasan, Arne Panesar
5.c	AfricaSan5/ FSM 5 <ul style="list-style-type: none"> - 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 	Trevor Surridge
6.	AOB <p>Digitalisation:</p> <ul style="list-style-type: none"> - Digital approach for a digital market place to be developed by Sphaera 	Arne Panesar

	<ul style="list-style-type: none"> - 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 	
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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).

sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

November 30, 2018 15:00 - 16:30 CEST
Adobe Connect

Minutes taken by: Franziska Volk (SuSanA Secretariat), Hajrah Hajrah (Intern)
Meeting called by: SuSanA Secretariat
Meeting chaired by: SuSanA Secretariat
Participants:

Name (Organization)	Function
Andrea Angioletti (ACF)	For WG12 lead
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Bella Monse (GIZ)	WG7 lead
Carol McCreary (PHLUSH)	WG9 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Chris Zurbrugg (Eawag)	WG4 lead
Claudia Wendland (Hamburg Wasser)	Active member
Diane Kellogg (Kellogg Consultants)	Guest
Dorothe Spuhler (Seecon)	WG1 lead
Elisabeth Kvarnström (RiSE)	Active member
Elisabeth von Muench (Sphaera)	Active member
Franziska Volk (GIZ)	SuSanA Secretariat
Hajrah Hajrah (GIZ)	SuSanA Secretariat Intern
John Sauer (PSI)	WG2 lead
Kelly Alexander (CARE)	WG12 lead
Lara Nassar (BORDA)	Guest
Leif Wolf (KIT)	WG11 lead
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Sören Rüd (GIZ)	WG3 lead
Thorsten Reckerzügl (BORDA)	WG3 lead
Trevor Surridge (GIZ)	Active member
Vishwanath Srikantaiah (RWC)	Active member

	Agenda Item + Minutes	To do / deadline (responsible)
1	SuSanA organisational development process	
	<p>Updates on the following decision points from Stockholm: Minutes from last Core Group Meeting (August 2018) here.</p> <ul style="list-style-type: none"> Core Group agreed in August and is in full support that the process of organisational development should continue The Core Group further agreed that this should be done by using a sequential 10-step reorganization process (or some other method if appropriate) with the help of an external coach / consultant. Update on recent developments from Go5 respective Task Force funding proposal. A funding proposal has been developed and submitted to New Venture Fund by consortium members with the Go5. There are no funds available in 2018 and possibly not in 2019. <p>Against this background the Secretariat at GIZ will finance a few days of consultancy by Neil Hatton so that he can advise the Go5 and the secretariat on how to design a future process aiming at change management for SuSanA. Terms of reference were attached with the invitation.</p> <p>The Group of 5 will work with Neil Hatton on the selection process and criteria of a well-represented Task Force for the reorganisation process. Suggestions for TF members from the Core Group are welcome. Funding for the process is yet to be identified and secured.</p> <p>It was discussed in Stockholm to provide a Management response from the Core Group related to the consultancy from Sphaera. This management response could be sent to Jan Willem Rosenboom and the WASH Team at BMGF. A mgmt. response consists usually of three components: whether we agree or disagree with the finding and recommendation, an action plan to address the recommendation, and a timeline for implementation.</p>	<ul style="list-style-type: none"> Identify potential candidates for a Task Force (Group of 5) Design a process for reorganization (Neil Hatton with Secretariat, until April 2019) Management response to Sphaera study from Core Group (Johannes Heeb initiated the idea in Stockholm, tbc who will take this forward)
2.	SuSanA Cooperation Systems	
2.a	Support from BMZ via GIZ sector programme sustainable sanitation	
	<p>New phase sector programme has been commissioned to GIZ (Nov. 2018-Oct 2021)</p> <ul style="list-style-type: none"> The secretariat at GIZ will continue with the standard topics it supported over the last years Focus activities will include: 	

	<ul style="list-style-type: none"> ○ Activating Working groups towards the interlinkages / SDGs, links to FSM and city-wide approaches ○ Understanding the monitoring of SDG 6.2 & 6.3 is undertaken in selected countries ○ Supporting the potential of digital approaches for sustainable sanitation <p>The secretariat will support as well the organizational development.</p> <p>In view of the finalisation of the BMGF grant to SuSanA it was discussed what priority tasks the Secretariat can realise. The secretariat will continue to support the basic but professional function of the SuSanA web portal and Forum as well as organisation of CG and SuSanA meetings and support for the regional structures. There are no funds at the moment for additional bigger projects.</p>	
2.b	<p>BMGF SuSanA Phase III Grant</p> <ul style="list-style-type: none"> ○ Inform on the Gates project and key reports: Deadline for the final report to BMGF is January 2019. ○ Final Report from Sphaera is attached and discussed in Forum here ○ Action plan from the grant suggests a range of activities that can be taken up by SuSanA partners and/or the secretariat, provided related funding is secured <p>SuSanA Forum</p> <ul style="list-style-type: none"> ○ Discussion Forum Moderation <ul style="list-style-type: none"> ○ Financing for Forum moderation was provided through SEI since 2012 – future funding sources are needed ○ The Secretariat could step in to fund this work for the rest of 2019 until the Task Force has helped develop additional funding support. ○ Sphaera report recommended to concentrate more on Community Moderation in Forum – open question if this is feasible ○ Open call initiated in the Forum to give interested organisations the chance to support the Forum in the future. <p>There is a general appreciation of the Forum, its development and support through Elisabeth from the CG and an agreement that the forum is central for the SuSanA network and platform. Elisabeth remarked that the best way to show appreciation for the Forum is to use the forum.</p>	<ul style="list-style-type: none"> • All: Consider which SuSanA partner organisations could be interested in supporting the Forum in the future • All: Consider in-kind donations to the Forum in the form of moderating parts of the Forum • Please send ideas and potential expressions of interest to Elisabeth von Münch (elisabeth.muench@ostella.de) and Franziska Volk (franziska.volk@giz.de)

	<p>It is a good time to look for an alternative option, e.g. a SuSanA partner organisation that can support the forum.</p> <p>A community moderated Forum is welcome and needed to include more regional balance. At least one position is needed to take care of the basic functions of the Forum.</p> <p>Funding could also come via in-kind donations from partner organisations, i.e. partners commit x hours per week from their staff to moderate in the forum.</p> <p>One specific idea is to include Arabic language in the forum (technically not possible yet) to engage people from the global south and find funding from WANA region.</p>	
2.c	<p>BMGF SFD Grant</p> <ul style="list-style-type: none"> ○ SFD PI Phase 3, planned to start January 2019, GIZ will at this stage not receive further funding from BMGF and for now continue on a minimum level only with the SFD webportal and helpdesk. 	
2.d	<p>SuSanA Regional Chapter - WANA</p> <ul style="list-style-type: none"> ○ Call for female journalists from Jordan and Lebanon to write about sanitation and SDG6 challenges in the region (including workshop and expedition for research) <ul style="list-style-type: none"> ○ Final journalists chosen, workshop in Jordan 3-5 Dec ○ Agenda available here ○ Stories to be completed by 1st march 2019, as they travel to write them in January ○ More Arabic content in Library and SuSanA Social Media ○ SFD Manual is being translated into Arabic (done in December), designed and finalized January 2019 <ul style="list-style-type: none"> ○ workshops with 10 persons from Ministry of Water and Irrigation in Jordan in February 2019 ○ There will be no booth for SuSanA at Arab water week ○ SuSanA to write up storyline for a video/documentary for BORDA video component. Storyline—sustainable sanitation a catalyst for development and its connection to other SDG implementation. Q1 2019. 	
2.e	<p>SuSanA Regional Chapter – India</p> <ul style="list-style-type: none"> ○ World Toilet Summit 2018, Mumbai on World Toilet Day. The WTS was well attended and caught media attention through participation from Bollywood star Akshay Kumar. 	

	<ul style="list-style-type: none"> ○ New SuSanA publication “Where there are no sewers – photoessays on sanitation work in urban India” ○ SuSanA India Chapter meeting on Nov 18 in Mumbai ○ TDS on <i>ODF+</i> / <i>ODF++</i> / <i>ODF-S</i> was held in September synthesis report is available here ○ An SFD week scheduled for January 2019 will be rescheduled, date tbc. 	
2.f	SuSanA Regional Chapter – Latin America <ul style="list-style-type: none"> ○ Lourdes Valenzuela from AGUATUYA initiated her activities as Chapter Coordinator ○ Next few months will focus on identifying in-country focal points in Peru, Ecuador, Columbia, Mexico and Nicaragua ○ Mailing list & website development, collecting key publications from the region/Spanish publications ○ More Spanish content in Library and SuSanA Social Media ○ Onboarding with the Secretariat took place on 30./31. October ○ TDS planned on FSM in LAC in Jan/Feb 2019 ○ Official launch will be at LATINOSAN, 1-3 April 2019. Two session proposals are being submitted to LATINOSAN (jointly with BORDA, GIZ, WB, IDB and CAWST). An exhibition booth for the conference is in discussion. ○ The chapter will initiate a communication with OLAS (Latin American and Caribbean Water and Sanitation Observatory, which will be launched at LATINOSAN as well). The observatory monitors the results of the WASH SDG6 National Adaptation Plans in the region. SuSanA Latinoamerica could work as partners for sustainable sanitation through knowledge management. 	
3.	Webinar updates and Thematic Discussion Series <ul style="list-style-type: none"> ○ New Webinar: November 19th: “WHO Guidelines on Sanitation and Health” with WHO and UN-Water. There were 200 registration for the webinar and the regional distribution exceeded the SuSanA reach due to joint organisation with WHO and UN-Water. ○ A follow-up TDS on sub-themes of the WHO guidelines from November 19 to December 10 in the Forum led by Sophie Boisson (WHO) here. 	
4.	SuSanA WGs: Updates/ Changes of Leads / Meetings New leads <ul style="list-style-type: none"> ○ WG 3 – Renewable energies and climate change: Sören Rüd (GIZ) 	

	<ul style="list-style-type: none"> WG12 - WASH and nutrition: Jovana Dodos (ACF) – represented by Andrea Angioletti in the call - will join Kelly Alexander and Raisa Chowdhury as lead <p>Call for new leads:</p> <ul style="list-style-type: none"> Claudia Wendland resigned from WG7 lead Andrea Nick resigned from WG11 lead, searching for new lead with Leif Wolf WG 6 meeting took place during World Toilet Day in Mumbai – Minutes are available here 	
4.a	<p>WG factsheet update</p> <ul style="list-style-type: none"> Guidance document to updating SuSanA WG factsheets has been shared with WG leads, two calls with WG leads to advise on the process A number of working group leads are working on the update of the factsheets <i>Feb 2019</i> Presentation of draft fact sheets at side meetings of 27th SuSanA meeting during AfricaSan5/FSM5 in Abidjan, Feb 2019 	
5.	SuSanA meetings & Events	
5.a	<p>27th SuSanA meeting, 16 Feb 2019</p> <ul style="list-style-type: none"> The 27th SuSanA meeting will take place on 16th February 2019 (weekend before FSM5 & AfricaSan5) in Cape Town, South Africa Draft Agenda is attached, afternoon session on <i>SDG6 and its interlinkages in World Café format</i> (themes are LNOB, gender, climate change, digital approaches, WASH in institutions/schools and financing sanitation) WG leads are invited to host/moderate a table on interlinkages within their WG topics, secretariat will send a mail to all WG leads. 	<p>Registration for the SuSanA meeting will open in January 2019</p> <p>Updates on the meeting will be published on the 27th SuSanA meeting page</p>
5.c	<p>AfricaSan5, 18-22 Feb 2019</p> <ul style="list-style-type: none"> Change of location. The new Location is Cape Town, South Africa Registration is open now here. In case large groups plan to register, the committee can support with bulk registrations. 	<p>Please register soon here for FSM5/AfricaSan5 if you plan to attend</p>
5.d	<p>FSM5, 17-22 Feb 2019</p> <ul style="list-style-type: none"> Change of location. The new Location is Cape Town, South Africa Abstract confirmations have been sent out Registration is open now here More information on side events, exhibitions etc. can be found on www.fsm5.susana.org 	<p>Please register soon here for FSM5/AfricaSan5 if you plan to attend</p>
5.e	<p>Arab Water Week, 3-7 March 2019</p> <ul style="list-style-type: none"> Chapter Activities are being planned by SuSanA WANA Chapter 	
6.	AOB	

	Next Core Group call will take place in January before the deadline of SWWW 2019 (20 January 2019) with a special focus on updates and coordination of conferences (AfricaSan5, FSM5, Stockholm WWW) on Monday, January 14 th at 3pm CET.	
	Next Core Group Call will be held in Skype for Business	

Annex A1: Chat protocol (comments like 'can you hear me' have been deleted)

- Diane Kellogg: Mid-February sounds much better to me, we need to preserve momentum and 31 March seems too long a timeframe to me.
- Dorothee Spuhler: The response should mainly go to the members!
- Claudia Wendland: I agree that the response should be sent to the members and to BMGF
- Elisabeth von Muench: There was also the question from Neil on the forum regarding why the BMGF money got stopped. Arno answered although he avoided the question a bit here
- Elisabeth von Muench: If we want to take the discussion of the sphaera comments more to the forum then we could also think about how to answer towards Neil's points (but it might not be easy to come up with a good answer)
- Elisabeth von Muench: What do you mean with "digital approaches"?
- Dorothee Spuhler: the statistics are showing clearly the effect of the forum on membership numbers
- Carol: Yes, priority now is to support and save the Forum.
- Dorothee Spuhler: two important rises when the forum was launched and when the gates project started to be discussed there as well
- Dorothee Spuhler: all correlated with the activity of Elisabeth.
- Leif: The Forum seems central to me. It would be great to see support to continue Elisabeths contribution.
- Carol: Good idea. Time commitment is great.
- Dorothee Spuhler: fully agree with Leif
- Carol: Can we put out all call to all partner groups to contribute staff hours for moderation?
- Diane Kellogg: The more specific the request the better.
- Elisabeth von Muench: can someone summarise in the chat what Chris said? I couldn't hear him well.
- Franziska: He supported the idea from Eawags side to support via in-kind /staff funding for forum moderation
- Carol: I like John's idea of recruiting organizations around the Forum specifically and focussing on embedding community management in the Global South.

- Shobana: We could form a cooperation system for Forum.
- Leif: Is there no additional opportunity to make the need for a highly qualified moderation clear to a potential funder? Considering 10.000 Members it seems to be obvious we need a moderator. Sorry that i have no idea but to underscore the need.
- Shobana: Are we looking into other foundations - Rockefeller; Hilton Foundation
- Carol: Please take a look at the platform HIFA discussed by Neil Parkenham-Walsh on the current thread on the Forum about the Forum, here. Please see how HIFA asks for support on a sliding scale that is largely voluntary and empowers their organizational members from the South.
- Elisabeth von Muench: I think getting in-kind contributions and volunteers is nice but it won't work unless there is a paid person who oversees all that. That's also what Neil said about their HIFA discussion group
- Carol: Forum can't manage Arabic? Then start on another platform and the threads can be moved to the Forum later.
- Elisabeth von Muench: Shobana: those foundations could be a last resort but ideally it should be one of the existing partners who takes this as an opportunity to shape the forum so that it serves their needs better.
- Shobana: Time contributions from organisations will work only if it is embedded into job descriptions. Like partners dedicate 20% of one or two staffs for SuSanA.
- Lara Nassar: the forum can't handle Arabic, which really constraints our engagement. If we do turn it to also manage Arabic I guarantee it will catch like fire in our region.
- Elisabeth von Muench: Lara but Google Translate works on the forum to translate from English to Arabic, right? But typing in Arabic is not working, I take it? Has André or Steffen explained how much it would take to make it possible? Is there a Kunena extension of sorts?
- Elisabeth von Muench: (the Google translate button is at the top of the forum)
- Carol: And, Shobana, commitment are of course time bound. For Forum moderation assistance, commitments could be quite short - 3-6 months perhaps. Interaction on the Forum is what gets members "hooked" on the Forum and it becomes their go-to place.
- Bella Monse: Sorry, I have to leave for my next appointment. Bye to all
- Elisabeth von Muench: Shobana: we know from experience that forum contributions don't always work even if it is embedded in someone's job description. You need to find the right kind of persons first. It can
- Carol: EvM: Re Forum in Arabic: documents can be posted as pdfs with short intro in other language.
- Elisabeth von Muench: It can't be added to someone's job description in hindsight unless they happen to be someone who is into that sort of thing.
- Carol: EvM: From current Forum contributors, you might be able to suggest those who would be good moderators. If you mentioned a couple, I could follow and engage. More than anything, I was to the Forum continue to succeed.

- Lara Nassar: Re Arabic content: the problem is that most of the people in the region prefer to type in Arabic, they understand the English, and if they don't the problem is google translate is horrible with Arabic. Sadly, the problem is not typing, but having the words go from right to left.
- Shobana: Evm: Agreed, it should be ideally by people who engage in the forum overseen by a global moderator.
- Elisabeth von Muench: Carol: the work required is a mixture of a) daily work and b) content curation. I can see volunteers help with content curation but for the daily work it needs someone who you can rely on 100%. With daily work I mean things like continuously adjusting thread titles, moving posts into the right place, helping members where they have problems, dealing with spam and so forth. To give you an example: Someone recently made a forum post with the thread title "MOUNT". I see such a thread title and think "what's that??" so I read the post and then change the thread title to something more precise or interesting.
- Elisabeth von Muench: Lara: oh that's a pity that Google Translate is not good with Arabic yet!! I hope that will change soon. It's good with lots of other languages (mostly the European languages, I guess).
- Elisabeth von Muench: Lara: how have other websites or forums solved the problem of typing from right to left? Does e.g. Gmail or Hotmail work in Arabic?
- Lara Nassar: yes they do. I honestly have no clue!
- Lara Nassar: to all: we have other things going on like research on water and sanitation policies and regulation (and institutional framework/governance)
- Lara Nassar: if you want to know more, we would love to share our log frame with you
- Lara Nassar: take care, see you all soon.
- Carol: EvM I understand that your job is complex. A full description of duties would be useful, plus min hours per month of each required. Then see if any can be passed to offshore technical person, perhaps in the South. Then think out duties for several initial "community engagement" moderators and create simplified task lists for which they can be trained.
- Carol: Still, easiest and best with the greatest ROI is to keep you on. Do you have ideas on outside funders? We can make a good case for you and it would be a simple consultancy.
- Arno Rosemarin: Great job you are doing Lourdes!!
- Lourdes Valenzuela: Thank you very much! Arno
- Elisabeth von Muench: Carol: thanks for your suggestions, yes such a description of duties would be good to set, up a t some point.
Cecilia GIZ: The deadline for submission of proposals for LatinoSan is today. Please do let us know in case you submitted something, also if you are interested in join the conference and contribute somehow to SuSanA Latino America
- Elisabeth von Muench: Carol: no, I currently have no ideas beyond those 4 Options listed in the forum post. I am also trying to get funding (together with Diane) for continued Wikipedia editing on all SDG topics. For this, we are looking for philanthropic funding. But I think the discussion forum funding should ideal - somehow - come from within the SuSanA partners (or maybe member contributions)

- Carol: EvM: We need to explore the experience of HIFA. Have you spoken directly with Neil? I found the HIFA system very inspiring.
- Claudia Wendland: For WG7 there is also Belinda as co-lead. I will check with WECF if they can replace there as well.
- Shobana: www.fsm5.susana.org
- Elisabeth von Muench: Carol: yes, I am in close contact with Neil. He's very helpful. I also think we could learn a lot from their financing model!
- Shobana: All the information regarding registrations and booth registrations will be available next week.

AGENDA

Core Group Meeting, 17th February, 17:30-19:30pm (SAST)
Southern Sun the Cullinan, Room Aloe

[Link](#) to CG minutes from Stockholm meeting

Minutes taken by: Mintje Bűrma, Franziska Volk (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: Arne Panesar, SuSanA Secretariat

Participants:

Name (Organisation)	Function
Bella Monse (GIZ)	WG 7 Lead
Johannes Heeb	Active member
Trevor Surridge (GIZ)	Active member
Johanthan Parkinson	WG 2 Lead
Stefan Reuter (Borda)	WG 10 Lead
Prit Salian (i-san)	WG 6 Lead
Sterenn Phillipe	WG 1 Lead
Manal Al Shraideh (Borda)	WANA Chapter
Mintje Bűrma (GIZ)	SuSanA Secretariat
Franziska Volk (GIZ)	SuSanA Secretariat
Shobana Srinivasan (Borda)	SuSanA Secretariat
Arne Panesar (GIZ)	SuSanA Secretariat

Remote Participants: none

	Agenda Item	To do / Deadline (Responsible)
1.	SuSanA Cooperation Systems	
1.a	SuSanA Forum	
	<ul style="list-style-type: none"> Elisabeth von Münch will continue to moderate the Forum on a minimum level and support the search for funding during 2019 through a small GIZ contract There is no new developments to date on search for sustained funding for Forum moderation. The forum moderation is something that could easily be packaged up and outsourced to someone else. All SuSanA partners asked to help with this process; e-mail drafted to ask for funding support Using the forum moderation as an example we can now outsource one item (as a starting point) and see which SuSanA partner steps up and is willing to take something off GIZ's plate. Ultimately, more packages should be taken off GIZ's plate by other partners so that over time there is a diverse funding base. The idea was raised to finance the forum through advertisement 	<p>All</p> <p>Think about funding options / organisations for the Forum</p> <p>Consider in-kind contribution to the Forum</p>
1.b	SuSanA Regional Chapter – India <ul style="list-style-type: none"> Nitya Jacob rejoined as Chapter Coordinator, contract runs until May 31st 2019. TDS “Setting standards and financing waste water management in India” running until 25th February here Report of Insight Series / SuSanA Regional Meeting on World Toilet Day 2019, Mumbai 	

	<ul style="list-style-type: none"> Planned activities until May: Two more online discussions and one publication based on the discussions during the year and secondary research from SuSanA (covering ODF sustainability and wastewater treatment). 	
1.c	<p>SuSanA Regional Chapter – Latin America</p> <ul style="list-style-type: none"> AGUATUYA has secured support from SIDA for chapter coordination in the period September 2018 to September 2020 <p>Coordination LatinoSan 2019</p> <ul style="list-style-type: none"> Additional support during LatinoSan 2019 from SEI for side event, booth and publications The secretariat of LatinoSan is very excited about the launching of SuSanA in the frame of the conference. Side event (convener AguaTuya, BID, BORDA, CAWST, GIZ, SEI) and SuSanA booth at the conference. Skype call with the group who support SuSanA Latinoamerica for the 19th February at 10:30 a.m. Caracas/La Paz Time, to make decisions of LatinoSan <p>Possible collaboration with OLAS (Observatorio Latinoamericano y del Caribe sobre Agua y Saneamiento)</p> <ul style="list-style-type: none"> Rafael Vera who is also part of the strategic group for SuSanA Latinoamerica is also the developer of OLAS in World Bank as a consultant and will help in exploring synergies. At World Water Forum 2018 in Brasilia it was realized that there is a high demand for know-how in sanitation but a lack of exchange and communication. The LAC Chapter has a good potential to add value. The one day session in Stockholm World Water Week 2019 “An eye on Latin America” could be strategically used to further present and promote the Chapter to development banks. IDB (Inter-American Development Bank) and CAF (Development bank of Latin America) are co-convener. BORDA can bring in SuSanA as co convener. 	
1.d	<p>SuSanA Regional Chapter - WANA</p> <ul style="list-style-type: none"> Finalized SFD manual translation - to be launched in FSM5. A discussion on the translation will be appreciated, so specific terms can be adjusted and the manual improved. Manal, Lara to be present at FSM5 Jordanian journalists traveled to Lebanon – 3 stories to be covered. SuSanA WANA Chapter hired a full time Regional Program Assistant – Mahmoud Tabaqchali. Mahmoud will be assisting the SuSanA Program in its activities and research SuSanA WANA Chapter launched Opinion section and 1st Opeds to be featured every quarter. Meeting with CEWAS on potential cooperation on their project involving journalism, media and sanitation/water. Search for funding to fund the training for ministry engineers to use SFDs (any funding available is appreciated). Assistance in editing a decentralized waste water treatment construction manual for the ACC project in Jordan, led by GIZ Jordan. Started the baseline assessment of SDG 6 in the region. 	

1.e	SuSanA Regional Chapter development <ul style="list-style-type: none"> Update on Regional Chapter discussion during 27th SuSanA meeting – feedback from Core Group on Chapter development Sphaera's recommendation were to concentrate on a franchise model of the SuSanA chapters. More work is needed on structuring the Regional Chapters. The secretariat will define better the characteristics of a regional chapter with the experience from the three existing chapters. The regional chapters need to have a manageable structure for the Secretariat. Regional chapters have potential to reflect the global SuSanA structure in the future and engage members from the regions. 	
1.f	FSM Alliance & SuSanA <ul style="list-style-type: none"> Introduction of the newly formed FSM Alliance (presentation by Shobana Srinivasan here) Possible synergies with the SuSanA network: <ul style="list-style-type: none"> Similar founding partners, both supported by BMGF SuSanA has been the virtual home of FSM4 and 5 fsm5.susana.org Link of WG 4 to FSM Technologies Link of WG 6 to case studies and best practices Regional workshops conducted by new FSMA could be linked to SuSanA regional chapter FSMA Secretariat and SuSanA Secretariat could work in tandem Wealth of information on SuSanA market study and communications strategy can be used by FSMA and future activities SuSanA can take advantage of the recent organizational development of FSMA for its restructuring process Overcome SuSanA knowledge gaps through the FSM conferences, share conference insights with the broader SuSanA community 	
1.g	AMCOW, N'gor commitments & SuSanA <ul style="list-style-type: none"> Introduction of the African Ministers' Council on Water (AMCOW) and the N'gor commitments see here Possible synergies with the SuSanA network: <ul style="list-style-type: none"> Support the 5 sub-regions' technical advisor committees (TAC) through potential SuSanA Africa Chapter(s) and/or the broader network, show them the benefit of the access to knowledge / knowledge sharing to keep the momentum between AfricaSan conferences and to equip the TAC with knowledge for the country dialogues Suggestion to consider this to be a specific SuSanA-TAC-collaboration instead of regional chapter – to underline the link and direct work with AMCOW 	
2.	Webinar updates <ul style="list-style-type: none"> Joint webinar with WHO to introduce new NTD toolkit, 6th March 2019 	
3.	SuSanA WGs: Updates/ Changes of Leads / Meetings New lead in WG 11 – Groundwater Protection: Karen Villholth (IWMI, South Africa)	

	Updates / WG meetings during FSM5/AfricaSan5 <ul style="list-style-type: none"> WG1 meeting, Capacity development Thursday 21st Feb., 18.30h, Village Idiot Restaurant - casual networking event inviting everyone who wants to talk about capacity development WG6 meeting, Cities Wednesday 20th Feb., 16h-17.30h, Southern Sun the Cullinan Discussion on how to revive the WG, having more resource persons to kick-start more thematic discussions, collaboration with UN Habitat and focus cities, possible East-African Knowledge exchange anchored by BORDA Tanzania, how WG 6 can be following-up on the FSM discussions. WG7 meeting, WASH in institutions and gender equality Wednesday 20th Feb., 13h-15.30h, Southern Sun the Cullinan - Status of WinS, Priorities of WinS in Africa, exploring interest in learning exchange. Discussion following a WinS session at FSM5 WG2: Updating of the factsheet ongoing. GIZ and cewas are working on financing mechanisms as well and will contribute to the update of the Factsheet, meeting with WG2 leads during the first day of the conference 	
4.	SuSanA meetings & Events	
4.a	27th SuSanA meeting, 16 Feb 2019 <ul style="list-style-type: none"> SuSanA meeting material can be found on the meeting page Update from World Café Discussion – summaries of discussions to follow (will be published on SuSanA meeting page) <ul style="list-style-type: none"> “Women’s Sanitation Professional Network” during SuSanA meeting MHM in institutions as a topic that needs to be addressed more 	
4.b	SuSanA exhibition booth mingle <ul style="list-style-type: none"> Invitation to all attending the conference: Tuesday, 19th Feb. @ 16h - SuSanA mingle at the exhibition booth. WG leads are welcome to present their WG 	
4.c	AfricaSan5, 18-22 Feb 2019 / FSM5, 17-22 Feb 2019 <ul style="list-style-type: none"> Side meetings, workshops etc. WG6 side-event, Tuesday 19th February, 16-18h, Southern Sun the Cullinan “Sanitation in Small Towns” with pS-Eau and GIZ Uganda. 	
5.	SuSanA organizational development process	
	<ul style="list-style-type: none"> Presentation and discussions on the next steps for SuSanA 2.0 (See attachments on <i>SuSanA OD</i>) by Prit on behalf of the Go5 & Neil Hutton (consultant having worked with SuSanA for the past years). Please find the presentation “<i>CMTF summary slides</i>” attached to the mail. The process design for the reorganization includes 4 main steps <ol style="list-style-type: none"> 1. Initialization 2. Concept 3. Decision Making 4. Implementation Prior to phase 1 a Task Force needs will be installed by the Go5 <ol style="list-style-type: none"> 1. Elaborate criteria for the selection of CMTF members. 2. Establish Long List 	<p>Comments by the CG members to the reorganisation process documents</p> <p>CG members are requested to nominate members for the CMTG to the Go5</p>

	<ol style="list-style-type: none"> 3. Establish Short List 4. Present CMTF to Core Group 5. CMTF establishes itself (structures, rules procedures) and begins work with phase 1 <ul style="list-style-type: none"> ○ Presentation of Criteria for the selection of CMTF members (Pre-requisites, necessary criteria, bonus criteria – see presentation “CMTF summary slides”) ○ A 3-day workshop in June/July (funded by GIZ) could take place to kick-start phase one with the selected members of the Change Management Task Force (total of 3-4 workshops over 2 years process) ○ 20% of the time of the selected members for this process being financed either by their organization, or eventually by other financing <p>Comments from CG:</p> <ul style="list-style-type: none"> ○ 7-9 people with 20% positions for the process might not be realistic and should be scaled down to 2-3 people ○ The process should be streamlined for fast results, i.e. have a few dedicated workshops instead of 20% positions. The work in between the workshops can be supported by organizational development consultants. ○ The structure of the regional chapters should be taken into the re-organizational process as well. ○ Need to look at a wide range of mobilizing funds (which organizations could finance different parts of SuSanA?) ○ Base funding (BMZ) will be there until October 2021, other funding agencies could be added ○ For search for funding clear arguments why a structural change is required are necessary. ○ We can learn from crowd-funding/crowd-sourcing platforms in terms of structures used to mobilize a big crowd ○ Role of the CG in the process needs to be defined ○ General feedback to continue, make it slimmer, break it down for different groups working on different key points, having a small team to work on it intensely and a sounding board to review ○ Having a Skype call with the CG in a short time on an update in the process 	
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sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

July 15, 2019 15:00 - 16:15 CEST
Skype for Business

[Link](#) to CG minutes from Cape Town meeting

Minutes taken by: Franziska Volk (SuSanA Secretariat), Judith Munz (SuSanA Secretariat)
Meeting called by: SuSanA Secretariat
Meeting chaired by: SuSanA Secretariat

Name (Organization)	Function
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (Thrive Networks)	WG7 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Doreen Mbalo (GIZ)	SuSanA Secretariat
Dorothee Spuhler (Eawag)	WG1 lead
Elisabeth von Münch (Ostella)	Active member
Franziska Volk (GIZ)	SuSanA Secretariat
Judith Munz (GIZ)	SuSanA Secretariat
Madeleine Fogde (SEI)	Active member
Om Prasad (WaterAid)	WG13 lead
Prit Salian (iSan)	WG6 lead
Roland Schertenleib	Active member
Shobana Srinivasan (GIZ/ BORDA)	SuSanA Secretariat
Vishwanath Srikantaiah (Biome)	Active member

	Agenda Item	To do / dedline (Responsible)
1.	SuSanA organizational development process	
	<p>Update on the process of selecting the Change Management Task Force Members:</p> <ul style="list-style-type: none"> ○ Call for nominations: 18 April - 7 May 2019 (76 nominations) ○ Submission of expression of interest: 7 - 21 May 2019 (38 applications) ○ Go5 and Secretariat members that submitted an application recused themselves from the selection process to avoid conflict of interest ○ The remaining Go4 and Secretariat named their Top 10 candidates from the applications ○ People who did not receive Top 10 nominations from anyone or only one vote were eliminated from the list. Remaining were 14 people ○ Balance in gender, regional distribution, stakeholder groups etc. were given. People with underrepresented factors were favoured ○ 10 Interviews were conducted by Thilo and Roland and support of the Secretariat. Purpose of the interviews was: get to know the candidates; hear about their understanding of their role within the CMTF; find out if they expect any financial compensation. ○ Suggested composition of the CMTF will be sent by email by Roland, on behalf of the Gof4 <p>It is further suggested that two additional no-voting seats (ex-officio) in the CMTF for BMZ/GIZ and Eawag are existent. They would attend meetings and receive all document but have no voting-right. Some concerns were expressed about the ex-officio seats in the CMTF. The Gof4 will collect all comments coming in then respond to them via email (see email from Roland on 29 July 2019).</p> <p>The CMTF should be defined by end of July; potential first meeting before SWWW. The terms of reference for the CMTF can be found on the SuSanA website here.</p> <p>Link: https://www.susana.org/en/about/governance-structure/organisational-development</p> <p>Updates on the SuSanA Forum: https://forum.susana.org/10-announcements-regarding-susana/23203-call-for-nominations-until-may-7th-organisational-development-in-susana-on-the-way-to-susana-2-0</p>	<p>The Group of 4 will send the final suggestion of 8 members of the CMTF to the Core Group for comments/questions and/or objections within the next days. (see email from Roland on 17 July 2019)</p>
2.	SuSanA Cooperation Systems	
2.a	SuSanA Forum	
	<ul style="list-style-type: none"> ○ Discussions have begun with some SuSanA partners and others about funding for Forum moderation which would start later in 2019 (the secretariat with the support from 	<p>Elisabeth is currently looking for another person(s) who could</p>

	<p>Elisabeth von Münch have so far approached WSSCC, IRC, CAWST, BORDA, EAWAG, RTI, ISF-UTS, SNV).</p> <ul style="list-style-type: none"> ○ If your organisation would like to financially contribute to the Forum moderation or if you are aware of organisations worth approaching please let the secretariat know. ○ Elisabeth has prepared a presentation about “Everything there is to know about the forum” and is inviting feedback from the core group. It is a long presentation but you can just skip through it and jump to the section that interests you. The presentation consists of three parts: Part 1: <i>General information about the SuSanA Discussion Forum</i>, Part 2: <i>Statistical information on Forum usage</i>, Part 3: <i>Slides to initiate discussions and debates about the future of the Forum</i>. Find the presentation here in the library. Or here in Google Slides for shared commenting. 	<p>support her with moderating the Forum.</p> <p>If anyone has suggestions how to pitch and where to find funding for the running of the Forum, please let the Secretariat know.</p>
2.b	<p>SuSanA Regional Chapter – India</p> <ul style="list-style-type: none"> ○ Final TDS for the current phase ended: <i>Reaching the Last Female Mile</i>, looking at the role of women in sanitation as providers and gainers. Preparation of synthesis document ○ Developed a strategy and proposal for the next phase III of the Chapter and presented to the chapter steering group. Reach out to other organizations for supporting SuSanA. The objective is to broaden support for the chapter instead of it being ‘facilitated’ by a single organization or network ○ Finalising a publication on the next steps after India becomes ODF, focusing on behaviour change and waste water treatment. ○ For the time being, no further activities will be carried out till the strategy for the next phase has been worked out (Chapter is on standby mode) 	<p>Idea: Invite the New Minister of Water Resources to the 28th SuSanA meeting</p>
2.c	<p>SuSanA Regional Chapter – Latin America</p> <ul style="list-style-type: none"> ○ Latinosan was a success, 70 people attended the launch of the Chapter, it was moderated by Sergio Perez, a WASH specialist from the IDB. ○ The Chapter is working with Country Focal Points. There are currently 12 (Bolivia, Brazil, Ecuador, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Honduras, Mexico, Nicaragua and Perú). Introductions in the Forum. ○ On May 10, the first coordination meeting was held with the 12 Focal Points, in which responsibilities were shared and the theme “<i>Wastewater treatment for peri-urban areas with reuse approach</i>” was defined for the first Webinar designed in July. Registration Link for the webinar. ○ A guidance document to the focal points was prepared and distributed. ○ The second meeting with Focal Points and the Steering Group took place on June 19. 	<p>Latin America Chapter Webinar on 25.07.2019 Registration Link</p>
2.d	<p>SuSanA Regional Chapter - WANA</p> <ul style="list-style-type: none"> ○ SFD training to be conducted in Amman, Jordan on 5-6 Aug and 7-8 Aug, by Cecilia Rodrigues and Manal Al- 	

	<p>Shraideh, supported by GIZ Jordan. Training is in Arabic and English, using the translated Arabic SFD manual.</p> <ul style="list-style-type: none"> ○ SuSanA WANA and CEWAS Middle East joined forces on their journalist training. Next media training will be conducted in Erbil, Iraq (17-18 July 2019). This is a joint cooperation with the Blue Peace Media project (which includes, MiCT, CEWAS and funded by SDC). The media program will enable media enthusiasts to report on key water & sanitation challenges in a way that encourages more sustainable water management as a means of conflict prevention and enhancing the quality of life. ○ Policy and stakeholder interviews in Lebanon about SDG6 implementation and monitoring have been finalized. Next step is to write up a simple synthesis/overview of the reality in Lebanon. Result: 5-6 page doc in English, translated to Arabic and printed. ○ A WETalk is planned to happen in November, in Beirut with a theme around the truth behind sanitation. A new OpEd (opinion editorial) was launched in June, 2 on the topic "Do we undervalue water and sanitation". More OpEds will follow this year. 	
2.e	<p>SuSanA Regional Chapter development</p> <ul style="list-style-type: none"> ○ New Regional Chapter pages on SuSanA coming soon, similar to the WG page structure. The benefit if the new pages is that Chapter coordinator can edit these pages through the Community Panel. 	
2.g	<p>FSM Alliance & SuSanA</p> <ul style="list-style-type: none"> ○ Introduction of the newly formed FSM Alliance: Idea behind the FSMA is to create a FSM network and continue the FSM conference series. Secretariat will be based at BORDA in Bremen with Jennifer Williams (formerly BMGF) and Chizi Igwe running the secretariat. ○ Possible synergies with the SuSanA network: SuSanA and FSMA will brainstorm about potential collaborations of the two alliances and how SuSanA can contribute to FSMA. ○ University Challenge and Pit emptier Challenges: Skills-challenges with pit emptier operators and University students took place at FSM5, and at regional level at ZAWAFE in Zambia. 	
2.f.	<p>Regional Chapter Coordinators in Core Group</p> <ul style="list-style-type: none"> ○ In previous CG Calls and meetings, Regional Chapter Coordinators have been invited on request to provide inputs regarding the Chapter Activities. Should these roles/seats be formalized into a permanent representation per Chapter in the Core Group? <p>Feedback: Good idea, No objections on this idea. CMTF will look more systematically into that.</p>	
2.h	<p>WSSCC & SuSanA</p> <ul style="list-style-type: none"> ○ WSSCC would be interested in a more formalized partnership with SuSanA, which includes, but is not limited, to support of the Discussion Forum. 	Arne Panesar
3.	<p>Webinar updates</p> <p>New Webinars:</p>	

	<ul style="list-style-type: none"> Latin America Chapter Webinar on 25.07.2019 Registration Link New software required for webinars (collect tips from CG? Can someone provide software?) <p>One option would be Zoom (good quality product). SEI has the Adobe license for another year and could train the Secretariat for webinar moderation/hosting.</p>	
4.	SuSanA WGs: Updates/ Changes of Leads / Meetings New leads: <ul style="list-style-type: none"> WG 1 Capacity development – Laura Kohler, CAWST. (Successor of Sterenn Philippe) WG 12 WASH and nutrition, Abdullah al Ahad, iDE (Successor of Raisa Chowdhury) 	
4.a	Updates from the WG leads & planned WG meetings during Stockholm World Water Week WG 1 WG meeting in Stockholm WG 2 Four new factsheets under development WG 3 WG meeting in Stockholm. New fact sheet developed (including Interlinkages) WG 4 WG 5 Experience from new WG structure test WG 6 WG meeting in Stockholm WG 7 First WG newsletter sent on MH Day 2019 . Options for other WGs to send newsletter if interested. Informal WG meeting in Stockholm (Try to find out the next step, idea is to share the different research that came out and share information) Session WinS on Thursday after that informal WG7 meeting. Belinda suggested to share discussions about research on the tables at SuSanA meeting. WG 8 Results of Member survey. Compendium of sanitation technologies in emergencies – online version hosted in SuSanA WG 9 Looking for a successor for Carol (End of 2019) WG10 WG meeting in Stockholm. SuSanA as partner of Agenda for Change? WG11 New fact sheet development WG12 WG meeting in Stockholm. New fact sheet development WG13 Behaviour Change Webinar 3/3 in planning stage (content ready, software needed).	
4.b	Interlinkages Roll Out in WGs <ul style="list-style-type: none"> WG3 started with the exercise of identifying SDG targets that are relevant for the WG thematic. Visualisation will be supported by the secretariat for all WGs. <p>The World Café session in the 28th SuSanA meeting could be used to go through the joint exercise of identifying SDG targets relevant to the WG thematic.</p>	Cecilia (Secretariat)
5.	SuSanA meetings & Events	
5.a	28th SuSanA meeting, 24 August 2019 <ul style="list-style-type: none"> Location Swedish History Museum again, supported by SEIDiscussion of draft agenda – comments, suggestions, 	
5.b	SuSanA Core Group Meeting in Stockholm, 25 August 2019	

	<ul style="list-style-type: none"> ○ Update of SuSanA activities ○ Define and mandate role of SuSanA Secretariat for 2019-2021 ○ Change management process (possibly incl. CMTF reps) 	
5.c	SuSanA exhibition booth (joint booth with FSMA) <ul style="list-style-type: none"> ○ Any creative ideas for a paperless conference? <ul style="list-style-type: none"> ○ We have a screen, a printed backdrop and the SuSanA pins. 	
5.d	Stockholm World Water Week 2019, 25-30 Aug 2019 <ul style="list-style-type: none"> ○ Side meetings, workshops etc. 	
6.	AOB	
6.1	<ul style="list-style-type: none"> ○ A student from University of Bentley (Michele L'Heureux) conducted a second User Experience Study for the SuSanA website and Forum as part of her Master's degree. Same methodology that the UX Centre at Bentley University used as part of the BMGF grant. This project was initiated by Diane Kellogg, and was done without the student receiving any money to date. Her report is available here (if the Google sharing link doesn't work for you, e-mail Elisabeth: elisabeth.muench@ostella.de): https://drive.google.com/drive/u/0/folders/1j0R4IFzzA1bBiGgOiMPLWQE7qkEyJVxw ○ Diane Kellogg approached the secretariat and demonstrated interest in remaining in the Core Group. She was a member of the Core Group during the BMGF-SEI grant. There were no objections to this proposal. 	

Cleaned Chat protocol:

[15:27 2019.07.15] Maria Cecilia Carvalho Rodrigues:
<https://www.susana.org/en/about/governance-structure/organisational-development>

[15:31 2019.07.15] Maria Cecilia Carvalho Rodrigues:
[here](#)

[15:46 2019.07.15] Prit:
 Would this issue of regional chapters be not re-discussed by the CMTF?

[16:04 2019.07.15] Dr Om:
 Working group 13: we don't have any planned meeting during WWW. We are ready with the content for the next webinar for behaviour change but due to software availability we have postponed. I have to leave. But we prioritise this as soon as possible.

sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

August 25, 2019 16:20 - 20:20 CEST

Stockholm Environment Institute
(SEI),
room Lounge, Stockholm

[Link](#) to minutes from CG Call on 15th July 2019

Minutes taken by: Cecilia Rodrigues, Franziska Volk, Judith Munz (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Abishek Narayan (Eawag – Sandec)	Guest
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active Member
Belina Abraham (Thrive Networks)	WG 7 Lead
Bella Monse (GIZ)	WG 7 Lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Celia Bedoya del Olmo (IADB)	CMTF
Christoph Lüdhi (Eawag)	WG 6 Lead
Daniel Ddiba (SEI)	WG 5 Lead
Depinder Kapur (NIUA)	CMTF
Dorothee Spuhler (Eawag)	WG 1 Lead
Eva Manzano (CAWST)	Guest (on behalf of WG 1 Co-Lead)
Francis de los Reyes (NC State University)	CMTF
Franziska Volk (GIZ)	SuSanA Secretariat
Johannes Heeb (seecon)	Active member
Judith Munz (GIZ)	SuSanA Secretariat Intern
Kim Andersson (SEI)	Active Member
Lara Nasar (BORDA)	CMTF / WANA Chapter coordinator
Leonie Kappauf (GFA)	CMTF
Lourdes Valenzuela (AGUATUYA)	Latin America Chapter coordinator
Madeleine Fodge (SEI)	CMTF
Prit Salian (i-san)	WG 6 Lead
Roland Schertenleib (former Eawag)	Active Member
Scott Chen (Apple Farmer)	Guest
Shobana Srinivasan (BORDA)	CMTF
Thilo Panzerbieter (GTO)	Active Member
Vishwanath Srikantiah (Biome Environmental Solutions)	Active Member

Remote: Elisabeth von Münch (Ostella), Carol McCreary, Maureen Amakabane (Usafi Sanitation, CMTF), Elisabeth Kvarnström (RISE)

	Agenda Item	To do/ Deadline (Responsible):
1.	SuSanA updates	
1.a	<p>SuSanA's strategic orientation towards development agendas / Implementing the SuSanA Vision</p> <ul style="list-style-type: none"> CR presented an overview of strategic orientation of SuSanA and the role of the SuSanA secretariat in supporting the achievement of SuSanA goals, outlined in the SuSanA Vision Document 2017. The presentation focused on the organisational structure, the thematic orientation of the working groups and the adaptation of existing factsheets. <p>Arne Panesar complemented the presentation with the existing and potential Cooperation Systems:</p> <p>SFD Phase 3: The grant for the next phase of the SFD Promotion Initiative (SFD PI) is starting in September 2019 and will be managed by Barbara Evans (University of Leeds).</p> <p>EmerSan E-Compendium will be available as a digital tool by 2020, the SuSanA website will be the host of the online version. The landing page will be on the Global WASH Cluster website.</p> <p>Faecal Sludge Management Alliance (FSMA): the two alliances are working on a joint agenda. During SWWW, there will be a joint exhibition booth. The documentation of the outcomes of the FSMA on boarding at GIZ will be presented to CG. One of the first joint activities was a regional Skills Challenge in Lusaka, Zambia in April, with the aim to improve the reputation of pit emptiers.</p> <p>SuSanA African Chapter: AMCOW is as a potential local partner for establishing an African Chapter.</p> <p>African Women Sanitation Professionals' Network will be launched at SWWW with a "Women United for SDG6" mingle (together with Women for Water Partnership and Women in Water and Sanitation) at the SuSanA booth and a women's breakfast. The network will have a focus on mentoring.</p> <p>Further upcoming collaborations might be the funding of the discussion forum and a next SuSanA regional chapter (potentially Africa).</p>	
1.b	<p>From the Secretariat</p> <p>FV presented the latest developments on the online platform and the outputs from the SuSanA Community.</p> <ul style="list-style-type: none"> Updated figures Outputs – Publications Outputs – Events Outputs – Knowledge Management The SuSanA Secretariat in 2019 Future developments; i.e. the new Regional Chapter websites will be implemented together with the RCC in October 	

1.c	<p><u>From Discussion Forum</u></p> <ul style="list-style-type: none"> ○ With the end of the SEI-BMGF grant in October 2018, there need to be funds from other sources. GIZ is bridging the funding gap with a consultancy contract to Elisabeth von Münch, which ends in October 2019. ○ Interim results: There are 6 organisations that are the most promising so far for providing funding for the work in the forum. WSSCC has shown a high interest in supporting the forum until end of 2020. ○ The current search for funding is running in parallel with establishing a more diversified moderation structure with several co-moderators. ○ CG is asked which organisations would be promising to approach for funding, suggestion to approach SIDA. 	
1.d	<p>From Working Groups</p> <p>WG 1 “Capacity Development” (Presented by Dorothee Spuhler)</p> <ul style="list-style-type: none"> ○ WG 1 meeting on 27th August – focus will be on updates from a number of Capacity Development actors and tools and the Update of the WG1 Factsheet. <p>WG 5 “Food security and productive sanitation systems” (Presented by Daniel Ddiba)</p> <ul style="list-style-type: none"> ○ WG5 meeting on 28th August. ○ Working on greenhouse gas emission and the link to climate. <p>WG 6 “Cities” (Presented by Christoph Lüthi)</p> <ul style="list-style-type: none"> ○ Helps the international discourse on Citywide Inclusive Sanitation (CWIS). ○ WG 6 meeting on 28th August (talk about CWIS). ○ Working on an overview of existing framework (urban sanitation guidelines). <p>WG 7 “Sustainable WASH in Institutions and Gender Equality (Leave No One Behind – in communities, schools and other institutions)” (Presented by Bella Monse)</p> <ul style="list-style-type: none"> ○ New publication “Digital monitoring approaches to trigger action – Making WASH in Schools more sustainable (Best practices from SuSanA partners)” was launched at the SuSanA meeting. ○ WG Session during SWWW on 29th August. <p>WG 11 “Groundwater protection” (Presented by Secretariat on behalf of WG leads)</p> <ul style="list-style-type: none"> ○ Working on the update of the Factsheet, together with BGR. The group that discussed during the SuSanA meeting will meet again during SWWW. <p>WG 12 “WASH and nutrition” (Presented by Secretariat on behalf of WG leads)</p> <ul style="list-style-type: none"> ○ New webinar in November, part 3 of the Behaviour change webinar series. 	

	<ul style="list-style-type: none"> ○ WG 12 meeting on 28th August. 	
1.e	<p>From Regional Chapters (India, WANA, Latinoamerica chapter)</p> <p>Exchange meeting of RC took place on 25th August, this was the first time the RC Coordinators met.</p> <p>India Chapter (Presented by Vishwanath Srikantaiah)</p> <ul style="list-style-type: none"> ○ The chapter is experiencing a gap in funding, so the ongoing activities are little. Ongoing conversations are taking place with Water for People, Wateraid and IRC regarding the funding of the upcoming phase. <p>WANA (Presentation by Lara Nasar)</p> <p>Ongoing activities:</p> <ul style="list-style-type: none"> ○ The SFD manual was translated from English into Arabic. ○ SFD Training in Jordan in July took place (25 people from mostly Government took part). ○ Constructive journalism about sanitation and water issues (training in Kurdistan past and training in Lebanon to come). ○ 10 policy and stakeholder interviews with people on baseline about SDG 6 monitoring. <ul style="list-style-type: none"> ○ Next step: policy roundtable with open discussions OR synthesis situation paper and public event (open discussion on water and sanitation situation in Lebanon). ○ The funding for upcoming activities is not guaranteed. ○ WANA Chapter and FSMA meeting will take place in order to identify possible collaborations. <p>Latin America (Presentation by Lourdes Valenzuela)</p> <p>Activities:</p> <ul style="list-style-type: none"> ○ Focal points were set in the countries: Bolivia, Brasil, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Honduras, México, Nicaragua and Perú. ○ First webinar took place on 25th July 2019. ○ Ongoing discussions with IADB on potential collaboration will take place during the Stockholm World Water Week. 	
1.f	<p>From SFD Portal on SuSanA</p> <ul style="list-style-type: none"> ○ The phase 2 of the SFD grant was closed in October 2018. Key aspects of the last year was the relaunch of the SFD portal and the launch of the SFD data, the release of the SFD Manual in French and Arabic and the online training. There are now 92 reviewed SFDs and 9 draft (reviewed) SFDs on the website. ○ The grant for the next phase of the SFD Promotion Initiative (SFD PI) is starting in September 2019 and will be managed by Barbara Evans (University of Leeds). ○ GIZ remains in the Steering Committee as the SFD Webportal (incl. the SFD Helpdesk and review process) will stay with SuSanA (via GIZ) during the next phase. 	

	The future of the SFD PI and where the platform and secretariat will be hosted beyond the final grant phase will be one of the activities of the phase 3 (Objective 1 of the new grant: Create a permanent location for the creation and storage of SFDs); i.e. look into future scenarios, how this can be addressed in the SuSanA organizational development process?	
2.	Trend radar on SuSanA's role in the sanitation sector	
2.a	<p>Trend radar</p> <ul style="list-style-type: none"> ○ Focus on inequality and inclusion (leave no one behind) should be present in discussions (i.e. WGs and future collaborations etc.) (Cecilia Rodrigues). ○ SuSanA should have discussions/collaborations with IWA about decentralized options, e.g. IWA Non-sewered sanitation (NSS) group (Christoph Lüthi). ○ The two silos of conventional vs. non-sewered could be bridged by CWIS. The concept of CWIS is there, but there are no guidelines on city level (Prit Salian). ○ Cities and town are looking for combined solution for waste; dialogue should be wider and not too specialized (Vishwanath Srikantaiah). ○ Solutions to carbon systems, new entry points to the circular economy and sustainable food systems - "SDG6 carbon" (Arno Rosemarin). ○ System approach - double use of the word system, the "SuSanA" sanitation systems approach and the system approach including all surroundings (e.g. Agenda for Change, IRC, SWA...). WG 10 (Operation, maintenance and sustainable services) could be the home for this discussion (Thilo Panzerbieter). ○ Antimicrobial resistance and WASH is relevant for SuSanA; Hot spot: South East Asia; bridge to Health Sector (Madeleine Fogde). 	
	Refreshments	
3.	Events with SuSanA Presence / 29th SuSanA Meeting	
3.a	2019: SuSanA events at SWWW'19 and activities at SuSanA booth (See flyer – SuSanA at Stockholm World Water Week)	
3.b	<p>2020: Event radar for potential SuSanA involvement / 29th SuSanA Meeting</p> <p>20th AfWA congress, 24. – 27. February, in Kampala, Uganda. Overall topic "New Breaking new grounds to accelerate access to water and sanitation for all in Africa".</p> <p>High potential for next 29th SuSanA meeting (Tentative date on 22rd and 23 February 2020).</p> <ol style="list-style-type: none"> 1. AfWA congress has a dedicated sanitation track for the first time (Track 2: Sanitation Management), hence a sanitation crowd will be there and could be leveraged even more through a SuSanA meeting). An exhibition booth at AfWA is possible. 	<p>RC coordinators will check regional events where the 29th meeting could take place and will suggest to the secretariat</p> <p>Prit Salian will contact Water for People, GIZ Uganda, WG4 lead</p>

	<p>2. SuSanA has a number of active members and partners in Uganda, Kampala. Prit offered to explore possibilities of local partners with Water for People, GIZ Uganda, KCCA, and WG 4 lead Charles Niwagaba whether there is interest in supporting as local partners.</p> <p>3. FSMA and SuSanA will organise another international Skills challenge event, where KCCA is and official partner.</p> <p>Cairo Water Week, May 2020 – potential for a WANA Chapter meeting.</p> <p>(Update from 1/10/2019 – Kairo Water Week has been shifted to October 2019)</p> <p>IWA Specialised Conference on Small Water and Wastewater Systems + 9th Specialised Conference on Resources Oriented Sanitation, September - 17th – potential for a Latin America Chapter meeting.</p> <p>Invitation to hold a SuSanA meeting in China from guest Scott Chen. China has started a toilet revolution (focus on rural) and would greatly benefit from the knowledge in SuSanA. However, there is no suitable event in China in 2020.</p>	Charles Niwagaba and KCCA to assess if they are interested in being the local host of the meeting in Kampala
4.	SuSanA Organizational Development Process	
4.a	<p>Introduction of the new Change Management Task Force:</p> <p>The members of the CMTF introduced themselves to the participants.</p> <p>Outlook</p> <ul style="list-style-type: none"> Thilo Panzerbieter spoke on behalf of the Go5. He reported on the CMTF kick-off meeting, which took place on Friday, 23 August 2019, with the support of an external facilitator. In the meeting, the Gof5 officially handed over to the CMTF the task to guide the SuSanA OD process. Roland Schertenleib added that the selection process was challenging, given the several high quality applications received; and highlighted the importance of finding a well-balanced representation of the different constituencies, regions etc. With the constitution of the CMTF, the Gof5 is officially dissolved. The Gof5 was thankful for the trust they got from the Core Group in the last years and ready to support the CMTF in the future. Francis de los Reyes spoke on behalf of the CMTF. He was thankful the Go5 and the Secretariat for the support on the process. The CMTF is committed to the values of SuSanA and also understands the process as participatory and inclusive. They acknowledge that it isn't an easy task, but they are enthusiastic for what is coming. The Core Group showed its appreciation to the engagement and guidance of the Gof5 for setting the basis of the OD process. Furthermore, the Core Group reconfirmed the trust in the newly formed CMTF and wished all the very best for their work. The CMTF and the secretariat welcomes further support from SuSanA partners. Some ways that SuSanA partners can contribute to the process: suggesting potential sources of funding, 	

	<p>hiring directly consultants, covering travel expenses for CMTF members to attend meetings, hosting a CMTF meeting. In case of interest in supporting this process, please kindly inform the secretariat and / the CMTF.</p> <ul style="list-style-type: none"> ○ Eawag offered to host meetings. ○ Seecon offered to host meetings. 	
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WATSAN Events 2020

Month	Date	Name	Location	Link
		42nd WEDC International Conference is expected to take place in 2020		https://www.lboro.ac.uk/research/wedc/conferences/
Jan	13.-16.	International Water Summit	Abu Dhabi, UAC	https://10times.com/water-summit-abudhabi
Feb	24.-27.	20th AfWA International Congress and Exhibition	Kampala, Uganda	https://afwa2020.org/index.php/en/
	27.&28.	03rd International Conference on Sustainable Development	Pretoria, South Africa	http://sustainabledevelopmentconference.globalacademicresearchinstitute.com/main/tic_sd
Mar	16.-19.	2nd International Conference on Water Resource in Arid Areas	Muscat, Oman	http://conferences.squ.edu.om/icwriaar/
Apr	27.-30.	Africa Water Security Congress	Nairobi, Kenya	http://www.worldwatercouncil.org/en/nairobi-2020-africa-water-security-congress
May	11.-15.	World Water Congress	Daegu, Korea	https://www.worldwatercongress.com/
Jun				
Jul	5.-9.	Singapore International Water Week	Singapore	https://www.siww.com.sg/events/details/water-convention-2020
Aug		Stockholm World Water Week		
Sep	14.-17.	17th Specialised Conference on Small Water and Wastewater Systems and 9th Specialised Conference	Belo Horizonte, Brazil	https://iwa-network.org/events/17th-specialised-conference-on-small-water-and-wastewater-systems-and-9th-specialised-conference-on-resources-oriented-sanitation/

		on Resources Oriented Sanitation		
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Documentation of relevant communication with remote participants:

[18:22 2019.08.25] Elisabeth Kvarnström:

Also, I'd like to support what Arne said about the development of another silo - the non-sewered one, which is something we need to address within SuSanA. CWIS should be a mean to do so!

[19:36 2019.08.25] Carol McCreary:

Perhaps we can ask CMTF members to write up these 3 min bios. And put on website or in newsletter.

[19:36 2019.08.25] Volk, Franziska GIZ:

what about 1 minute videos?

sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

November 11, 2019
15:00 - 16:15 CEST
Skype for Business

[Link](#) to minutes from CG meeting (Aug 2019)

Minutes taken by: Cecilia Rodrigues, Franziska Volk, Judith Munz (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (Thrive Networks)	WG7 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Elisabeth von Münch (Ostella)	Active member
Franziska Volk (GIZ)	SuSanA Secretariat
Judith Munz (GIZ)	SuSanA Secretariat
Roland Schertenleib	Active member
Vishwanath Srikantaiah (Biome)	Active member
John Sauer (PSI)	WG2 lead
Celia Bedoya del Olmo (IADB)	CMTF
Jack Sim (WTO)	WG9 lead
Daniel Ddiba (SEI)	WG5 lead
Kim Andersson (SEI)	Active member
Lourdes Valenzuela (AGUATUYA)	Latin America Chapter coordinator
Francis de los Reyes (NC State University)	CMTF
Carol McCreary (PLUSH)	WG9 lead
Nitya Jacob	India Chapter coordinator
Christoph Lüthi (Eawag)	WG 6 lead
Ada Oko-Williams (WaterAid)	WG2 lead

	Agenda Item	To do / deadline (Responsible)
1.	SuSanA organizational development process	
	<p>Since the first CMTF meeting in Stockholm, the group has met several times virtually as a whole, as well as in smaller working groups.</p> <p>The working groups concentrate on the following:</p> <ul style="list-style-type: none"> ○ WG 1: Finalizing the ToR ○ WG 2: Creating a work plan which will be an outcome of the next CMTF meeting. ○ WG 3: Investigating facilitators and consultants for the CMTF. ○ WG4: Defining the problem statement <p>The CMTF reported that progress has been made and they brought about three main issues that they identified:</p> <p>a. There are different types of consultants / expertise needed according to the stage of the process</p> <p>b. The CMTF does not see itself in the role of raising funds for the organizational development process, nevertheless they will be able to identify the budget for it by December 2019</p> <p>c. The CMTF does not see itself engaged in the implementing phase, as it needs more time than the one year that the CMTF agreed to work voluntarily. The CMTF sees the 'Implementation plan' as the output of their contribution to the process,</p> <p>The next CMTF face to face meeting will be held in Bonn on 09 and 10 December and will be facilitated by the same consultant of the Stockholm meeting.</p> <p>After the meeting, the CMTF will send a proposal to the CG, in order to get feedback on budget and the responsibility of raising funds. The CMTF roadmap will have an associated budget.</p> <p>The CMTF will also discuss the issue of independence in relation to the CG.</p> <p>Updates from the CMTF on the SuSanA Forum can be found here: https://forum.susana.org/10-announcements-regarding-susana/23203-call-for-nominations-until-may-7th-organisational-development-in-susana-on-the-way-to-susana-2-0</p>	
2.	SuSanA Cooperation Systems	
2.a	<p>WSSCC & SuSanA (Support to SuSanA Forum)</p> <ul style="list-style-type: none"> ○ The Secretariat held a meeting with WSSCC in Stockholm, who manifested interest in funding the moderation for the forum, as part of a broader cooperation with SuSanA. 	

	<ul style="list-style-type: none"> ○ For the Forum, SuSanA has approached RWSN as an implementing partner. Skat Foundation agreed to accept and implementing the grant (~100,000 USD). ○ A concept including a structure for a diversified moderation (more moderators, potentially from regional chapters or thematic focus) has been submitted to WSSCC. The proposal has been developed by the secretariat together with E. v. Münch and Sean Furey (RWSN). ○ Objectives of the grant are: <ul style="list-style-type: none"> ○ Establish and steer a functioning and diverse Forum Practice group, consisting of trained and active moderators (not limited to moderators funded by the grant). ○ Harmonise online communities in the WASH sector (by folding in WSSCC CoP into the SuSanA member base, creating mutual understanding through exchange, building upon each one's experience and the creation of collaborative content). ○ Ensure the sustainability of the SuSanA Discussion Forum and its active moderation. ○ Within the grant, a dedicated space for the topics of "Equity and inclusion" will be launched on WTD in the SuSanA Forum. Within this space, SuSanA will provide dedicated room for discussion, impulses and more visibility of topics that fall under equity and inclusion in the sanitation sector and in WASH. ○ The planned start for the grant is November/December 2019. 	
2.b	<p>SuSanA Regional Chapter – India</p> <ul style="list-style-type: none"> ○ The Indian Chapter restarts on January 2020 with fundings of WaterAid India/Jal Seeva Charitable Foundation, ISC and IRC. ○ Proposed activities of the new phase include: <ul style="list-style-type: none"> ○ Thematic discussions on the SuSanA Forum ○ Regional, thematic meetings ○ Promotion of the publications on the SuSanA channels ○ Collaboration with one or more SuSanA working groups that focus on India-specific themes e.g., sanitation issues facing census, small and medium towns (e.g. WG 6 - Cities) ○ Restructuring the India pages on the SuSanA website to build a regional Sanitation Knowledge Hub for India 	
2.c	<p>SuSanA Regional Chapter – Latinoamérica</p> <ul style="list-style-type: none"> ○ Due to cost-saving measures, the budget for the chapter can be stretched until 2021. ○ Second webinar carried out by the RC to take place on 07 November 2019, with 53 people participating. The topic was FSM in Latin America: https://forum.susana.org/susana-latinoamerica/23536-webinar-tratamiento-de-lodos-fecales-en- 	

	<p>zonas-urbanas-in-spanish-7-november-treatment-of-faecal-sludge-in-urban-areas#28342</p> <ul style="list-style-type: none"> ○ Lourdes has attended the SWA regional strategy meeting on behalf of SuSanA Latinoamerica. Ongoing discussions on how SWA can be part of SuSanA are happening. ○ Lourdes was invited to be part of FSM6 committee. ○ SuSanA flyers in Portuguese are available. ○ There are three events planned for WTS: Launch of the chapter, informal gathering of members and a SFD training event. ○ Upcoming RC newsletter: mid-December 2019. 	
2.d	<p>SuSanA Regional Chapter - WANA</p> <ul style="list-style-type: none"> ○ Journalist training to be conducted with CEWAS in Lebanon in October 2019. ○ Interviews have been conducted regarding the implementation of SDG 6 in Lebanon. These will be summarized in a synthesis report in the first quarter of 2020. ○ Upcoming RC newsletter will be out end of 2019. ○ The planned SFD trainings in the region have been cancelled. 	
2.e	<p>SuSanA Regional Chapter development</p> <ul style="list-style-type: none"> ○ An African Chapter is under discussion (which region of Africa is not sure, yet). ○ New Regional Chapter pages have been technically implemented. ○ NEW: Possibility of sending regional chapter newsletters. ○ Relocation of old to new page is ongoing. ○ Chapter coordinators have 100% ownership (editor rights) of new pages. ○ Follow-up call of meeting held with Regional Chapter Coordinators, held in Stockholm is planned on 12 November 2019. 	
2.f	<p>SFD updates</p> <ul style="list-style-type: none"> ○ There is positive progress in integrating the CSDA (Cities Service Delivery Assessment) tool, the SFD and the FSM toolbox. The way forward was discussed in workshop took place in the end of October in Cambodia with representatives of the involved organisation. ○ The SFD Promotion Initiative will continue its activities with support from BMGF to CSE and the University of Leeds as grantees. This will further strengthen the SFD portal on SuSanA. These activities will further strengthen functionalities and outreach of the SFD portal on SuSanA. 	

	<ul style="list-style-type: none"> The second SFD week will be held at the AAETI training centre close to Delhi, India, from 1-3 April 2020. Potential SFD trainings might be held back to back to the SFD week. 	
2.g	<p>FSM Alliance & SuSanA</p> <ul style="list-style-type: none"> A strategic workshop will take place on 11 and 12 December . The first day will focus on harmonization in the sector beyond FSM and SuSanA, the role of FSM in sanitation and the second day will focus on practical activities to implement the partnership between SuSanA and FSMA. Participants are: FSMA Secretariat, FSMA Executive Committee Members, SuSanA Secretariat, invited for Day 1: WSSCC, RWSN, Agenda for Change, two representatives of CMTF 	
2.h	<p>African Women Sanitation Professional Network (AWSPN)</p> <ul style="list-style-type: none"> The further development of an African Women Sanitation Professional Network is progressing with a lot of energy from the women involved. The synergies between AWSPN and SuSanA will be explored in this process. The launch of the network took place during SWWW. The network is currently looking for partners. AWSPN will take part in AfWA 2020. 	
3.	<p>Webinar updates</p> <p>New Webinars:</p> <ul style="list-style-type: none"> Latin America Chapter webinar took place on 07 November. (presentation slides) (webinar recording) SuSanA webinar on WTD, in collaboration with SIDA, WaterAid, SIWI. (webinar recording) WG 13 webinar Part 3/3 of the Behaviour Change webinar series in planning. Arno Rosmarin (SEI) has offered to provide adobe connect for upcoming SuSanA webinars. 	
4.	SuSanA WGs: Updates/ Changes of Leads / Meetings	
4.a	<p>General updates: Options for other WGs to send newsletter if interested (e.g. for WTD). New regional chapter pages will be implemented for WG pages in 2020 as well.</p> <p>WG meetings during Stockholm World Water Week</p> <p>The feedback round on the interactive WG session during 28th SuSanA meeting (WG 1,3,5,6,7,11,13 participated) was positive and similar formats should be included in future meetings.</p> <p>WG updates:</p>	<p>WG leads to contact the secretariat regarding WG meetings at AfWA Congress, in Kampala</p>

	<p>WG 1: WG meeting in Stockholm documented in the Forum. Factsheet update ongoing. Integration of WASH capacity catalogue into WG page ongoing.</p> <p>WG 2: Four new factsheets under development.</p> <p>WG 3: Informal WG meeting in Stockholm (documentation in the Forum).</p> <p>WG 5: WG meeting with remote participation in Stockholm (documentation in the forum). Factsheet update ongoing.</p> <p>WG 6: Sankara Narayan, Abishek (Eawag-Sandec) is the new WG co-lead. Research focus on CWIS. WG 6 took place in Stockholm, focusing on CWIS (citywide inclusive sanitation) principles. The results of the meeting will be posted in the SuSanA Forum soon.</p> <p>WG 7: Informal WG meeting in Stockholm, new case stories publication: Digital Monitoring Approaches to Trigger Action - Making WASH in Schools more Sustainable (Volume III)</p> <p>WG 8: Compendium of sanitation technologies in emergencies – online version hosted in SuSanA. Wireframe is in development (GTO with Eawag and SuSanA).</p> <p>WG 9: Looking for a successor for Carol (End of 2019). WTO is organising WTS 2019 in Sao Paulo, Brasil.</p> <p>WG 10: Initial talks with Agenda for Change about Community of Practice on systems, looking for a successor for Ajay; SuSanA as a sounding board for systems approaches paper by GTO.</p> <p>WG 11: Informal WG meeting after group discussions in SuSanA meeting. Factsheet update ongoing together with BGR.</p> <p>WG 12: WG meeting with remote participation in Stockholm (documentation in the Forum). Factsheet updates ongoing.</p> <p>WG 13: Behaviour Change Webinar 3/3 planned for 28 November (Adobe Software from SEI used) with input from WaterAid.</p>	
4.b	<p>Interlinkages Roll Out in WGs</p> <ul style="list-style-type: none"> WG3 started with the exercise of identifying SDG targets that are relevant for the WG thematic. Visualisation will be supported by the secretariat for all WGs. 	
4.c	<p>SDG Monitoring</p> <ul style="list-style-type: none"> To increase the discussions on SDG monitoring, the Secretariat will support analysing situations potentially in Brasil, Lebanon and India together with the regional chapters. The SFD initiative will explore the potential of SFDs with JMP as a monitoring tool. 	
5.	SuSanA meetings & event	
5.a	Strengthening diversity in events organized by and with participation of SuSanA community	

	<ul style="list-style-type: none"> ○ We as SuSanA have a strong commitment towards gender, ethnic and sectoral representation and will strongly work towards diversity in SuSanA organized events. ○ Over the past years, the secretariat has been paying increasingly attention to gender balance and representation in the organization of events (SuSanA Meetings, webinars, conference sessions etc). As all male panels are not only a misrepresentation of the sector diversity, but also a disservice to gender equality struggles in all its dimensions, we will make it a precondition for, e.g. panels to respect gender diversity. ○ There was no objection during the call to this internal rule. 	
5.b	<p>29th SuSanA meeting, 22nd February 2020 (20th AfWA congress)</p> <ul style="list-style-type: none"> ○ The next SuSanA meeting will take place in Kampala, Uganda. ○ Local partners will be confirmed, communication with, e.g. KCCA, WaterforPeople is ongoing. ○ Suggestions of topics and speakers by CG were requested and can be sent to the secretariat until mid-January. ○ Suggestions of formats (possibly interactive, other than ppt + Q&A) are welcome. 	
5.c	<p>SuSanA exhibition booth at AfWA Congress 2020?</p> <p>The costs for a booth are between 4.000 and 5.000 €. To this date, the partners who have been financially contributing for the past exhibition booth are not able to do so.</p>	Which SuSanA partner are willing to contribute to a joint exhibition booth?
5.d	<p>Sarphathi Awards</p> <ul style="list-style-type: none"> ○ SuSanA is supporting the Sarphathi Awards by partnering with World Waternet ○ More information about the Sarphathi Awards can be found here: https://aquaforall.org/sarphathi/ 	
5.e	<p>World Toilet Summit, Sao Paulo, Brazil</p> <ul style="list-style-type: none"> ○ Cecilia Rodrigues will be attending on behalf of SuSanA Secretariat and will hold a presentation in the panel 'SDG 6 in Latin America–How to get to water and sanitation for all until 2030?' ○ A side event is currently being planned on the WTD. 	
5.f	<p>World Toilet Day</p> <ul style="list-style-type: none"> ○ The new SuSanA Forum category "equity and inclusion" will be soft-launched on WTD (Feedback from SuSanA members is sought regarding the content and format of this Forum space before setting up a new 8th category for example). 	

6.	AOB	
6.a	<p>The Secretariat is currently in discussion with Sharada Prasad (co-author of SuSanA Publication Where there are no sewers) on how to highlight the work of ground practitioners and sanitation workers by highlighting the human side of their work and sanitation in general under 'Equity'.</p> <p>Part 2 of 'Where there are no sewers' will be produced in Zambia in November (photographs by Lior Sperandeo).</p> <p>Concerns about ethical aspects about exposing sanitation workers without their consent were raised. See chat below.</p>	
6.b	<p>Along with the CMTF, there will soon be the opportunity for SuSanA to become partner in other networks, e.g. SWA, A4C...</p>	<p>The CG members are welcome to identify pros and cons of SuSanA being partner of other networks</p>

Chat protocol:

Arno Rosemarin: will the CMTF produce a budget for potential funding

Carol: I appreciate the honesty of the CTMF in identifying challenges to completely the work early in the game. (We anticipated funding problems.) to completing the work

John Sauer: This is super exciting folks! But how is this linking back to the Change Management process? Seems quite connected.

Arno Rosemarin: Congratulations in securing WSSCC and RWSN interest

John Sauer: And FSM Alliance!

jacksim@worldtoilet.org: I'm so happy SuSanA is active on World Toilet Day and let's do more. Also I want to be useful but I'm not into research like all the Professors here

Daniel Ddiba: Congratulations to the Secretariat on that partnership!

Carol: To Jack: Just keep folks talking toilets. To Everybody: Jack's biopic is premiering in US. Here's the trailer: https://www.youtube.com/watch?time_continue=5&v=CUFfbERx0Pg&feature=emb_logo

jacksim@worldtoilet.org: I want to ask what each member is doing for World Toilet Day?

Elisabeth: Hi Jack: You said "Also I want to be useful but I'm not into research like all the Professors here" – sorry no professors here ;) (oh except for Chris from Eawag). From my perspective: keep using the SuSanA Discussion Forum... and not just on WTD... and help with Wikipedia improvements (just today I edited the Wikipedia article about World Toilet Day)...https://en.wikipedia.org/wiki/World_Toilet_Day

John Sauer: Do we have a West Africa chapter?

jacksim@worldtoilet.org: @elisabeth on your Wikipedia World Toilet Day article, you need to say World Toilet Organisation and Singapore Government led this resolution that was unanimously approved by all 193 countries members of the UN General Assembly, sponsored by 122 countries.

Daniel Ddiba: The WG World cafe was a good format

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Meeting Minutes SuSanA Core Group

February 10, 2020
16:00 – 17:00 CET
Skype for Business

[LINK](#) to minutes from CG Call (Nov 2019)

Minutes taken by: Cecilia Rodrigues, Franziska Volk (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (Thrive Networks)	WG7 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Christian Dworak (GIZ)	SuSanA Secretariat
Franziska Volk (GIZ)	SuSanA Secretariat
Stefan Reuter (BORDA)	WG10 lead
Roland Schertenleib	Active member
Christian Zurbrugg (Eawag)	WG 4 lead
Shobana Srinivasan (BORDA)	CMTF
Madeleine Fogde (SEI)	CMTF
Dorothee Spuhler (Eawag)	WG1 lead
Vishwanath Srikantayah	Active member
Thilo Panzerbieter (GTO)	Active member
Thorsten Reckerzügl (BORDA)	WG3 lead
Francis de los Reyes (NC State University)	CMTF
Carol McCreary (PLUSH)	WG9 lead
Abishek Narayan (Eawag)	WG 6 lead
Laura Kohler (CAWST)	WG1 lead
Kim Worsham	Guest

	Agenda Item	To do / deadline (Responsible)
1.	SuSanA organizational development process	
	<p>The call had the goal to get an update from the CMTF about the organizational development process and discuss the next steps of the process. Francis de los Reyes, speaker of the CMTF, presented the documents (previously shared with Core group via email):</p> <ol style="list-style-type: none"> 1) Vision and purpose statements 2) CMTF Workplan 3) ToR for OD consultant 4) Rough budget for OD consultant and CMTF activities <p>There were no comments at this stage regarding the purpose statement presented (see chat transcript).</p> <p>The CMTF workplan consists in engaging an organizational consultant (60 – 65 days) to develop in the coming months the scenarios for the organizational and governance structure of SuSanA. The CMTF would then refine the suggested models, looking at all possible forms and end up with one alternative. This will be presented and discussed during the Core Group meeting in Stockholm 2020. Additionally, the budget also covers travel costs and facilitation for the meetings.</p> <p>The discussion focused on:</p> <ul style="list-style-type: none"> - the role of a communication consultant to develop a plan on how the CMTF communicates with the network. During the discussion there was some confusion between a communication strategy for the CMTF and a communication plan for SuSanA. Arno was referring that a communication plan for SuSanA was already prepared by the consortium under the BMGF grant. It was agreed that the OD consultant should be prioritized at this stage, also considering the context of scarce funding - potential sources of funding for the OD process: originally the idea was that the funds would be secured by the CMTF. As already announced in December, the CMTF doesn't have the capacities to address this task. Arne has announced that the SuSanA secretariat (GIZ) is not able to step in to fund the process after having financed two face-to-face meetings of the CMTF. The current budget of the secretariat mainly covers human resources for the management of the network, organization of SuSanA meetings and IT support for the online platform. <p>Arno had already in 2018 drafted a proposal and budget (USD 250,000) for the OD process to be submitted to New Venture Fund. Since Jan Willem from BMGF informed the Gof5 that the price tag of 250,000 would be too high, they prepared a proposal with a price tag of 72,000 USD for funding only the formation and the first activities of the CMTF. At the end, no proposal was submitted to the Venture Fund as there were no funds available for 2019. Stefan Reuter informed the</p>	

	<p>group that BORDA had successfully submitted a proposal to the NVF and could inquire about the potential funds for 2020.</p> <p>Dorothee Spuhler shared the idea of partnering up with a professor in OD that is interested in the topic, knows a little bit the context, has competences on international law and could take on this as a challenge that he tackles with the support of a few master thesis. Here we could build on the experience of cewas programme.</p> <p>Action points:</p> <ol style="list-style-type: none"> 1. It was agreed that everyone interested in the future of the network should engage with its own networks to access potential sources of funds. <p><i>WSSCC:</i> Arne and Franziska (secretariat) will approach WSSCC to assess if further funding would be available (WSSCC currently finances the moderation of the SuSanA forum through a grant to the Skat Foundation)</p> <p><i>New Venture Fund:</i> Stefan Reuter will establish contact</p> <p><i>Contact with Universities:</i> Dorothee Spuhler will suggest some contacts to the secretariat</p> <p>The secretariat will send out an email to Core Group to mobilize Core Group members who were not present at the call.</p> <p>Cecilia Rodrigues is the focal point at the secretariat for fundraising. Madeleine and Shobana will provide support.</p>	
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Chat transcript:

[10.02.2020 16:13] Cecilia Rodrigues:

SuSanA Vision and Purpose statements (Revised by CMTF, Dec. 10, 2019, and January 17, 2020):

Vision Statement

"All people have access to sustainable sanitation, without distinction of any kind as to race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth, disability or other status."

Purpose Statement

The Sustainable Sanitation Alliance is dedicated to informing, educating, and inspiring sector professionals, policy makers, researchers, and other agents of change by linking on the ground experience with an engaged community of practice, to achieve sustainable sanitation for all.

[10.02.2020 16:15] Roland Schertenleib: Vision and purpose statements look good to me

[10.02.2020 16:26] Belinda Abraham: Can you share some of the arguments for or against having a communication consultant? Seems to me that communication would help fundraising!!!!

[10.02.2020 16:29] Arne Panesar: As long as we do not find money to finance this plan - in this call or later - it's a hypothetical plan, and has to be adjusted to doable things

[10.02.2020 16:30] Carol McCreary: Francis makes a good point about looking at end recommendations rather than at all those inputs!

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Meeting Minutes SuSanA Core Group

21 April 2020
16:00 – 17:30 CET
via Microsoft Teams

[LINK](#) to minutes from CG Call (Feb 2020)

Minutes taken by: Christian Dworak (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat


Meeting chaired by: SuSanA Secretariat

Name (Organisation)	Function
Abishek Narayan (Eawag)	WG 6 lead
Ada Oko-Williams (WaterAid)	WG2 lead
Alexandra Dubois (GIZ)	WG 4
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Coerver (Malteser Int.)	WG 8 lead
Arno Rosemarin (SEI)	Active member
Belinda Abraham (Thrive Networks)	WG 7 lead
Bella Monse (GIZ)	WG 7 lead
Carol McCreary (PLUSH)	WG 9 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Christian Dworak (GIZ)	SuSanA Secretariat
Christian Zurbrugg (Eawag)	WG 4 lead
Daniel Ddiba (SEI)	WG5 lead
Diane Kellogg (Kellogg Consultants)	Active member
Dorothee Spuhler (Eawag)	WG 1 lead
Franziska Volk (GIZ)	SuSanA Secretariat
John Sauer (PSI)	WG2 lead
Jona Toetzke (German WASH Network)	WG 12
Laura Kohler (CAWST)	WG 1 lead
Leif Wolf (PTKA - KIT)	WG 11 lead
Lizette Burgers (UNICEF)	Active member
Lourdes Valenzuela (AGUATUYA)	Latin America Chapter coordinator
Madeleine Fogde (SEI)	CMTF
Mintje Bueuerma (GIZ)	SuSanA Secretariat
Nitya Jacob	India Chapter coordinator
Om Prasad (WaterAid)	WG13 lead
Prit Salian (iSan)	WG 6 lead
Roland Schertenleib	Active member
Sean Furey (SKAT)	WSSCC Cooperation System (Forum)

Shobana Srinivasan (BORDA)	CMTF
Soeren Rued (GIZ)	WG 3 lead
Sudhir Pillay (WRC)	WG 4 lead
Thilo Panzerbieter (GTO)	Active member
Trevor Surridge (GIZ)	Active member

	Agenda Item	To do / deadline (Responsible)
1.	SuSanA organizational development process	
	<ul style="list-style-type: none"> ○ The CMTF has continued meeting online in March and April, moving forward with the goal of drafting a Strategy Document (to make Vision, Statement of Purpose and Theory of Change more concrete) and a Code of Conduct. These documents are in preparation by subgroups of the CMTF. Progress was slowed down by the COVID-19 crisis. ○ The CMTF expressed some concern about the lack of funding for the OD process. The Secretariat has made it possible to consult with Neil Hatton, and possibly Johannes Heeb, which the CMTF appreciates. ○ The CMTF met with Neil Hatton (April 2, April 7), and will revise the ToR for the OD consultant based on this discussion. This revision is being drafted. The discussion was helpful in framing the tasks ahead for the OD consultant, including thinking about the Business Model for SuSanA. ○ New draft budget to continue OD until end of September: ~18.000 (20 – 25 days with consultant, instead of initially planned 65 days) ○ Until the day of the call, there were no ideas for funding the OD process. Suggestion: Use budget, that was originally allocated for SWWW (canceled), for funding the OD? ○ New Venture Fund: A call was requested, but no response yet. 	
2.	COVID-19 / Corona response from SuSanA	
	<ul style="list-style-type: none"> ○ Measures taken so far: <ul style="list-style-type: none"> • New Forum category COVID-19 - Corona virus pandemic in relationship to WASH established (17 topics so far) • Set up a collection of COVID & WASH practical guides and resources and pinned to the start page of the Forum • COVID-19 Edition Newsletter sent on April 9th • Banner on start page inviting our members and partners to share their experiences, learnings and opinions • Linked up with WSSCC on developing a regular communication on COVID-19 in partnership to streamline the news and information via SuSanA. 	

	<ul style="list-style-type: none"> ○ The discussion paper on health was initially planned to shed light on links between WASH and health issues, especially on neglected tropical diseases (NTDs). But we want to take the COVID-19 situation as an occasion to focus on the role of WASH in the prevention of epidemics / pandemics. <p>The paper deals with the following questions:</p> <ol style="list-style-type: none"> 1. How can WASH contribute to pandemic prevention? (thematic interlinkages) 2. How can SuSanA best act to facilitate this? (suggestions for SuSanA as a global network) 3. What must WASH actors know about the health sector to link efficiently and effectively? (glossary, partly linking to SuSanA's potentials) <ul style="list-style-type: none"> • A first draft version of the paper was sent out prior to this call to the CG members. Feedback and other ideas (e.g which actors & platforms should be included in the glossary) highly welcome. • Discussion and feedback on the paper: <p>How can WASH be integrated into the current pandemic response (which is dominated by the health sector) without exceeding its mandate? How can this be reflected in the paper?</p> <p>Integration of the COVID-19 response from other networks.</p> <p>Including guidelines during lockdown situations.</p> <ul style="list-style-type: none"> ○ Integrate "Environmental Health" back into WG structure (used to be under WG 4)? – Thilo will reach out to the WG for their input. ○ The Sustainable Sanitation sector program at GIZ has suggested to include SuSanA in a planned Corona response from the German government. 	Until end of April
3.	SuSanA organizational development process	
a.	<p>WSSCC & SuSanA (Support to SuSanA Forum)</p> <ul style="list-style-type: none"> ○ The project started at the end of November 2019 and is now in full swing and going well (announcement of start by WSSCC here) ○ We have recruited two co-moderators on a part time basis: Paresh Chhajed (1 day/week until December 2020) and Charlotte Maua (2 days/week until end of April 2020). Both co-moderators introduced themselves here. The recruitment process and the criteria are explained here. In addition, Brian Reed supports the moderators with a contract of 5 days (no direct moderation). ○ A Forum Practice Group meets on a monthly basis (Elisabeth von Münch, Sean Furey, Franziska Volk, Paresh, Charlotte Maua, Brian Reed, Eva Mary (see below FSMA section)). Tasks of this group include: <ol style="list-style-type: none"> 1. Allocate responsibilities amongst the group of moderators 2. Exchange about current discussions (in the Forum and the WASH sector), reflect where there is a demand/a gap for the 	

	<p>creation of collaborative content and coordinate the creation of it</p> <ol style="list-style-type: none"> Discuss achievements, joint reporting or monitoring activities Exchange with other SuSanA organs about future developments Suggest and decide User Experience and/or IT improvements <p>Example Discussion: How to measure the impact of co-moderators or the quality of forum posts / quality of SuSanA Discussion Forum in general? Moderators have established a log sheet of all moderator activities to record activities for two months in detail.</p> <ul style="list-style-type: none"> There has been a marked increase in number of forum posts per month since January We have also seen spikes in new SuSanA member registrations which coincides with advertising e-mails by WSSCC where they promoted joining SuSanA We note that there is limited engagement from core group members on the discussion forum. Is there anything that is holding core group members back? It would be nice to lead by example vis a vis our SuSanA members. Hint: Posts can be sent via mail to posting@fourm.susana.org 	
b.	<p>SuSanA Regional Chapter – India</p> <ul style="list-style-type: none"> Activities: discussion and a roundtable on COVID-19 on either preventive measures through good hygiene practices OR sewage testing as a means of herd surveillance for COVID-19 infections is planned (Update: The discussion is ongoing here) Funding - IRC support continues, and may be succeeded by support from ISC (Proceedings slowed down due to COVID). The discussion on WASH in correctional/remand centers has been deferred since it was planned it with UNICEF, which is completely preoccupied with the COVID response. 	
c.	<p>SuSanA Regional Chapter – Latinoamérica</p> <ul style="list-style-type: none"> SuSanA Latinoamérica has a new logo  <ul style="list-style-type: none"> The second SusanA Latin America newsletter was sent out in mid-February Webinar Agua y cambio climático took place end of March (~340 registrations, 100 participants – limited by the platform, limit will be extended) Short promotional spots are been prepared to stimulate the participation in the discussion forum. The coordination of the chapter has engaged a consultant to work on the translation of the SFD Manual into Spanish and Portuguese and a systematization of three FSM case studies in the region. 	

	<ul style="list-style-type: none"> ○ A meeting with IDB (Interamerican Development Bank) will take place in April to define the ways of joint work. 	
d.	<p>SuSanA Regional Chapter - WANA</p> <ul style="list-style-type: none"> ○ WANA chapter sent out their first newsletter in March covering new opeds in Arabic about water and sanitation issues in Jordan and Lebanon. ○ WANA Chapter to include new opinion this April written by HE Dr Hazim el Nasir – Ex minister of Water in Jordan and the founder of the Middle East Water Forum. (Update: See here) 	
e.	<p>SuSanA Regional Chapter development</p> <ul style="list-style-type: none"> ○ Discussions around a SuSanA Africa Chapter have been ongoing since 27th SuSanA meeting/FSM5 conference in South Africa. There is interest from WSSCC to support a SuSanA Africa Chapter anchored at ANEW. The activities of the chapter could focus on CSO strengthening, capacity development and knowledge management - with direct links to Ngor commitments, the African Sanitation Policy Guidelines, as well as the empowerment of female professionals in the sector. A draft proposal is being prepared. The secretariat is looking for people who want to be involved and take this forward in the next weeks. ○ Core Group Members that are interested in being part of a Chapter Impulse Group (tasked with the proposal development), please inform the Secretariat. The group will start working with effect from April 22nd. 	
f.	<p>FSM Alliance & SuSanA</p> <ul style="list-style-type: none"> ○ FSM Alliance Secretariat member (Eva Mary) is joining the Group of Forum Moderators and will take care of the Forum Section “Faecal Sludge Management” with 231 topics. Training is provided by Forum Moderator Charlotte Maua. ○ FSMA and SuSanA had a strategy meeting in December 2019: <ul style="list-style-type: none"> • FSMA and SuSanA will work on a joint strategy on collaborating together • An informal meta-network was one of the ideas being discussed. Identifying common interest of all networks. IWA and SWA will be contacted. ○ SuSanA has been working together with FSMA, WSSCC and RWSN on various topics. Interested networks will be approached by SuSanA to form a meta network to promote harmonisation of the sector. 	
4.	<p>Webinar updates</p> <ul style="list-style-type: none"> ○ No upcoming SuSanA webinar planned. ○ Sanitation calender includes mostly online events. All members can get access to upload events and trainings. 	

5.	SuSanA WGs: Updates/ Changes of Leads / Meetings	
	<ul style="list-style-type: none"> ○ General updates: Jonathan Parkinson stepped down as WG 2 lead. Interest by IRC representative with financing background to join WG2 lead. ○ WG updates: WG 6: Cities The "urban sanitation journey" publication that maps how the approach to urban sanitation has evolved is coming together and it is planned to be completed in the coming months. WG 7: WASH in Schools & Coronavirus Knowledge Map The WASH in Schools (WinS) Network (UNICEF, GIZ, Save the Children, Water Aid, among others) has compiled a Knowledge Map with links to relevant materials about COVID-19 for learners, their families and the education system. The map is intended for the time when schools are closed and in preparation for re-opening of schools. The material is updated regularly, submissions can be sent through WinS-COVID-19@susana.org. Discussion about the importance of strategies for school reopening. The WHO released a document on handwashing stations in public places (Link). WG 8: Launch of online Platform for Compendium of Sanitation Technologies in Emergencies. A newsletter will be started. WG 11: Working on updating factsheet on the joint management of sanitation and groundwater protection. 	
6.	SuSanA meetings & Events	
a.	Knowledge Management 29th SuSanA meeting, February 2019 The 29th SuSanA meeting took place on Saturday, 22 February 2020 - just before the The African Water Association (AfWA) International Congress and Exhibition in Kampala, Uganda. The documentation of the meeting is available here: https://www.susana.org/en/community-mm/susana-meetings/upcoming-meetings	
b.	30th SuSanA Meeting Virtual The idea to organize a virtual meeting was well received. Although it will be a challenge that requires good preparation, it will also make the meeting more inclusive for people who wouldn't be able participate otherwise. A different time format will be required e.g. spread out the meeting over multiple days, with several separate sessions. Madeleine Fodge kindly offered her support for the preparation. A committee will be established in the coming weeks.	

Chat protocol (adapted):

Arno Rosemarin: What happened to our attempt through Stefan Reuter to raise funds through the New Venture Fund?

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Meeting Minutes SuSanA Core Group

August 10, 2020
15:00 – 16:00
CET
MS Teams

[Link](#) to minutes from CG Call (Apr 2020)

Minutes taken by: Finn Staack (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Abishek Narayan (Eawag)	WG 6 Lead
Ada Oko-Williams (WaterAid)	WG2 Lead
Arne Panesar (GIZ)	SuSanA Secretariat
Arno Rosemarin (SEI)	Active member
Belinda Abraham (Thrive Networks)	WG7 Lead
Bella Monse (GIZ)	WG7 Lead
Carol McCreary (PLUSH)	WG9 Lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Daniel Ddiba (SEI)	WG 5 Lead
Diane Kellogg (Kellogg Consultants)	Active member
Jack Sim (WTO)	WG9 lead
John Sauer (PSI)	WG2 lead
Finn Staack (GIZ)	SuSanA Secretariat
Laura Kohler (CAWST)	WG1 Lead
Lourdes Valenzuela (AGUATUYA)	Latin America Chapter coordinator
Manal Alshraideh	WANA Chapter coordinator
Prit Salian (i-san)	WG 6 Lead
Roland Schertenleib	Active member
Sean Furey (SKAT)	WSSCC Cooperation System (Forum)
Shobana Srinivasan (BORDA)	CMTF
Thilo Panzerbieter (GTO)	Active member
Vishwanath Srikantayah	Active member

*as decided on this, the 37th Core Group Call, colors are used to see what was edited after the meetings

	Agenda Item	To do / deadline (Responsible)
1.	SuSanA organizational development process	
	<p>a. GIZ and Eawag have committed parts of the funding required for hiring the OD consultant. Other SuSanA partners are welcome to contribute. Tender process has started, based on the shortlist developed by the CMTF.</p> <p>9 Pandemic prevention is proposed as a potential future topic</p> <p>b. In the communication with BMZ, GIZ is currently underlining the key role SuSanA played in the sector in the last 12 years. Sustainable Sanitation is a key foundation for Pandemic-Preparedness and -Response. BMZ will decide on additional funds for SuSanA probably until September/October 2020.</p>	
2.	COVID-19 / Corona response from SuSanA	
	<p>General outreach of publications on the SuSanA Library (as of 27.07.2020):</p> <p>Views: around 9.000 Downloads: around 2.500</p> <p>New discussion paper from SuSanA on “WASH and Health”. Link to paper: https://bit.ly/39VgUcQ. Feedback from SuSanA members is ongoing (see Forum link here: https://bit.ly/3a9Kb3H)</p> <p>The discussion paper intends to address the following topics:</p> <p>I. No Health without WASH. Water, sanitation and hygiene are the foundation for healthy humans, animals and a healthy environment.</p> <p>II. SuSanA as Network for Sustainable Solutions. SuSanA will continue to be a cornerstone in shaping the agenda and promoting a healthy world based on sustainable sanitation systems and hygiene management. Section 2 discusses how SuSanA can best act to facilitate this process.</p> <p>III. Annex: Glossary of Key Health Terms and Actors. Section 3 provides an overview about terms and actors helping WASH actors to understand colleagues from the health sector.</p> <p>The final product (Version 1.0) will be presented during the upcoming SuSanA Meeting.</p>	
3.	SuSanA Cooperation Systems	
a.	<p>WSSCC & SuSanA (Support to SuSanA Forum)</p> <ul style="list-style-type: none"> Survey ongoing: SuSanA Discussion Forum Usage – please submit your feedback (about 170 participants as of 10th of Aug.) https://forum.susana.org/10-announcements-regarding- 	Sean Furey + Elisabeth von Münch

	<p>susana/24171-survey-susana-discussion-forum-usage-if-you-veever-used-the-susana-discussion-forum-please-participate</p> <ul style="list-style-type: none"> Chaiwe Mushauko-Sanderse joined as new Forum moderator. Introduction here: https://bit.ly/30s9quH Forum posts have been lower in June & July than in the beginning of the year but higher than same time last year https://forum.susana.org/forum/statistics WSSCC partnership will likely continue under a partnership with the new Sanitation and Hygiene Fund (SHF) that WSSCC is transferring into (https://www.shfund.org/) Member registration now includes a gender field: https://forum.susana.org/the-basics-registration-login-posting-andreplying/24212-why-are-we-asking-about-your-gender-in-theregistration-process Analysis conducted to determine how many of our members are from Global South and North based on the country that they specified in their registration / user details (https://forum.susana.org/10-announcements-regardingsusana/24094-please-take-a-moment-to-update-your-forumprofile-and-membership-data-today-would-help-with-our-plannedanalysis-of-users) The project team has improved the Wikipedia articles for Swachh Bharat Mission, Sanitation worker, WASH Discussions on better synergies with RWSN (Dgroups) and Hygiene Hub (Knowledge Point) are ongoing. Starting with "coordinated" cross-posting, referring etc... For the longer term, figure out how the multiple platforms can co-exist/synergise 	
b.	<p>SuSanA Regional Chapter – India</p> <ul style="list-style-type: none"> The SuSanA India Chapter concluded a discussion and webinar on the potential of testing sewage for the presence of COVID in June. A briefing paper is begin prepared for submission to the Government of India. The SuSanA webinar was followed by another by UNHABITAT on the same topic with speakers from South America, Africa, Europe, USA and Asia. Synthesis document for the thematic discussion on sewage testing for early warnings about COVID-19 conducted by the SuSanA India Chapter is published: https://www.susana.org/en/knowledge-hub/resources-andpublications/library/details/3886. The outcomes will be presented at a session within the 30th SuSanA meeting (together with WRC). The discussion is available on the Forum at https://forum.susana.org/testing-sewage-for-early-warnings-aboutcovid-19-thematic-discussion-by-susana-india-chapter The next discussion to be launched shortly will consider the liquid waste management aspects proposed under the guidelines of the Second Phase of SBM (SBM 2). This will be a thematic discussion and webinar. 	
c.	<p>SuSanA Regional Chapter – Latinoamérica</p>	

	<ul style="list-style-type: none"> • Webinar N°3 Water and Climate Change and N°4 actions to beat Covid 19 were held in March and June, respectively. • Ongoing 2 consultancies: one for the translation of the SFD Manual into Spanish and Portuguese and the second consultancy is a systematization of 3 FSM case studies in Latin America • Ongoing discussions and collaboration with IDB, but still without any signed agreement • Short spots to promote the use of discussion forums at the Latin American level will be shared soon (was shown in the CG call) • Within the 30th meeting of SusanA, the RC will hold the webinar N°5 Gender and WASH 	
d.	<p>SuSanA Regional Chapter – WANA</p> <ul style="list-style-type: none"> • Lara Nassar has left the coordination of the SuSanA WANA Chapter. The Chapter will continue to work on a minimal basis with rough 5% of staff time in Jordan/Germany from BORDA. This work mainly involves keeping the web and social media platforms updated. BORDA is interested to continue hosting the Chapter and hence would like to appeal for funds to continue running the Chapter in a sustainable manner. Kindly contact Manal Alshraideh (Chapter coordinator) and Shobana Srinivasan for providing information on potential donors. • The achievements of WANA Chapter within the past grant will be presented in the SuSanA meeting. 	

e.	<p>SuSanA Regional Chapter development - Africa Chapter</p> <ul style="list-style-type: none"> • After the last CG call, a Chapter impulse group was established for the preparation of a proposal for a SuSanA Africa Chapter to WSSCC. • The proposal was submitted on 28th May, and resubmitted after a revision based on feedback from WSSCC on 1st July. Targeted start date was August, however due to the transformation of WSSCC into SHF it is not clear if new project proposals will be confirmed/started. • The proposed activity areas within the proposal were: <ol style="list-style-type: none"> 1. Establish, curate and maintain a regional knowledge hub. 2. Empowerment of the leadership of African Women in the WASH sector 3. Strengthening of individuals and youth organisations partnerships in the WASH sector 4. CSO engagement in key WASH processes and events. <p>⑨ WSSCC will be funding the African Chapter</p> <ul style="list-style-type: none"> - Kickoff meeting 11 August 2020 - Launch during the 30th SuSanA Meeting (recording of the launch is available on Youtube) - Saghen Malik is in lead of this <p>⑨ Funding will cover Change management of SuSanA and a consultant hopefully hired soon</p>	Franziska Volk
f.	<p>FSM Alliance & SuSanA</p> <p>FSM6 will take place in Jakarta, Indonesia next year in May. The production team is closely monitoring the pandemic situation for a face to face meeting. The committee is also considering some online sessions. The conference format has been renewed by the FSM Alliance this year, so that big organizations can organize sessions on specific topics within the FSM sector and on demand basis.</p> <p>Apart from the 4 thematic tracks, planned sessions and workshops would also take place. For more information: https://fsmalliance.org/abstract-page/</p>	Shobana Srinivasan
4.	SuSanA WGs: Updates/ Changes of Leads / Meetings	

	<p>WG updates:</p> <p>WG 1 is finalising the Factsheet review & host a WG meeting during the 30th SuSanA meeting</p> <p>WG 2 Idea to host some sort of conversation in SuSanA meeting with a focus on sanitation as well as small businesses and the impact of COVID-19 on them.</p> <p>WG 6 will host a WG meeting during the 30th SuSanA meeting. Furthermore, a webinar is planned for autumn on "Standards and regulation and how they create barriers or opportunities on reuse of resources".</p> <p>WG 7: WG 7 will also host a WG meeting during the 30th SuSanA meeting. New material has been developed by the WASH in Schools Network (partly with feedback/translation support from SuSanA members)</p> <ul style="list-style-type: none"> • Knowledge Map: WASH in Schools and Coronavirus, • 10 Immediate WASH in Schools (WinS) Actions - For School Heads to Manage the Response to COVID-19 - (Various languages available), • A Mini International Learning Exchange (ILE) on WASH and Schools Re-opening Virtual Conference • Checklists for school entrances, classrooms & toilets - all linked here: https://www.susana.org/en/knowledgehub/resources-and-publications/library/details/3893 <p>WG 11: Working on updating factsheet on the joint management of sanitation and groundwater protection.</p> <p>No replacement yet for Jonathan Parkinson (Financing)</p>	
5.	SuSanA meetings & Events	
a.	Events from the Sanitation Event Calendar are now included in the Forum Digest. All partners can upload their events into the calendar, a training session will take place during the SuSanA meeting.	Franziska Volk
b.	<p>30th SuSanA Meeting Virtual - 17th to 28th of August</p> <p>With the support of the planning committee and active members of the network, the Secretariat is convening the first online SuSanA Meeting. The Plenary meeting will take place on the 17th of August, 2.00-3.30 pm CEST. The sessions are taking place in two weeks and will incorporate sessions from the WWWeek @ Home (SIWI led SWWW</p>	Franziska Volk

	<p>alternative) and WW4D - Week on Water for Development (GIZ led SWWW alternative).</p> <p>The organization of the sessions were decentralized. The hosting person / organization is responsible for developing the programme, inviting guest speakers and deciding on the online platform. The SuSanA secretariat will look after consistency of sessions, put together the overall programme, registration, communication with registered participants and promotion.</p> <p>The confirmed sessions are (all times in CEST):</p> <p>Monday, 17th of August 2.00-3.30 pm - Opening Plenary Tuesday, 18th of August 12.30- 2.00 pm – Hand Hygiene Session 2.00-3.00 pm – Discussion Forum Session 4.00-5.00 pm – Gender and WASH (Latin American Chapter)</p> <p>Wednesday, 19th of August 12.00-1.30 pm – Session on Sanitation workers 2.00-3.30 pm – Working Group 6 Session (Urban Sanitation & FSM) 4.00-5.30 pm - Working Group 1 Session (Capacity Development)</p> <p>Thursday, 20th of August 11.00-12.30 pm - Sewage testing for COVID 19 (Indian Chapter) 1.00-1.30 pm – Sanitation Event Calendar 2.00 - 3.00 - Working Group 7 Session (WASH in Schools) 3.00 - 3.30 - Public Toilets reopening</p> <p>Friday, 21st of August 3.00-4.00 pm - Open discussion: What did COVID-19 teach us?</p> <p>Tuesday, 25th of August 3.00-4.30 pm - WASH Systems, Sustainability, and Resilience: Why do they matter? 7.00-8.30 pm - WASH Systems, Sustainability, and Resilience: Why do they matter?</p> <p>Wednesday, 26th of August 6.00-7.30 am - WASH Systems, Sustainability, and Resilience: Why do they matter? (3 options for different time zones) Thursday, 27th of August 1.00-1.40 pm - Towards inclusive, green city sanitation for Lusaka</p> <p>Friday, 28th of August 11:00-12:00 pm - Menstrual Hygiene Management- Relevant, Intersectoral and on the Rise</p> <p>A few additional sessions are yet to be confirmed. - About 200 registrants as of 10th of Aug.</p>	
6.	AOB	
	SuSanA as active partner of Hand Hygiene for All Initiative?	

	<p>Infos and material: https://www.susana.org/en/knowledgehub/resources-and-publications/library/details/3891</p>	
	<p>Active Partners so far are WHO, UNICEF, World Bank, LSTHM, SWA, ILO, GHP, IFRC and WaterAid</p> <p>Commitment suggested by HHfA under the two main pillars:</p> <p>Learning, evidence and exchange:</p> <ul style="list-style-type: none"> • Gather and synthesise the lessons learned from SuSanA member organisations – this could be simply as they are shared on the platform, or by actively seeking these out across members • Facilitate learning and exchange across organisations through active moderation of hand hygiene discussions • Share lessons learned from other organisations via the SuSanA platform (Hygiene Hub case studies and other) Multi-stakeholder engagement: • Raise profile of HH4A initiative among SuSanA members <ul style="list-style-type: none"> ① Positive feedback, especially from WG 7, as “WG 7 is basically hand hygiene in public institutions” ② Branding issues, as there is no official website for HH4A initiative yet ③ Conference of UNC will take place virtual without attendance fees ④ Agreed on the use of different colors to see what was edited after the meetings 	

Chat transcript:

[15:17] Thilo Panzerbieter (Gast)

is the screen share frozen for all? The agenda is not scrolling on my screen

[15:18] Abishek (Guest) (Gast) I

can't see it either.

[15:18] Panesar, Arne GIZ its frozen for me. Cecilia had send around the agenda on 6th August...

[15:19] Abishek (Guest) (Gast)

perfect

MINUTES

 sustainable
sanitation
alliance

**Draft Meeting Minutes
SuSanA Core Group**

 January 18, 2021
16.00-17.40 CET
MS Teams Meeting

[Link](#) to minutes from CG Call (August 2020)

**SuSanA Core Group Call
18 January 2021, 16.00-17.40 pm CET via Microsoft Teams**

Minutes taken by: Salua Moussawel (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants

Name (Organisation)	Function
Abishek Narayan	Eawag-Sandec
Ada OkoWilliams	WaterAid
Arne Panesar (GIZ)	SuSanA Secretariat
Bella Monse	WG07 Lead
Carol McCreary (PLUSH)	WG9 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Celia Bedoya	CMTF member
Chaiwe Mushauko-Sanderse	Forum Moderator
Christoph Lüthi	WG06 Cities
David Crossweller	Active member
Dorothee Spuhler	WG1 Lead
Elisabeth von Münch	Active member
Francis de los Reyes (NC State University)	CMTF
Franziska Volk (GIZ)	SuSanA Secretariat
John Sauer	WG2 lead
Kim Andersson	Active member
Kim Worsham	Guest
Laura Kohler (CAWST)	WG1 lead
Lourdes Valenzuela	RC Coordinator (Latinoamerica)
Madeleine Fogde (SEI)	CMTF
Manal Al Shraideh	RC Coordinator (WaNa)

Om Prasad Gautam	WG13 Lead
Paresh Jawarilal Chhajed	Forum Moderator
Richard Bennett	OD consultant (supporting CMTF)
Roland Schertenleib	Active member
Salua Moussawel	SuSanA Secretariat
Sareen Malik	RC Coordinator (Africa)
Sean Fury	WSSCC / Forum
Shobana Srinivasan	BORDA
Stefan Reuter	WG10 lead
Sudhir Pillay	WG4 lead
Thilo Panzerbieter (GTO)	Active member
Trevor Surridge	Active member
Vishwanath Srikantayah	Active member

	Agenda Item	Input from:	
1.	SuSanA organizational development process		To do list
	<p>Report from CMTF. Two consultants have been supporting the CMTF since December, under a small funding provided by Eawag. The SuSanA Africa Chapter has hired a consultant to provide specific inputs on North-South knowledge exchange. GIZ has assigned a slightly higher budget, but there has been delays in the tendering process.</p> <p>From January 2019 until August in 2020, they meetings to prepare key documents. It was further delayed due to funding issues as they needed assistance from consultants to continue the work. Between November and December, they found a funding situation that comes in 3 batches: (1. Eawag, 2. SuSanA African Chapter through WSSCC funding and 3. GIZ)</p> <ul style="list-style-type: none"> • 1st funding went to consultants with the task of carrying out a status quo analysis of the SuSanA network, describing the strengths and weaknesses. A draft will be given to CMTF for review soon. The next step is to do a meeting or workshop (end of January) to discuss these options. • 2nd funding: The African Regional Chapter contracted Nottawassaga Institute to provide insights into regional networks and north-south knowledge exchange. • 3rd funding: Tender process will get started in the coming weeks. The consultants shall provide the specifics for tailor made SuSanA 2.0. A meeting with the Secretariat will be scheduled after that. 	CMTF	

	<p>Questions:</p> <ul style="list-style-type: none"> • Q: How will the report once done be shared with the Core Group? A: It might not be public, but they will see with the secretariat to decide. • Q: What are legal aspects considered? A: It depends where it will be geographically / the options for CMTF will cover whether they will continue to be hosted or if they will be individually registration. It might be a hybrid of both. <p>CMTF will not implement changes for SuSanA 2.0 as that is out of their scope.</p> <p>The Core Group thanks the CMTF for the voluntary work.</p>		
2.	COVID-19 / Corona response from SuSanA		
	<p>The new Corona virus Forum sub-category https://forum.susana.org/covid-19-corona-virus-pandemic-in-relation-to-wash is still open and includes 38 topics, plus a thematic discussion on "testing sewage for early warnings on COVID-19" from the India Chapter.</p> <p>Updates from Core Group members on sanitation activities related to Covid.</p> <ul style="list-style-type: none"> • WinS Network: The Global Wash in Schools Network (WinS) is now more connected to SuSanA. Many resources have been published on SuSanA and positive feedback has been received • FSM 6 will be completely virtual. Participants must pay for the fee this time. • David Crosweller: Solar panel hand washing units which turned to gravity fed units have been very successful especially in hospitals. 30 more will be installed soon. There were challenges with CBS units (container-based sanitation), as people could not enter the houses to replace the containers, but the people managed to do so on their own. • Manal Alshraideh: Due to Covid and lockdown there is major delay in projects, but more focus is on hygiene kits 		
3.	SuSanA Cooperation System		
	<p>WSSCC (SHF) & SuSanA (Support to SuSanA Forum)</p> <p>The final report of the grant was submitted to WSSCC and well received mid-December 2020.</p> <p>WSSCC closed as of end of 2020, a new grant proposal to the newly established Sanitation Hygiene Fund (SHF, https://www.shfund.org/) is being developed by the "Forum practice group".</p> <p>Further ideas for Forum funding proposal recipients?</p>	<p>Sean Furey, Chaiwe Mushauko-Sanderse, Paresh Chhajed-Picha</p>	

	<p>A report has been concluded and shared, here are three highlights:</p> <ol style="list-style-type: none"> 1. The SuSanA forum is successful and vibrant and is somewhat undervalued and should not be taken for granted. 2. Satisfaction level is high, and the members are a lot more active. WSSCC members migrated over and could bring new topics 3. Covid-related: People can come to the forum for hygiene related questions. Statistics from 2012 state that 2020 had the highest engagement. <p>Challenges:</p> <ul style="list-style-type: none"> • Too few participants from developing countries - need more participation from global south – many members are registered but not actively posting • Gender aspect – need higher female participation • Age ratio • Funding • Encourage more core group members and colleagues to be active 		
a.	<p>SuSanA Regional Chapter – India</p> <p>The chapter steering group set up a new strategy for 2021. A planning meeting took place beginning of January 2021.</p> <p>Proposed activities for 2021 include:</p> <ol style="list-style-type: none"> a. Thematic discussions on the SuSanA Forum resulting in synthesis documents and, where appropriate, a discussion/white paper and media articles. b. Webinars or regional, thematic meetings in states where consortium members have a presence resulting in a synthesis document. c. Expanding the knowledge hub on the SuSanA library and promotion through the Facebook page, Twitter and other social media. d. Restructuring the India pages on the SuSanA website to reflect new on-going activities and project such as the WASH start-up ecosystem. 	Nitya Jacob	
	<p>SuSanA Regional Chapter – Latinoamérica</p> <p>The detailed update has been shared alongside this agenda</p> <p>The newsletter has been sent to all 1,150 chapter members (in Spanish): Boletín SuSanA Latinoamérica No.3</p> <p>They plan to invest in translating important documents and to focus on webinars.</p>	Lourdes Valenzuela	
	<p>SuSanA Regional Chapter – WANA</p> <p>Manal is drafting ToR and looking for a good intern to partially support WANA chapter activities.</p>	Shobana Srinivasan	

	<p>An opinion piece is planned for February. First version from two experts is awaited. These articles will be shared on "opinion section" under SuSanA WANA chapter page.</p> <p>A presentation of the WANA Chapter to a group of over 200 experts from all Arabian countries has been suggested. Response is pending.</p> <p>In Jordan another SFD training may happen later this year. A new intern will be hired in the next couple of months, who will also support WANA chapter activities. Manal has requested to present the Chapter in a group of sanitation professionals in the sector.</p>		
	<p>SuSanA Regional Chapter – Africa</p> <p>Webinar with ANEW on 2nd of Dec on “Innovative and Evidence based Water Initiatives for improved Gender Equity” Recordings: https://www.youtube.com/watch?v=DCKXpaH9q7I</p> <p>Progress with setting up steering group for the new Chapter - members: WASHFIN, USAID, AFWA, Speak UP Africa (West Africa), WIN, IRC (pending), UWASNET, KEWASNET</p> <p>The chapter is working on their working groups and looking into equity, sextortion amongst others to plan webinars and prepare a newsletter for March. They are planning a documentary about women professionals in WASH to share the experiences of the role of women as not only the beneficiary but also the professionals.</p>	Sareen Malik	
	<p>FSMA Alliance</p> <p>The exhibition booth will be virtual, and exhibitors can be contacted. It would be good if SuSanA can be represented there. The price packages are from 1000 to 2000 euros including one member's registration to the event. If there are any members that would like to contribute to funding the SuSanA booth, please contact the Secretariat. EAWAG and the Latin America chapter will chip in.</p>	Shobana Srinivasan	
2.	SuSanA Working Groups		
	<p>Report and updates from Working Groups (Updates/ Changes of Leads / Meetings / ...)</p> <ul style="list-style-type: none"> • WG 6: Urban Sanitation Journey in the final steps and will come out in the next months (probably on the World Water Day) • WG 9: Carol is resigning so now there is an open position for the Lead. The Core Group thanks Carol for her contribution as WG-lead over the past years! • WG10/FSMA: World Emptying Challenge has been launched. Pit emptying exercises' videos can be sent until 31st march. The three best videos will be awarded with prizes in Euro. • WG 4: New strains of Covid – one of the latest papers showed that Covid-19 mutations were circulating months 		

	<p>before the patients showed it. It can be included in the upcoming newsletter.</p> <ul style="list-style-type: none"> • WG13: They are prioritizing and reviewing resources on Covid response. 		
	SuSanA meetings & Events		
	<p>30th SuSanA Meeting</p> <p>The first-ever online global SuSanA meeting did span over two weeks, included 21 sessions in 9 days, had 59 presentations in 25 hours of sessions with a speaker ratio of 26:42 male:female, and a record of 1,200 participants.</p> <p>All meeting documentations and recordings are available on the meeting page here: https://www.susana.org/en/knowledge-hub/trainings-conference-and-events-materials/conferences/2020/770-30th-susana-meeting-online-from-17th-to-28th-of-august-2020</p> <p>Most participants were able to attend a global SuSanA meeting for the first time due to the online format.</p> <p>Especially the keynote speech of Euphresia Luseka “<i>Initiating De-colonisation of WASH sector Knowledge</i>” sparked a lively and ongoing Forum thread https://forum.susana.org/196-capacity-development/24093-article-initiating-de-colonisation-of-wash-sector-knowledge?start=36</p> <p>Evaluation of the meeting: SuSanA Evaluation2 2020-10-27.pdf</p> <p>A big thank you to the Planning & Organising Committee and everyone involved in supporting sessions and participating.</p>	Franziska Volk	
	<p>31st SuSanA Meeting (South meeting)</p> <p>There are many open questions regarding the format of the 31st SuSanA Meeting. If online, is there the need to organize two of those Meetings? Shall it be associated to any bigger conference? If keeping the frequency of 2 meetings / year is desired, a reduced version of the meeting should be considered.</p> <p>A planning group has been formed. Christoph Lüthi, Madeleine Fogde, Arne Panesar, Laura Kohler have volunteered. Interested members are welcome to join. Secretariat will send an invite for the first meeting.</p>	Cecilia Rodrigues	
	Stockholm World Water Week will take place fully online in 2021 (re. 32 nd SuSanA meeting)		
	AOB		
	<p>Ocean Sewage Pollution Group – information and interest in collaboration with SuSanA.</p> <p>Ocean sewage pollution would like to collaborate with SuSanA. if there is anyone that would like to link up with them, please contact the secretariat.</p>	Franziska Volk	
	UNICEFs representation in Core Group – Lizette's successor		

	If there are any close contacts to Lizette please send the secretariat.		
	Franziska Volk has announced her departure from her role in SuSanA. She will remain active in the sector. The Secretariat and the Core Group thank her for her great support to the Secretariat in the past years.		

Chat Transcript (edited)

Stefan Reuter (Guest) The participation fee for FSM5 has been listed quite high. There's sort of an uproar on Twitter about this as well, especially about making it more affordable (therefore inclusive).

Om Prasad Gautam (Guest) @Stefan; thanks and glad that FSM is going on virtually. Just a quick question on registration fees (it appears significant while this is still going on virtually)

Abishek Narayan (Guest) (Guest) 385 EUR

Kim Worsham (Guest) It would be good to hear what FSMA will plan on doing to make its conference fee more affordable. It's high and it's not clear why

Monse, Bella Elisabeth GIZ PH hi David, can you place a factsheet on this solar panel handwashing facility

Surridge, Trevor GIZ JO @Franzi thank you for your years of energetic winds of change that you brought to the SuSanA secretariat. You have contributed immensely to bringing the sector together, well done. All the best in your future role, you will be missed greatly and happy for you to take your energetic winds of change to the UN galaxy. Best of luck.

Thilo Panzerbieter (Guest) fyi: SWA has a strategic focus on Climate this year (referencing Madeleine's comment)

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sustainable sanitation alliance

Draft Meeting Minutes SuSanA Core Group

April 26, 2021
16.00-17.30 CET

MS Teams Meeting

[Link](#) to minutes from last CG Call (January 2021)

SuSanA Core Group Call
26 April 2021, 4:00 – 5:30 pm CET via Microsoft Teams

Minutes taken by: Salua Moussawel (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants

Name (Organisation)	Function
Abishek Narayan (Eawag)	WG 6 Lead
Arne Panesar (GIZ)	SuSanA Secretariat
Bella Monse (GIZ)	WG7 Lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Chaiwe Mushauko-Sanderse	Forum Moderator
Christoph Lüthi	WG6 Lead
Dorothee Spuhler	WG1 Lead
Elisabeth Kvarnström	Active Member
Finn Staack (GIZ)	SuSanA Secretariat
Karen Villholth	WG 11 Lead
Laura Kohler (CAWST)	WG1 Lead
Lourdes Valenzuela (AGUATUYA)	RC Coordinator (Latin America)
Madeleine Fogde (SEI)	CMTF Member
Maureen Amakabane	CMTF Member
Mintje Bueuerma	GIZ
Nitya Jacob	RC Coordinator (India)
Paresh Jawarilal Chhajed	Forum Moderator
Prit Salian (i-san)	WG 6 Lead
Thorsten Reckerzügl	Active Member
Roland Schertenleib	Active Member
Salua Moussawel	SuSanA Secretariat

Sareen Malik	RC Coordinator (Africa)
Sean Furey (SKAT)	WSSCC Cooperation System (Forum)
Shobana Srinivasan (BORDA)	CMTF
Sören Rüd	WG 3 Lead
Stefan Reuter	WG10 Lead
Thilo Panzerbieter (GTO)	Active Member
Trevor Surridge	Active Member

	Agenda Item	Input from:	min
1.	Updates from the Secretariat		
	<p>Introduction of Shobana Srinivasan and Finn Stack, new staff members at GIZ working for the SuSanA Secretariat</p> <p>Finn and Shobana have (re)joined the secretariat since mid-February. The Secretariat and Core Group welcome the two new colleagues.</p>	Arne	
2.	SuSanA organizational development process		15
	<p>Report from CMTF on the work done to date. GIZ has hired Como consult to continue the support to the CMTF. The contract runs until the end of September. The kick-off call with the CMTF shall take place in early-May and the planned schedule for 2021 will be shared with the Core Group after that.</p> <p>Shobana presented the current status of the discussion within the CMTF. The Options paper will not be published yet, as some funding data is sensitive. However, once it is finalised, the key points can be published and discussed further.</p> <p>The following questions and discussion points are to be decided on soon. A breakdown of the options paper is as follows:</p> <ul style="list-style-type: none"> • Membership options: need to consider the ownership and responsibility of each of the members, partners and all who are involved with SuSanA. • Governance: Who will have the right in decision making and other governance functions? • Juridical Registration: How will SuSanA be hosted (neutral, member, physical sponsorship etc.)? • Operations and Secretariat: Will each different component bring a specific function (distributed leadership) or will functions be distributed regionally for e.g. (servant leadership)? • Financing: How would SuSanA be financed for the specific governance function chosen (membership fees, grants, etc)? <p>Questions and Discussion:</p> <ul style="list-style-type: none"> • RWSN is going through a similar process. Would it be possible to consider grouping specific functions of different networks, i.e. to avoid duplication of efforts, without losing the individuality of each network? • A starting point regarding funding is to compare funding of different smaller projects and activities (forums, webinars) to see how they can be supported. Which are functions that are underfunded and functions that are likely to get funded? • Consider a collaborative digital “home” for all similar efforts. • It would be better if more things are communicated from the CMTF, regardless of possible backlash, so that more input can be collected from different organisations. 	CMTF	

	<ul style="list-style-type: none"> A suggestion for the final report by the CMTF: Can there be a version published that includes the less sensitive data for all members to see before finalizing? 		
3.	31st SuSanA meeting		
	<p>The planning group for the 31st SuSanA meeting was formed during the past Core Group call and since then the group has convened twice.</p> <p>A first suggestion of format:</p> <ul style="list-style-type: none"> The event will occur before the Stockholm event (Aug 2021) for one week. It will be a full week starting with an opening plenary on Monday, followed by 2 sessions per day, within a fixed time slot. Before the August event, 4 steppingstone sessions led by SuSanA regional chapters will build up the momentum for the SuSanA week. In total, 13 sessions including a final plenary for networking. Sessions pre-confirmed by convenors: <ul style="list-style-type: none"> Wash and Climate (SEI) FSM6 Highlights and takeaways (Eawag + partners) Change management progress and current activities (Open session with Secretariat staff and CMTF) (Secretariat) Book talks / new publications (WG 1) <p>Questions and Discussions:</p> <ul style="list-style-type: none"> WG group meetings can be included and hosted by the WG. COVID and WASH are topics to be included Online platforms suggested is MS Teams. Facebook and Youtube are not as inclusive, since the tools are blocked for members in China (according to previous meeting experience). Secretariat is open to suggestions WASHfutures conference for the WinS was a success. They included great functions (entering special rooms, virtually sitting at tables). Members that would like to participate do however need to train or do a rehearsal before joining the webinar otherwise it is very difficult to navigate. <p>Action point:</p> <ul style="list-style-type: none"> The secretariat will reach out as a next step to circulate the themes among the members and is open to all further input and suggestions. For the opening session, kindly send ideas of speakers and relevant topics to be included. The secretariat is also happy about receiving ideas for alternative online platforms to host the meeting. 	Meeting Planning Group	
4.	COVID-19 / Corona response from SuSanA		15
	<p>Updates from Core Group members on sanitation activities related to Covid.</p> <ul style="list-style-type: none"> Recent examples from government responses in informal sectors in Kenya, Ghana and South Africa includes provision of water and 	All	

	<p>sanitation. It would be great to hear more of and collect these positive stories.</p> <ul style="list-style-type: none"> The education sector has been hit very hard. Even after re-opening, less children are attending schools. 		
5.	SuSanA Cooperation System		35
a.	<p>Support to SuSanA Forum</p> <p>Forum funding by WSSCC has run out. As part of the strategy to ensure sustainable moderation for the forum, GIZ is aiming for a grant agreement to the Skat Foundation. This grant would allow to continue funding the forum moderators (until the end Oct. 2021) and to test a “donation button” on the forum. The incoming donations would fund the forum moderation.</p> <p>The Secretariat is preparing a two-pager to apply for funds. Forum Practice Group plans to put the “decolonise knowledge” theme centrally into this proposal. What are possible donors to approach? Feedback from Core Group is desired.</p> <p>Link to brainstorming document: https://docs.google.com/document/d/136PrFtcx7nxdd5hkPB381vcLKgeACKDBZ008exHxND4/edit#</p> <ul style="list-style-type: none"> Donate button shall be tested for the SuSanA forum. Madeleine offers to approach her network. A short summary of key impact points of the SuSanA forum (number of people who are engaged, library, etc.) will be provided by the secretariat. 	Sean Furey	5
b.	<p>SuSanA Regional Chapter – India</p> <p>Conducted a discussion and webinar in Q1 of this year the support that local government institutions need to implement rural water and sanitation programmes, as envisaged by the government of India. LGIs have a lead role in these but need substantial help in terms of training and financing to do their job as equal partners with the bureaucrats and technocrats.</p> <p>Conducted a webinar on World Water Day to bring out stories of women champions who had done good work through WASH during the COVID pandemic in 2020.</p> <p>The India Chapter has been supported for 9 months of 2021 by a consortium of WaterAid, IRC and ISC. UNICEF is likely to provide support as well.</p> <p>WaterAid and NIUA are planning on engaging more youth on the forum and knowledge exchange activities.</p> <ul style="list-style-type: none"> A webinar on COVID will be conducted soon and will include information around the most recent COVID wave in India. A webinar on Women in WASH during the pandemic was done. A publication is in progress (it is currently in draft form) including various case studies. UNICEF is helping to support in expanding the WASH network. 	Nitya Jacob	5
c.	SuSanA Regional Chapter – Latinoamérica	Lourdes Valenzuela	5

	The chapter held the webinar Webinar SuSanA Latinoamérica - El Valor del Agua (in Spanish) - Resources • SuSanA on the World Water Day. Updates on the latest call with country's focal points.		
d.	<p>SuSanA Regional Chapter – WANA</p> <p>WANA Chapter is working under minimal capacity with 5-10% of staff capacity. An intern may be hired to support the process in the coming months by BORDA. BORDA is also interested in preparing proposals for donors willing to fund knowledge exchange in the region.</p> <ul style="list-style-type: none"> Chapter activities will be supported by an intern. The Swedish Embassy in Jordan was mentioned as a potential supporter for regional SuSanA activities. Kindly contact the secretariat and WANA Chapter if you have any ideas for funding. 	Shobana Srinivasan	5
e.	<p>SuSanA Regional Chapter - Africa</p> <p>Africa Chapter plans to continue the activities supporting youth and women. The consultants Nottawasaga will dedicate six days for the CMTF and ToRs will be prepared by the CMTF and the OD consultants.</p> <ul style="list-style-type: none"> A campaign was created to include women professionals in WASH that share their experience in the field. The links are shared below. Workshops have been taking place and advocacy campaigns will be launched soon. They reached out to all their members to see if they could register as SuSanA members and how to actively engage them on the platform They have a partnership with AMCOW and they were asked to co-convene in the World Water week and now have an ongoing cooperation with them. Water Integrity Network would like to start posting through the SuSanA African regional chapter. Keitumetse's contract is ending. New staff member will be joining soon; from IWASNET (Rihemah) and communication staff is onboarding. Part 1 - Intro and Role: https://drive.google.com/drive/folders/1qdPolrsmweut8p3ZvSw0Mt32V5qujldn?usp=sharing Part 2 - Challenges Encountered: https://drive.google.com/drive/folders/1ewCzEnlnCmB1FC-ztgvd5GOWDTkZcOTm?usp=sharing Part 3 - Advice/Mentorship to Women in WASH: https://drive.google.com/drive/folders/1GQef-Pv5ZY0gPpJ9JdGFwGERduBKm26R?usp=sharing 	Sareen Malik	5
f.	<p>FSM Alliance & SuSanA / FSM 6 Conference</p> <p>SuSanA LA Chapter is organising a spotlight session on FSM SuSanA will co-convene a sector session on MHM and links to FSM The secretariat will work on 15-20s infomercials for the booth.</p>	Shobana Srinivasan	5

	Booth volunteers are required. Kindly contact the secretariat if you have booth ideas. The booth is sponsored by Eawag, SuSanA LAC and GIZ. Core Members are invited to add their input for the booth.		
g.	Sanitation workers platform BORDA will receive a small consultancy contract to build a platform under SuSanA dedicated for sanitation workers from World Bank, SNV and WaterAid. The secretariat will be involved in the planning and implementation.	Arne Panesar	5
6.	SuSanA WGs: Updates/ Changes of Leads / Meetings		15
	WG1: Factsheet update: near final, to be released soon. A podcast is currently being planned and will be presented at the 31 st SuSanA Meeting. WG 8: contact with the FSM TWiG of the Global WASH cluster on information sharing and looking at preparing topics for further newsletters. WG leads / co-leads needed: 09; 10;11;12 WG 3: active members of the group published the following article: " Shaping the water sector to be more climate resilient - Resources • SuSanA ". They will be working on updating their webpage. Working group meeting will be held soon. WG 6: The Sanitation Journey publication was launched on World Water Day. You can find it here .	WG leads	
7.	Events		
a.	Stockholm SuSanA will co-convene a session linked to WG3 on 'An avalanche of collaboration triggering maximum SDG6 and SDG13 synergies' with Viva con Agua, SEI, GIZ, WaterWorX		
b.	10th anniversary SuSanA Forum: In July the SuSanA forum celebrates its 10 th Anniversary. The secretariat welcomes ideas and suggestions for celebrating it. Facebook page will reach 10000 followers soon.		
	AOB		
	It has been suggested a LinkedIn profile for SuSanA. Members agree and shared experiences based on social media analysis. The secretariat will consider this possibility based on its current capacity.		

Chat Transcript (edited)

Discussion on CMTF

[16:24] Srinivasan, Shobana GIZ: @ Sean, The SuSanA secretariat is planning to have a meta secretariat meeting and invite all networks in WASH to discuss synergies. We do not have a date in mind.

[16:24] Surridge, Trevor GIZ JO: Sean Furey so in other words are you suggesting to identify a number of activities or administrative or core functions then place them all in a "background services function" that then have pooled resources to optimise on the financial resources available?

[16:26] Sean Furey: Yes, we've had more success selling webinars than other functions, like partner coordination

sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

July 26, 2021
16:00 – 17:30 CET
Microsoft teams

[Link](#) to minutes from CG Call (April 2021)

Minutes taken by: Chowdhury Mustazabur Rahman (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Abishek Narayan (Eawag)	WG 6 lead
Ada OkoWilliams (WaterAid)	WG2 lead
Arne Panesar (GIZ)	SuSanA Secretariat
Belinda Abraham (United World Colleges)	WG 7 lead
Cecilia Rodrigues (GIZ)	SuSanA Secretariat
Chowdhury Rahman (GIZ)	SuSanA Secretariat
Daniel Ddiba (SEI)	WG 5 lead
Finn Staack (GIZ)	SuSanA Secretariat
John Sauer (PSI)	WG2 lead
Laura Kohler (CAWST)	WG 1 lead
Lourdes Valenzuela (Aguatuya)	Latin America Chapter coordinator
Maren Heuvels (GIZ)	SuSanA Secretariat
Nitya Jacob	India Chapter coordinator
Om Prasad Gautam (WaterAid)	WG13 lead
Prit Salian (Isan Consulting)	WG 6 lead
Sarin Malik (ANew)	African Chapter coordinator
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Stefan Reuter (FSM Alliance)	WG10 lead
Thorsten Reckerzügl (GTO)	WG3 lead
Vishwanath Srikantayah (Biome Trust)	Active member

	Agenda Item	To do / deadline (Responsible)
1.	Updates from the Secretariat	
a	<ul style="list-style-type: none"> ○ Maren Heuvel is introduced to the new team. Maren worked 10 years with BORDA before joining SuSanA. ○ Stack Finn has left the SuSanA secretariat to start his new career in Krefeld. 	
b	SuSanA has opened a new LinkedIn page as a part of social media outreach. The new channel can also be used as an energizer to support the donation button. It has been discussed with the SKAT foundation who is managing the donation button.	
c	There has been a workshop on the use of images in development sector. It is suggested that the best outcome of this workshop will be to produce a guideline on how SuSanA will use images in future.	
d	SuSanA secretariat has received funding for another 20 months, until June 2023 from BMZ to continue its activities. The Sustainable Sanitation sector programme will be merged with Sustainable Water Policy. The new operations start from 1 November 2021.	
2.	SuSanA organizational development process	
	<ul style="list-style-type: none"> ○ The change management process has undergone some trivial developments. The consultants are working on a suitable governance structure for SuSanA. Presently there have been several Focus Group Discussions held. ○ An important comprehensive discussion will take place with the Core Group on 03 August to discuss the future of SuSanA 2.0, the purpose, opportunities and so on. ○ As of now, the Secretariat will continue its regular functions and will also support the CMTF on the change management process. 	
3.	31st SuSanA meeting	
	The preparation for the 31 st Meeting is well advanced from the planning group. The plenary has been outlined and have good speakers there.	Event promotion in social media.
4.	COVID -19/Corona response from SuSanA	

	<ul style="list-style-type: none"> ○ The Indian chapter in Delhi has been working nationally to try and promote the COVID appropriate behaviour with some organizations. The work has been to take the COVID appropriate behavior call to action to the different ministries, Delhi and other states, Maharashtra, some other states, try and get some traction with those with the state governments as well. ○ On the East African side, the network members supported by the South African community, and WaterAid, set up sanitation facilities and wash facilities along the borders, particularly Kenya, Uganda. And Tanzania, and to some extent Rwanda. On the West African side, it's the traditional advocacy work that's been done. Call to Action to increase, financing in the wash sector. Having COVID as the backdrop, one of the biggest success stories is Liberia, as there was a significant increase of wash budget. 	
5.	SuSanA Cooperation System	
a	<p>Donation Button</p> <ul style="list-style-type: none"> ○ The idea of the donation button is that members and organizations can donate. It is now going through a test phase. ○ The contract division of GIZ just finished the grant agreement. Later the secretariat will have a look at how much donations are received until the end of October and then will decide whether it will be a viable source for additional funding support for motivation. ○ The funds will only be used for moderation as like a specific sub area. ○ The donation would be accepted in Swiss francs, as SKAT foundation is managing it. But the currency conversion rates will be available on the website for other forms. 	
b	<p>Indian Chapter</p> <ul style="list-style-type: none"> ○ For the third quarter, India sanitation coalition is supporting the chapter following the same pattern. There will be a series of discussions with expert, and group of interested people from different organizations. ○ The chapter will also try to promote COVID appropriate behavior with different stakeholders in association with different state governments. UNICEF may join the consortium organization that is supporting the India chapter. 	
c	<p>Latin American Chapter</p> <ul style="list-style-type: none"> ○ The Latinoamerica chapter have used the sessions of the previous month to talk about COVID-19. ○ The National Technical Industrial Institute of Argentina offers much of this experience in the construction of prototypes that have access for water and sanitation. ○ We have also responded to an environment institute for the launch of a book in Spanish with very regional participation. 	

	<ul style="list-style-type: none"> ○ The chapter is planning with S&V the focal point to translate a document about deficit in Africa that can help in Latin America originally. 	
d	<p>WANA Chapter</p> <ul style="list-style-type: none"> ○ The WANA chapter has been operating on a minimal basis until now by the BORDA office, Jordan. ○ They have a new coordinator Mohammad Talafha on board. ○ BORDA is also actively looking for funds to promote the chapter or to keep the chapter going. 	
e	<p>Africa Chapter</p> <ul style="list-style-type: none"> ○ The Africa Steppingstone session had an overview of the African sanitation policy guideline in addition to women and wash, which are the two main work streams. ○ The steering group is in place and operational ○ The chapter recruited a person at 100% capacity to support Africa chapter. ○ A discussion is going with AMCOW. The chapter will be co convening a session on the hub of hubs, knowledge management, and introducing the South Africa chapter and Stockholm world week. 	
f	<p>FSM Alliance & SuSanA / FSM 6 Conference</p> <ul style="list-style-type: none"> ○ A small session on the highlights of FSM6 conference will be organized during the SuSanA meeting to help facilitate this continued cooperation between the FSM Alliance and SuSanA. ○ FSM Alliance will be presenting about the conference and have participant highlights from different regions organized by Eawag. 	
g	<p>Sanitation workers platform</p> <ul style="list-style-type: none"> ○ SuSanA will be hosting a sanitation workers platform on the webpage as a separate subdomain. ○ The content will be exclusively for sanitation workers, the progress and research on this topic. ○ SuSanA will convene a design workshop with SNV; World Bank, WHO to see how this platform can be designed. ○ The platform would be launched in late October and content would be available probably by the end of the year. 	
h	<p>Sanitation in emergencies professional's platform within SuSanA</p> <ul style="list-style-type: none"> ○ Implementation of the emergency sanitation compendium is going on. ○ There are still a few topics that must be solved regarding data security. It is an ongoing process and will be dealt by the Secretariat. 	

i	SFD Portal Updates <ul style="list-style-type: none"> There are now video tutorials and videos on how to use SFDs. There are new developments on the website on a broader scale and that's an ongoing discussion on where the SFD promotion initiative will go up and in which direction it should be in the future by the revenue? 60 cities right now have implemented an SFD, which is sort of reviewed, and 160 million people have a better learning environment. 	
j	New tool on decision making around sanitation systems on SuSanA The tool will be launched in SuSanA up meeting during the work session.	
6.	SuSanA WGs: Updates/ Changes of Leads / Meetings	
	<ul style="list-style-type: none"> WG 3: Small process updating working on three webpages; greenhouse gas, mitigation and renewable energies. WG 10: The group will organize the continued dialogue with PASA and private sector members during the SuSanA meeting. WG 5: Discussion with the other coalition working to identifying the tools to use for decision supported relation. The group will plan a brief, a publication that will ideally come towards the beginning of next year about providing guidance on what decision support tools that I use for sanitation and how the kind of people that I interested in, such as sanitation systems. <p>The following working community positions are open:</p> <ul style="list-style-type: none"> WG 9: Co-lead needed - public awareness, advocacy and civil society engagement. WG 10: Co-lead Operation maintenance and sustainable systems WG 11: Lead wanted - groundwater protection. <p>The secretariat will continue to operate in its current capacities. The position will be opened until the secretariat exists in its current format.</p>	
7.	Events	
a	Stockholm 2021 The Stockholm event was held online this year.	
b	10th Anniversary SuSanA Forum Donation button will be launched during the SuSanA meeting	
c	Tentative dates for SuSanA-related activities There will be discussions on the 3 rd August, on the CMTF with the core group on the concept note and the organizational development process.	

d	<p>Askallo Survey</p> <p>The SuSanA Secretariat kindly invites all SuSanA Core Group members to join an online survey on the role of the Secretariat in supporting the achievement of SuSanA Vision Document:</p> <p>https://www.askallo.com/s/susana2030</p>	
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sustainable sanitation alliance

Meeting Minutes SuSanA Core Group

November 15, 2021
16:00 – 17:00 CET
Microsoft teams

[Link](#) to minutes from CG Call (July 2021)

Minutes taken by: Daphne Manolakos (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Arne Panesar (GIZ)	SuSanA Secretariat
Belinda Abraham (United World Colleges)	WG 7 lead
Daniel Ddiba (SEI)	WG 5 lead
Daphne Manolakos (GIZ)	SuSanA Secretariat
Dorothee Spuhler (Eawag)	WG 1 lead
John Sauer (PSI)	WG2 lead
Lourdes Valenzuela (Aguatuya)	Latin America Chapter coordinator
Madeleine Fogde (SEI)	CMTF
Mohammad Talafha (BORDA Wesca)	WANA Chapter coordinator
Roland Schertenleib	Active Member
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Stefan Reuter (FSM Alliance)	WG10 lead
Thilo Panzerbieter (GTO)	Active Member
Vishwanath Srikanataiah (Biome Trust)	Active Member

	Agenda Item	To do / deadline (Responsible)
1.	Updates from the Secretariat	
a	<ul style="list-style-type: none"> Donation Button and a possible grant to Skat Foundation. After executing the first grant to establish a donation button for the Forum Moderation. GIZ is currently preparing a second grant to SKAT to further develop this new mechanism. (see below under Item 5.a) The grant will continue to support the forum moderators perform minimal moderation on the SuSanA Forum. 	New grant successfully set up with the Skat Foundation
b	<ul style="list-style-type: none"> As announced: The SuSanA Secretariat is located since 1st Nov. 2021 at the Component “Resilient WASH” in the GIZ Sector Programme “Water Policy – Innovations for Resilience”. The contact point in the German Federal Ministry for Economic Cooperation and Development (BMZ) has not changed. Financing for the SuSanA Secretariat is secured at least until June 2023. 	
c	<ul style="list-style-type: none"> All personal data on SuSanA are protected in compliance with the General Data Protection Regulation (GDPR, EU legislation 2018). In 2021, we are revisiting the established mechanism and are systematically updating the website content with regards to privacy aspects. Updates/Changes include: <ul style="list-style-type: none"> Data privacy statement sections: <ul style="list-style-type: none"> a) data processing, b) donation button and c) translation applications Registration formulars and related user information Picture credits Contracts with third parties where necessary (Outsourcing of data processing and Technical-organizational measures) Necessary documentation on privacy data related processes (VVT) Further discussions are ongoing how to optimize log-in processes to increase cyber security. 	
d	<ul style="list-style-type: none"> SusanA has been invited to present itself among the success-stories of the BMZ in events in Berlin and Bonn during October. The outgoing Minister Müller and his wife had a chat at the SusanA booth and thanked the network for its contribution to the sector over the years. 	
2.	SuSanA organizational development process	
a	<ul style="list-style-type: none"> The finalised concept paper will be discussed with the Core Group in a separate meeting soon. The meeting will be scheduled sometime in January 2022. The CMTF plans to establish an Interim Steering Committee (ISC) to steer the election of the new governance structure. The new governance structure will then be responsible to steer the transition of SuSanA towards its new structure. The Terms of Reference (ToR) for the ISC committee and potential candidates will also be presented at the foreseen Core Group meeting. 	

	<ul style="list-style-type: none"> ○ The Core Group will stay in charge of all SuSanA activities apart from forming the new governance structure at least until the 32nd SuSanA meeting (probably in August 2022). 	
3.	32nd SuSanA meeting / Meetings in 2022	
a	<ul style="list-style-type: none"> ○ For the year 2021, we had decided to have one online SuSanA meeting instead of two meetings (31st SuSanA meeting). ○ 32nd SuSanA meeting <ul style="list-style-type: none"> ▪ Online or Hybrid ▪ New meeting planning committee nominations ○ World Water Forum (March 2022, face-to-face, Dakar) <ul style="list-style-type: none"> ▪ There might be an interest from the counterpart at the German Ministry to have more visibility of the German activities ▪ Delegation from the Swiss Water Partnership ▪ One Health and WASH ○ Regional Sanitation Conferences <ul style="list-style-type: none"> ▪ AfricaSan combined with Africa Water Week 2022 ▪ LatinoSan October 2022 (Bolivia) 	All SuSanA CG members and partners are requested to get in touch with the secretariat regarding other important events.
4.	COVID -19/Corona response from SuSanA	
a	<ul style="list-style-type: none"> ○ Updates from Core Group members on sanitation activities related to COVID- 19 <ul style="list-style-type: none"> ▪ Upcoming brief on “Homeless and Sanitation in Mexico” that has been presented in the SuSanA Latin America ▪ Upcoming Updates COVID-19 Monitoring in GIZ and German Ministry ▪ Discussions with KWR (Dutch network of utilities): Newsletter on AMR and COVID-19 monitoring; they are interested in more inputs from the South; find a way if these news around COVID-19 monitoring is shared on the SuSanA website ○ SLU (Swedish University of Agricultural Sciences): Research on COVID-19 Monitoring in non-sewered settlements in Uganda ○ COVID-19 tracking in wastewater treatment plants: GIZ organized a two-day workshop with a great attendance from many cities across India; in Bangalore, there is a consortium of sub-institutions, NGOs, the state to look at this issue; there is a lot of investing in One Health 	
5.	SuSanA Cooperation System	
a	Support to SuSanA Forum (Sean Furey) <ul style="list-style-type: none"> ○ Grant Agreement with Skat Foundation <ul style="list-style-type: none"> ▪ First experiences with the Donation Button (Please see 1a) 	
b	Regional Chapter - India Chapter (Nitya Jacob) <ul style="list-style-type: none"> ○ In the third quarter of 2021, the India Sanitation Coalition (ISC) supported the coordinator's position for the India chapter. They conducted a thematic discussion on the linkages between WASH and Nutrition and 	

	<p>Health, and a webinar on the same topic. Both are available on the Forum and website.</p> <ul style="list-style-type: none"> ○ The coordinator has been in talks with UNICEF's Odisha field office for supporting the Kalola film festival of local film makers on menstrual health. The organizers have asked for nominations and the shortlisted films will be showcased on their website and the SuSanA India Chapter page. ○ UNICEF had committed to support the coordinator's position in Q4 through a contract with ISC. However, this has not yet come through. The support will extend into January. They are attempting to secure longer term support than quarter on quarter support that has been the norm the last two years. 	
c	<p>Regional Chapter – Latinoamérica (Lourdes Valenzuela) - Activities January - November 2021</p> <ul style="list-style-type: none"> ○ <u>Preparation and publication of the fourth SuSanA Latin America Newsletter</u> In June, the fourth SusanA Latin America newsletter was launched where activities and progress in W&S in the region are shared. ○ <u>Preparation, management and dissemination of virtual seminars of SuSanA Latin America</u> <ul style="list-style-type: none"> ▪ 03/25 "The value of water" for world water day. ○ <u>Actions with the FSMA Faecal Sludge Management Alliance</u> <ul style="list-style-type: none"> ▪ 05/31 to 06/04 Virtual stand at FSM6 Jakarta Virtual ▪ 06/02 Webinar Management of fecal sludge in Latin America, where the systematizations achieved in 2020 were presented ○ <u>Promotion of actions and training with CReW +</u> SuSanA Latinoamerica works in alliance with regional institutions that work in water and sanitation. It supports the CReW + project in promoting its actions and training through its CReW + Academy platform and in the actions it is carrying out in the region, such as the preparation of a compendium of sanitation technologies for the Greater Caribbean. ○ <u>Actions and support with regional networks COLSAR and REDBIOLAC</u> <ul style="list-style-type: none"> ▪ In October we support regional forums on water and sanitation through COLSAR and REDBIOLAC. The forums were in Spanish. ▪ https://www.latinwash.org/forocolsar2021 ▪ https://www.latinwash.org/forocolsar2021agenda ▪ www.redbiolac.org ▪ https://mailchi.mp/0c214b925bfc/7cb6bdw70v ○ <u>Translation of documents on fecal sludge management for the Latin American region</u> <ul style="list-style-type: none"> ▪ The SNV focal point of Honduras shared a systematization of experiences in the management of faecal sludge in Africa, this document has been translated by SuSanA Latin America into Spanish and will be shared in the newsletter 	
d	<p>Regional Chapter – WANA (Mohammad Talafha)</p> <ul style="list-style-type: none"> ○ Introduction to the new coordinator from BORDA WESCA: Mohammad Talafha ○ Working on publicity of SuSanA during workshops and ongoing webinars ○ Enriching the Arabic content of SuSanA by working on a user booklet and registration guide for SuSanA ○ Jordanian Government and journalists visited a treatment plant, wastewater reuse site, greywater model, and a water harvesting site 	

	<ul style="list-style-type: none"> Journalist will publish stories on these sanitation systems on the SuSanA website in Arabic and English. 	
e	Regional Chapter – Africa (Sareen Malik) <ul style="list-style-type: none"> Africa Chapter to establish ties with AMCOW for activities in 2022. 	
f	FSM Alliance & SuSanA (Shobana Srinivasan) <ul style="list-style-type: none"> Integration of the previous conferences on the SuSanA Website into one page In October, we conducted a joint session on sanitation workers at the GWOPA WOPs Congress. The video recording of the session is available here: Health, Safety and Dignity of Sanitation Workers - Global WOPs Congress (gwopa.org) 	
g	Sanitation workers platform (Shobana Srinivasan) <ul style="list-style-type: none"> Two design workshops have taken place along with the Sanitation Workers Initiative Consortium (WaterAid, Worldbank, SNV, WHO and ILO). The website will be likely launched in the beginning of 2022. 	
h	SFD Portal Updates <ul style="list-style-type: none"> Article on SFDs: Uncomfortable truths: How Shoot Flow Diagrams expose the gaps in urban sanitation systems – and help to close them – Healthy Developments (bmz.de) Translation of the SFD videos in Spanish to share and promote it in the LatinoSan 	Meeting with Lourdes Valenzuela on translating SFD videos
6.	SuSanA WGs: Updates/ Changes of Leads / Meetings	
a	<ul style="list-style-type: none"> WG leads / co-leads open: 09; 10;11;12 Core Group and Working Group will continue at least until next summer 2022 	
7.	Events	
a	World Toilet Day Webinars on SuSanA WHO has already sent their promotional materials <ul style="list-style-type: none"> Sanitation Journey - Registration link: A Sanitation Journey - Webinar (susana.org) <ul style="list-style-type: none"> Recording: https://www.youtube.com/watch?v=Gd7ZXqLG75o One Health - Registration Link: SuSanA-Webinar - One Health and the power of WASH <ul style="list-style-type: none"> Recording: https://www.youtube.com/watch?v=TCOnpolf9qo Reopening of Schools in Africa – WG7 Event - Registration Link: WASH in schools Africa (susana.org) <ul style="list-style-type: none"> Recording: https://www.youtube.com/watch?v=2NW49jO9je0 "How do toilets protect our health?" - Regional Chapter – Latinoamérica – Registration Link: A quien le importan los retretes? // Who cares about toilets? (susana.org) 	
b	Up-coming conferences (SuSanA-Partners/activities at the below? Further events to be considered?) AfricaSan 6 HOME AfricaSan6	

	World water Forum 9th World Water Forum - Dakar 2021	
8.	AOB	
a	<ul style="list-style-type: none"> ○ Looking back at COP26 at Glasgow – Sanitation and Climate – Link to the Recording: COP26 Adaptation & resilience in urban water: Convergence of water and sanitation & climate action - YouTube ○ GTO on BMGF Grant <ul style="list-style-type: none"> ▪ Online humanitarian sanitation knowledge hub covering the entire sanitation service chain and project phases and focusing also on gender issues. ▪ Integration of a helpdesk for people to call during times of emergencies ▪ Eawag, BORDA, CAWST, UNESCO, Netherlands Red Cross, Solidarités international ▪ Three-year project ▪ Hosted by the Global WASH Cluster 	

Chat transcript:

[16:27] Dorothee (Eawag) (Guest)

Scroll down for "Sanitation village":

<https://www.worldwaterforum.org/en/expositionsvillagespath-of-responses>

Sanitation Village

The Forum intends to highlight, over time, the issues and challenges of sanitation as well as the institutional, technological, technical, scientific and cultural responses to sanitation through a dedicated exhibition, called "Sanitation Village".

This major innovation, which will integrate a cultural dimension, will be a space for the expression of the "Forum of responses", for dialogue, awareness raising, learning and promotion of current innovations and technologies in the field of sanitation and hygiene. The Village will also take into account the different risks (health, environmental) that need to be managed but also the valorisation of waste as a resource.

[16:30] Dorothee (Eawag) (Guest)

At Eawag, colleagues are involved in sewer-based covid monitoring in Switzerland.

[16:40] Dorothee (Eawag) (Guest)

We are currently translating the Compendium (emergency version) in arabic.

also have a look at this: <https://watersciencepolicy.com/> its a new gobal multilingual portal for water journalism

[16:47] Mohammad Talafha to Dorothee (Eawag) (Guest)

This is great! please let us know if you need any support on this, and we're looking forward to see the results and share it with our networks.

sustainable sanitation alliance

Draft Meeting Minutes SuSanA Core Group

January 31, 2022
16:00 – 17:30 CET
Microsoft teams

[Link](#) to minutes from CG Call (November 2021)

Minutes taken by: Daphne Manolakos (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Abishek Narayan	WG 6
Alexandra Dubois (GIZ)	SuSanA Secretariat
Arne Panesar (GIZ)	SuSanA Secretariat
Belinda Abraham (United World Colleges)	WG 7 lead
Bella Monse	WG 7
Celia Bedoya del Olmo	CMTF
Christoph Lüthi	WG 6 Cities
Daniel Ddiba (SEI)	WG 5 lead
Daphne Manolakos (GIZ)	SuSanA Secretariat
Dorothee Spuhler (Eawag)	WG 1 lead
Laura Kohler	WG 1
Madeleine Fogde (SEI)	CMTF
Maren Heuvels	SuSanA Secretariat
Maureen Amakabane	CMTF
Prit Salian	WG 6
Roland Schertenleib	Active Member
Sean Furey	Forum
Shobana Srinivasan (GIZ)	SuSanA Secretariat
Stefan Reuter (FSM Alliance)	WG 10 lead
Sudhir Pillay	WG 4
Thilo Panzerbieter (GTO)	Active Member
Vishwanath Srikanataiah (Biome Trust)	Active Member

	Agenda Item	To do / deadline (Responsible)
1.	Updates from the Secretariat	
a	<p>New Secretariat Team</p> <p>The Secretariat Team changes as we welcome two new staff</p> <ul style="list-style-type: none"> ○ Alexandra Dubois (Advisor) ○ Daphne Manolakos (Junior Advisor) ○ Maren will continue her role in the Secretariat. We bid good-bye to Shobana as she moves to UN-Habitat and wish her all the best! Shobana will continue her role in the CMTF. 	
b	<ul style="list-style-type: none"> ○ As announced: The SuSanA Secretariat has been integrated in the Component “Resilient WASH” in the GIZ Sector Programme “Water Policy – Innovations for Resilience”. An operation plan until June 2023 has been developed and will be discussed with BMZ in 02/2022. 	
c	<ul style="list-style-type: none"> ○ Skat Foundation has successfully received the grant from GIZ to support two Forum moderators and the administration of the donation button. Chaiwe and Paresh will continue as Forum moderators and Elisabeth has stepped down as the main moderator. We thank Elisabeth for her contributions as a manager for 10 long years and for building a strong foundation. 	
2.	SuSanA organizational development process	
a	<p>The CMTF is in the process of establishing an Interim Steering Committee (ISC) to steer the election of the new governance structure. The new governance structure will then be responsible to steer the transition of SuSanA towards its new structure. The CMTF will convene a separate meeting with the CG to conclude its work. This will be scheduled in the coming weeks once the list of the ISC has been finalised. The ToR for the ISC and potential candidates will also be presented at the foreseen CG meeting.</p> <p>For the new transition phase, the donor task will initially be composed of the following members: Christoph Lüthi, Madeleine Fogde, Maren Heuvels and Arne Panesar, who will create a road map on how to approach donors within the next 17 months. Other interested Core Group members are welcome to join/contact the group.</p> <p>The core group will stay in charge of all SuSanA activities apart from forming the new governance structure at least until the 32nd SuSanA meeting (probably in August 2022).</p>	
3.	COVID -19/Corona response from SuSanA	

a	<ul style="list-style-type: none"> ○ Updates from Core Group members on sanitation activities related to COVID- 19 <ul style="list-style-type: none"> ▪ GTO: Contests on school sanitation, e.g., schools in Jordan use a self-analysis approach and are given guidance on Covid-19 measures ▪ Vishwanath Srikanataiah (Biome Trust): Here is a link to the website/dashboard which tracks for Covid virus in both Wastewater Treatment Plants and Open Drains in a number of sites: Precision Health - Bangalore Response (arcgis.com). This tracking has been of assistance in helping the health authorities to understand the prevalence and spread as well as the onset of a new wave better. ▪ WG 07 & WinS: many countries have upscaled their handwashing and sanitation facilities; collect such information to create snapshots, country factsheets, innovations that different countries have done around Covid-19 measures and the safe return to schools; planned webinar on the safe return in schools & the collected information ▪ Idea to collect more lessons learned and best practices for innovative measures and implementations during the pandemic, e.g. in healthcare facilities 	
4.	SuSanA Cooperation System	
a	<p>Support to SuSanA Forum (Sean Furey)</p> <ul style="list-style-type: none"> ▪ A Forum Practice Group call took place to meet the new secretariat and to discuss the future of the forum (e.g. engaging the younger generation/professionals, getting responses to posts, how to finance the forum in the future...) ▪ The two new moderators, Chaiwe and Paresh, will take over the responsibilities of Elisabeth ▪ SWOT Analysis on how RWSN could share a platform with SuSanA is being considered. ▪ Idea to promote good posts through social media to increase exposure, i.e. LinkedIn is best to reach more professionals ▪ Idea to change the LinkedIn profile of SuSanA to a professional company page to be more visible 	
b	<p>Regional Chapter - India Chapter (Nitya Jacob)</p> <ul style="list-style-type: none"> ○ Some donors have expressed interest in funding the India Chapter's transformation to a South Asia Chapter to enhance and to enrich the knowledge exchange in the region and to see how the countries (Bangladesh, Nepal, Pakistan, India, Sri Lanka) can work together on certain topics related to sanitation, FSM and operation and maintenance. This would mean that there will be multiple coordinators that stay in different countries for the region. UNICEF and IRC have already expressed their interest in contributing funds to the chapter. A concept note is in preparation and will be circulated with the CG to get the CG-consent. Any interested organisation that wants to be part of the initiative is welcome to get in touch! The idea is also to expand to other South-East Asian countries in the coming years if the initial idea is successful. 	
c	<p>Regional Chapter – Latinoamérica (Lourdes Valenzuela)</p> <ul style="list-style-type: none"> ○ LAC would be engaged in LatinoSan this year and it is proposed to have e.g. a SuSanA booth at the conference ○ The Chapter will also organise two webinars in 2022. 	

d	Regional Chapter – WANA (Mohammad Talafha) <ul style="list-style-type: none"> ○ The main focus currently is to enrich the Arabic content of SuSanA materials. There have also been some field visits with journalists and Jordan Government, but articles are still in preparation. The WANA chapter is also implementing a GIS based map to identify the vulnerable areas in Jordan in terms of WASH access and climate. The GIS map could be used for a potential SuSanA publication. ○ Idea to increase the collaboration between the different regional chapters to work in a collaborative way in projects that would be interesting for a donor perspective and to increase the outreach globally. The SuSanA Secretariat could organize a framework or format for this exchange between the chapter coordinators. 	
e	Regional Chapter – Africa (Sareen Malik) <ul style="list-style-type: none"> ○ [was not present in the CG-meeting] The secretariat will get in touch with the Africa Chapter on its engagement at the World Water Forum. 	
f	FSM Alliance & SuSanA (Alexandra Dubois) <ul style="list-style-type: none"> ○ FSMA has launched a podcast on issues and topics related to FSM, which is already featured on their platform. ○ FSMA is also planning to publish an online magazine to reach a broader non-academical audience. There will be an open call for articles. 	
g	Sanitation workers platform (Shobana Srinivasan) <ul style="list-style-type: none"> ○ The website is in the final design stage and we are currently collecting materials to be uploaded on the platform. The platform will be owned and supported by the SuSanA Secretariat and maintained by World Bank and WaterAid. 	
h	SFD Portal Updates (Daphne Manolakos) SFD PI Secretariat: <ul style="list-style-type: none"> ○ In January, seven new SFD reports from Bangladesh were uploaded. 14 SFDS are currently in review and will be finalized soon. ○ Idea to bring more sustainability to the SFD process by developing more SFD reports through universities (Sudhir Pilay) ○ Great development in South-Africa, with the idea to have a version of the SFD being embedded more closely to national monitoring processes (Sudhir Pilay). SFD-PI secretariat will follow up to understand this better and identify synergies. 	
i	Update Expert Database <ul style="list-style-type: none"> ○ A test profile of an expert for the expert database has already been set up. Before the expert database can be launched some data protection issues have to be discussed and clarified between SuSanA and GIZ. Then all SuSanA members will be informed that they have the possibility to update their profiles on their expertise and be part of the expert database. The experts will then be linked to the technologies of the emergency sanitation online compendium. 	
5.	SuSanA WGs: Updates/ Changes of Leads / Meetings	
a	<ul style="list-style-type: none"> ○ WG leads / co-leads open: 08,09;10;11;12 	

6.	32nd SuSanA meeting / Meetings in 2022	
	<ul style="list-style-type: none"> ○ A SuSanA Events Task Force will be formed to start the preparation for the next SuSanA meeting. The SuSanA Events Task Force will include the SuSanA Secretariat, Laura Kohler, Dorothee Spuhler, Christoph Lüthi and Madeleine Fogde. More people are welcome to join. ○ There was a discussion on the format (online, hybrid or in person) of the next SuSanA meeting, but no concrete conclusion was made. Key discussion ideas include: <ul style="list-style-type: none"> ▪ Have slots on knowledge exchange and networking between people working together instead of having only presentations ▪ Stay digital to have more people on board and to be more inclusive ▪ Better to focus on quality than quantity when preparing the sessions ▪ Hybrid is not worth the effort, because experience has shown that you can either have a good plenary zoom session or a good live session in person, but both at the same time do not work. ▪ Start with an online/introduction meeting and then separate into groups that can meet up in person during World Water Week or continue working together digital ▪ Have a panel that can be viewed in person or remote with a larger group. Have a discussion or a follow up either in person or in break out rooms. ▪ Have face-to-face meetings in different parts of the world, not only in Stockholm, e.g., with regional chapters ▪ Have regional/country meetings and then bring all together in one big conference. Need of an experienced moderator. Regional/Country specific discussions can happen in the respective country language and then feedback to the plenary for a broader range of discussion 	
7.	Events	
a	<p>Up-coming conferences</p> <p>World water Forum 9th World Water Forum - Dakar 2021</p> <ul style="list-style-type: none"> ○ There might be a high-level participation from the German ministry. There will be a larger German Pavilion. In the German Pavillion there will be probably a (touch)screen with presentations, movies, etc. The Secretariat will bring together SuSanA material to showcase on the screen. There will also be a WASHaLOT (handwashing device) exhibit. ○ The Sanitation Village is one of the open-air exhibits next to the conference center. The Sanitation Village is hosted and financed by the Gates Foundation, but organized by a local organization, called "<i>Speak Up Africa</i>". The idea is to bring something touchable instead of bringing just posters and presentations only (e.g. the skills challenge) 	

8.	AOB	
a	<ul style="list-style-type: none"> Latin American Sanitation Conference (LatinoSan) Bolivia (October 2022) Stockholm+50: International environmental meeting (June 2022) FSM6 conference recordings are now online - see here. 	

Chat transcript:

[16:13] Srinivasan, Shobana GIZ

The CMTF will convene a separate meeting with the CG to conclude its work. This will be scheduled in the coming weeks once the ISC has been finalised.

[16:28] Vishwanath Srikanataiah

Here is the link to the dashboard tracking the emergence of variants and loads as observed in WWTp's and Open drains with sewage for the city of Bengaluru [Ac track Blore v2 new | Tableau Public](#)

[16:30] Prit Salian

This is brilliant Vishwanath, thanks for sharing!

[16:34] Thilo Panzerbieter

When we launched the Emergency Compendium of Water Technologies, we were also positively surprised by the result of announcing via LinkedIn ... this caused the most sign-ups over other ways of announcement

[16:44] Dorothee Spuhler

papers to practice podcast: we are currently planning the second season..

[16:47] Laura Kohler

We plan to launch mid-April. The focus of the 2022 season will be Sanitation Resilience to Recovery. We would love to hear if you have any or know of any climate focused or response (humanitarian sanitation) focused publications.

[16:51] Abishek Narayan (Guest)

Laura Kohler - GIZ, GRCN, AguaConsult etc., worked on a publication called Climate Resilient Urban Sanitation. Perhaps that's interesting ? There are some older Tsunami recovery sanitation papers, but they're really old.

[16:52] Abishek Narayan (Guest)

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Presentation of the ISC Meeting Minutes SuSanA Core Group

March 14, 2022
16:00 – 17:00 CET
Microsoft teams

[Link](#) to minutes from CG Call (January 2021)

Minutes taken by: Rebecca Loefflath (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Abishek Narayan	WG 6
Hiba Abu Al Rob	ISC Member
Alexandra Dubois (GIZ)	SuSanA Secretariat
Arne Panesar (GIZ)	SuSanA Secretariat
Belinda Abraham (United World Colleges)	WG 7
Bella Monse	WG 7
Charles Niwagaba (Makerere Uni)	WG 4
Christian Zurbruegg	Active Member
Christoph Lüthi	WG 6 / ISC Member
Claudia Wendland (Hamburg Wasser)	Active Member
Daphne Manolakos (GIZ)	SuSanA Secretariat
Depinder Kapur	CMTF Member
Diane Kellogg (Kellogg Consultants)	Active Member
Dorothee Spuhler (Eawag)	WG 1
Elisabeth von Muench	Active Member
Francis Lajara de los Reyes	CMTF Member
Hiba Abu Al-Rob (UNICEF)	ISC Member
Jack Sim (WTO)	WG 9
Jana Marie Mehrtens	Como Consult
Johannes Heeb	Active Member
John Sauer	WG02 Market Development
Karen Villholth (IWMI)	WG 11
Leonie Kappauf	CMTF Member
Lourdes Valenzuela	RC Coordinator_LAC
Madeleine Fogde (SEI)	CMTF Member
Maren Heuvels (GIZ)	SuSanA Secretariat
Maureen Amakabane	CMTF Member
Paresh Jawarilal Chhajed	Forum Moderator

Prit Salian	WG 6
Rebecca Loefflath (GIZ)	SuSanA Secretariat
Richard Bennett	Como Consult
Roland Schertenleib	Active Member
Sarah Dickin (SEI)	WG 13
Sean Furey	WSSCC Coop. System / Forum
Shobana Srinivasan	CMTF Member
Sören Rüd (GIZ)	WG 3
Stefan Reuter (FSM Alliance)	WG 10
Susmita Sinha	ISC Member
Thilo Panzerbieter (GTO)	Active Member
Trevor Surridge (GIZ)	Active Member
Vishwanath Srikantaiah	Active Member

	Agenda Item	Responsible
1.	Welcome and introduction from the Secretariat	
	<p>Welcome, agenda and purpose of the meeting:</p> <ul style="list-style-type: none"> a) Present the CMTF work and main outputs b) Thank the CMTF for their services c) Mark the handover of responsibilities from the CMTF to the Interim Steering Committee (ISC) to lead the transition process to the new structures of SuSanA d) Presentation of the ISC roles and responsibilities and what it means for the SuSanA Secretariat and the Core group e) Questions from the core Group and discussion f) Inform on the next steps 	Arne Panesar
2.	SuSanA organizational development process	
a	<p>The CMTF has completed its work and handed over to a new Interim Steering Committee. The CMTF's main outputs have been the decisions on SuSanA's future structures (see Concept Paper) and the recruitment of and handover to the Interim Steering Committee (ISC).</p> <ul style="list-style-type: none"> • <i>Shares short presentation on behalf of the CMTF</i> • <i>CMTF members are from different sectors/regions</i> • <i>Started in 2019 and are happy to hand over now</i> • <i>Tasks of CMTF:</i> <ul style="list-style-type: none"> ○ <i>Revisit SuSanAs informal structures</i> ○ <i>Analyse more formalization and a change in governance</i> ○ <i>Put steps into practice</i> 	CMTF Representative

	<p><i>Overall: What is the best organizational structure for SuSanA 2.0?</i></p> <p><u>Concept paper 2.0</u></p> <ul style="list-style-type: none"> • <i>Vision and Purpose statement</i> • <i>Decisions made for:</i> <ul style="list-style-type: none"> ○ <i>Membership</i> ○ <i>Governance</i> ○ <i>Host organization or registration as an independent organization</i> ○ <i>Options for Secretariat operations and resourcing</i> • <i>CMTF will support the ISC if needed but are handing over now to ISC</i> • <i>SuSanA is coming out of its former shell, positive look in the future, better place with the new structure</i> • <i>CMTF thanks everyone involved (the CMTF members, Arne Panesar, the SuSanA secretariat, COMO Consult, the Core Group and the ISC members)</i> 	
b	<p>The Core Group expresses its thanks to the CMTF for its dedication, hard work and success.</p>	<p>Thilo Panzerbieter</p>
c	<p>The Interim Steering Committee (ISC) is composed of Susmita Sinha, Hiba Abu Al Rob, Alejandra Burchard-Levine and Christoph Luethi, who are present and will introduce themselves.</p> <ul style="list-style-type: none"> • <i>CMTF welcomes ISC</i> • <i>Susmita Sinha introduces the ISC</i> <ul style="list-style-type: none"> ○ <i>Thanks the CMTF</i> ○ <i>ISC: 4 people, still looking for a 5th member from Africa to have every region is represented</i> ○ <i>ISC and SuSanA Secretary meeting:</i> <ul style="list-style-type: none"> ▪ <i>Contact point ISC still to be determined</i> ▪ <i>Contact point secretary for ISC is Maren Heuvels</i> ▪ <i>Main tasks:</i> <ul style="list-style-type: none"> • <i>Set up new steering committee</i> • <i>Select hosting organisation</i> • <i>Possible Membership options</i> • <i>Governance structure</i> ▪ <i>Secretary supports ISC</i> ▪ <i>First meeting decision:</i> <ul style="list-style-type: none"> • <i>No chair of the group</i> • <i>Rotating responsibility</i> • <i>Share the responsibility</i> • <i>Each meeting will focus on one major task</i> • <i>minutes will be shared with the secretary</i> ▪ <i>Future meetings/ optimistic timeline:</i> <ul style="list-style-type: none"> • <i>Every four weeks</i> • <i>30th of March:</i> <ul style="list-style-type: none"> ○ <i>Contact point</i> ○ <i>Membership options governance</i> • <i>30th of April:</i> <ul style="list-style-type: none"> ○ <i>Finalise: Membership options governance</i> 	<p>ISC Representative s</p>

	<ul style="list-style-type: none"> • <i>30th May:</i> <ul style="list-style-type: none"> ◦ <i>hosting institutions</i> • <i>30th June:</i> <ul style="list-style-type: none"> ◦ <i>Donor organisation, funding</i> ◦ <i>resource mapping</i> ◦ <i>ISC is asking for and appreciating the support from the CMTF and the secretariat.</i> 	
d	<p>The ISC's responsibility (see ToR circulated) is to ensure the implementation of the Concept Paper decided on by the CMTF, thereby steering the transition of SuSanA towards its new structure. This focuses on ensuring the election of a Steering Committee, advancing the selection of hosting arrangements, and advancing (if possible, concluding) discussions with prospective donors. The Secretariat will be the administrative arm for the ISC's decision making on these matters. (See Structure of Transition Process Diagram)</p>	Arne Panesar
e	<p>Space for questions from Core Group members, to the CMTF on Concept and to the ISC on the transition</p> <ul style="list-style-type: none"> • Stefan Reuter: <ul style="list-style-type: none"> ◦ Congratulates ISC and thanks them • Jack Sim: <ul style="list-style-type: none"> ◦ Toilet Summit hosted by the Nigerian Government in November (18./19.Nov.) ◦ asking if the annual event can be a part of SuSanA asking for a collaboration • Stefan Reuter: <ul style="list-style-type: none"> ◦ World toilet standard development will have an important impact on how monitoring or reporting towards the achievement of reaching the SDGs is taking place if it can be imbedded smartly, reacting on Jack's suggestion is a good idea to keep the exchange open • Jack Sim: <ul style="list-style-type: none"> ◦ They lobbied Brazilian senate to allow private/public partnership on sanitation on water treatment plants to receive private investment. The bill was launched in 2019 on toilet summit. By June 2020 the law was passed. Now there is about 10billion in investments in the water treatment plants in Brazil. Jack Sim thinks that we can advocate as the first money would go to the large treatment plants there is a lot of opportunity but so far, no use has been made of the opportunities. • Diane Kellogg: <ul style="list-style-type: none"> ◦ Says thank you to everyone. It is a way forward with a plan that can be acted on. • Roland Schertenleib: 	All participants

	<ul style="list-style-type: none"> Expresses his gratitude to the CMTF, the result is great. He congratulates the ISC and is happy about the optimism. The Challenge he sees is to choose the hosting organisation he wishes them good luck and hopes for a good hosting organisation, which will be able to bring that work forward. 	
3.	Closing	
f	<p>Next steps:</p> <ul style="list-style-type: none"> Planning the election of the Steering Committee The Core Group will stay in charge of all SuSanA activities apart from forming the new structure at least until the 32nd SuSanA meeting (probably in September 2022). <p><i>Meeting closed at 16:44</i></p>	Arne Panesar

Chat transcript:

[Montag 16:08] Dubois, Alexandra GIZ

[Document conceptuel SuSanA 2.0 - Ressources • SuSanA](#)

[Montag 16:20] Abishek (Gast)

Thanks so much to the CMTF for really thinking, planning and leading this process of change towards a SuSanA 2.0. Very grateful!

[Montag 16:29] Lüthi, Christoph

Next ISC meeting is March 30th!

[Montag 16:38] Paresh Jawarilal Chhajed (Gast)

Thank you CMTF for all the phenomenal work. Look forward to supporting the ISC in moving forward. As a moderators, I also hope all the CG group members use the forum more often

[Montag 16:43] Francis Lajara de los Reyes III (Gast)

Good luck ISC!!!

[Montag 16:44] Depinder Kapur (Guest) (Gast)

Thanks

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Meeting Minutes SuSanA Core Group

May 16, 2022
16:00 – 17:30 CET
Microsoft teams

[Link](#) to minutes from CG Call (March 2022)

Minutes taken by: Rebecca Loefflath (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Ajith Edathoot	WG 10
Alexandra Dubois	Secretariat
Hiba Abu Al Rob	ISC member
Laura Kohler	WG 1
Lourdes Valenzuela	Chapter Coordinator LAC
Christoph Lüthi	ISC member
Madeleine Fodge	Active member
Daphne Manolakos	Secretariat
Nitya Jacob	Chapter Coordinator India
Arne Panesar	Secretariat
Paresh Jawarilal Chhajed	Forum Moderator
Rebecca Loefflath	Secretariat
Belinda Abraham	WG 7
Bella Elisabeth Monse	WG 7
Prit Salian	WG 6
Sean Furey	WSSCC Coop. System / Forum
Stefan Reuter	WG 10
Thorsten Reckerzügl	WG 3
Vishwanath Srikantaiah	Active member

	Agenda Item	Responsible
1.	Updates from the Secretariat	
	<ul style="list-style-type: none"> New intern will start mid-June (recruitment process ongoing), 6 weeks overlap with current intern, Rebecca Loefflath IT update identification process ongoing: which functions require update (Joomla 4 software update) 	Arne Panesar

	<ul style="list-style-type: none"> The partner application/registration process now with “project-feature” (new partners have to upload a project during the application process) 	
2.	SuSanA organizational development process	
	<p>On March 14th the Change Management Task Force (CMTF) has formally delivered the final version of the SuSanA 2.0 concept paper and introduced the Interim Steering Committee (ISC) members to the Core Group, thereby marking the handover of responsibilities from the CMTF to the ISC to steer the transition process. We warmly welcome the ISC members Susmita Sinha, Hiba Abu Al Rob, Alejandra Burchard-Levine and Christoph Luethi.</p> <ul style="list-style-type: none"> <u>Updates SC Election Process</u> <ul style="list-style-type: none"> SC: 7 members one from each regional chapter Voted by region, one vote per person in their region Regions: South Asia, Latin America, WANA, Africa, Europe, North America, South East Asia and Pacific Gender balance is important Chairperson: elected from the 7 members of the SC (max. 3-year term) suggested election around end of September, beginning of October via the voting software “election buddy” Secretariat has the role to prepare the election Interested candidates should register until the 1st of July via the secretariat <u>Input/Feedback from CG members:</u> <ul style="list-style-type: none"> Sean Furey: What decisions does the Global SC make? SC is there to steer the strategic vision of SuSanA 2.0 Prit Salin: What are the responsibilities of the SC? <ul style="list-style-type: none"> oversight of the secretary finding the hosting agencies deciding on an annual budget for next year relationships identify promising solutions Meetings anywhere and frequency of meetings tbd voluntary group of committee members, not a paid position operational/ daily business should not be done by the committee Prit Salin: How do we find the candidates? Christoph Lüthi has already been contacting people in the European roles and responsibilities in the concept paper All questions or feedback should be directed to Rebecca Loefflath 	ISC representative
3.	COVID-19 / Corona response from SuSanA	
	<ul style="list-style-type: none"> <u>Updates from Core Group members on sanitation activities related to COVID-19</u> <ul style="list-style-type: none"> Madeleine Fodge: It would be interesting to collect the experiences on Covid-19 surveillance in wastewater and how it spreads. As well as to look how to use the knowledge in the future, e.g. can it be expanded to other diseases. SIANI is working closely with the Swedish agricultural University which has done a lot of work on the topic. 	All

	<ul style="list-style-type: none"> ○ Arne Panesar: Secretariat has started an exchange with KWR before the WWF. A newsletter was planned with KWR on Antimicrobial Resistance (AMR) and Covid-19 monitoring. Further discussions were made how to feature the newsletter through SuSanA. ○ Christoph Luethi: EAWAG is working on a study for the WHO Pan European office /Oliver Schmoll. Wastewater surveillance is one of the topics. Single country reports could be looked at. ○ Nitya Jacob: In 2020 a series of discussions and webinars on wastewater surveillance were held on wastewater-based epidemiology. Some of the work was taken up by the National Institute of urban affairs as a proposal for the Ministry of urban affairs. ○ Vishwanath Srikantaiah: Since April 2020 a large consortium on wastewater treatment plants and storm drains followed up three concerns: <ul style="list-style-type: none"> ▪ Can we use wastewater epidemiology to give early warnings? >5 to 7 days earlier notice from the wastewater treatment plant is possible ▪ The health of the treatment plant workers > there was no fear ▪ Bangalore is shipping the wastewater over 100 km how do we track it? > has not shown any sign of the virus even the fragments are missing from the treated wastewater ○ Arne Panesar: GIZ has done a Portfolio on wastewater monitoring. ○ Vishwanath Srikantaiah: Schools just opened today but school students are mostly not vaccinated. ○ Bella Monse: GIZ received funds on awareness raising and to support the training sector. What measurements should be kept in schools to keep schools open and allow students to go to school. The JMP report in June/July will be launched in August. ○ Belinda Abraham: The WG webinars focus on activities that took place during the pandemic: preparedness, response, infection prevention control measures. The next webinar will take place in June and focuses on how monitoring systems needed to be strengthened in terms of schools to know what was happening. Discussion outcomes will be collected in a publication. 	
4.	SuSanA Cooperation System	
a	<ul style="list-style-type: none"> • Donation button not tremendously successful, some have regular donations, but it is not particularly active, but unfortunately not working to well, open for feedback on how to get some more financial feedback. • The Forum software Kunena is old and will not be supported much longer. • Reminder to all: Forum is one of the most successful activities on SuSanA. Use it to communicate, brainstorm and be part of the ongoing discussions. If you need any help the moderators are there to help everyone. 	Sean Furey, Chaiwe Sanderse and Paresh Chhajed- Picha

	<ul style="list-style-type: none"> If you are interested in discussing the future of the forum or have background information everyone is most welcome to contact the secretariat. 	
b	SuSanA Regional Chapter – India Updates on the foreseen transformation of the Indian Chapter into a South Asian Chapter <ul style="list-style-type: none"> National water conclave, webinars and discussion Discussions with regional office UNICEF of Kathmandu and Region office of WaterAid Discussions to expand to a South Asia chapter has been going on since December 	Nitya Jacob
c	SuSanA Regional Chapter – Latinoamérica Institutionalise the SuSanA Latin America meeting in the LatinoSan as a parallel event <ul style="list-style-type: none"> 4 hours divided into three sessions Launch of the compendium of sanitation technology for the great Caribbean, supporting with Spanish translation Promoting for the experts who will arrive will be panellist on the official days of the LatinoSan Confirmed participants in the SuSanA Latin America session are BORDA, GIZ, World Bank,... 	Lourdes Valenzuela
d	SuSanA Regional Chapter – WANA <ul style="list-style-type: none"> Published an activity on the WANA chapter page titled “Following the Water Journey: Field Visit for Jordanian Media Professionals” 	Mohammed Talafha (informed per Mail)
e	SuSanA Regional Chapter – Africa <ul style="list-style-type: none"> Outcomes of the strategy meeting: revisit and improve the operational and governing structure Strategy meeting with Sareen Malik and secretariat to prepare an overview on the current governance structure Chaiwe will be Co-Coordinator of the African Chapter All Chapters should prepare an overview or update their structure charts to see how it works with SuSanA 2.0. 	Sareen Malik
f	Collaboration of SuSanA with other networks <ul style="list-style-type: none"> FSMA RWSN WinS Network AfWA <ul style="list-style-type: none"> Exchange on different activities, how to join them or have joined events, exploring partnerships for example with WinS Network, also looking at networks such as AfWA, PSO (French network) Water integrity network If you have suggestions who else might be interesting to work with reach out to the secretariat to find synergies and work together to strengthen the network FSM Alliance unofficial save the date announcement of FSM7, 2nd week in February 2023, AFWA 21st congress and exhibition, bilateral call with SuSanA tomorrow 	Alexandra Dubois
g	Sanitation workers Knowledge and Learning Hub (KLH) <ul style="list-style-type: none"> The website is still under construction, but we are in our final stages of the platform 	Daphne Manolakos

	<ul style="list-style-type: none"> We are currently collecting more content and images to be added to the website. The final launch is planned to be beginning of June. 	
h	SFD Portal Updates/ SFD PI Secretariat: <ul style="list-style-type: none"> New Image pop up function for the Graphic Generator: appears when you hover on top of the cell which enables you to see what we are talking about. We are happy to receive some feedback. Translation function is now also available on the SFD portal. This feature is only available for the website, not the graphic generator. A pilot French translation for the generator will be coming based on an upcoming project in Benin. The current number of SFDs are 225, new SFDs are coming soon. Zambia GIZ bilateral program has developed 6 SFDs. They are planning to pare it with the ECAM tool developed by GIZ. 	Alexandra Dubois
5.	SuSanA WGs: Updates/ Changes of Leads / Meeting	
a	Introduction of new WG 10 Co-Lead Ajith Edathoot & WG 03 Co-Lead Martin Kerres	Ajith Edathoot, Martin Kerres
b	Announcement: WG lead / Co-lead positions open: 08, 09, 12	Daphne Manolakos
c	<u>Highlights of the WGs</u> <ul style="list-style-type: none"> WG10 is still male dominated but they have a new female member Bernadette Dzifa Agbefu (International water management institute) and are working on the update of the factsheet WG1 will launch season 2 of Papers to Practice podcast mid-June. They are looking for new sanitation publications to highlight through each episode. If you have some papers that you think would be interesting to highlight using this audio format, please, email: lkohler@cawst.org (see Chat transcript (Laura Kohler)) 	WG leads
6.	32nd SuSanA meeting (August 20th)	
	<ul style="list-style-type: none"> Online format, 1 day, before SIWI Stockholm Key topic & content will be clarified with Event Task Force The preparation of the Agenda is still ongoing. If you have topics that should be featured, please feel free to reach out to the SuSanA secretariat. 	Alexandra Dubois
7.	Upcoming Events in 2022	
	<p>May 23rd, 24th or 25th: Soft Launch of the Compendium for Sanitation Systems and Technologies for the Wider Caribbean Region [with SuSanA as a Partner]</p> <p>June 08th: Women's Organisation Round Table</p> <p>August 20th: 32nd SuSanA Meeting (online)</p> <p>August 22nd- September 1st: SIWI Stockholm [nn]; SuSanA On-Site Exhibition Booth</p> <p>August 27th or September 3rd: SuSanA Stockholm get-together and exchange + CG Meeting [Secretariat]</p> <p>September 11-15th: IWA Copenhagen [Arne, nn]</p> <p>September (?3rd week): Sanitation & Hygiene Workshop, Bonn [German WASH Network & SuSanA]</p> <p>October: LatinoSan Bolivia [Lourdes & secretariat]</p> <p>February 19-23 2023: AfWA Congress & Exhibition with FSM7 Abidjan, Côte d'Ivoire</p>	Arne Panesar

8.	Donor Task Force	All
	<ul style="list-style-type: none"> • Roddenberry Foundation Programme <ul style="list-style-type: none"> ◦ SuSanA identified nominators that nominated people on the ground for the Foundation ◦ About to forward the list of possible nominators • Donor mapping ongoing (Christoph, Madeleine and Secretariat) 	Alexandra Dubois
9.	AOB	All
	<ul style="list-style-type: none"> • Forum Entry to collect the sessions of SuSanA-Partners at Stockholm WWW: Attending the World Water Week, 2022? Let us know. - SuSanA Forum • Madeleine Fodge: What is the impact of the war for our sector? <ul style="list-style-type: none"> ◦ Problems to get products for the wastewater treatment plants ◦ Recycling of nutrients, missing chemicals for treatments ◦ Significant delay in the supply for wastewater treatment plants, fertilizer prices have gone up by almost 100%, therefore use of treated wastewater will become even more favourable, to pick up the nutrient ◦ Bolivia: Economic resources from cooperation's are redirected to support the war ◦ German minister said we will have a food crisis worse than after the 2nd World war ◦ WASH for Health is still important ◦ Switzerland and Germany can hardly reach the people from the ministry anymore. ◦ Syria: Funds have been dropping significantly, more apologies of donor's 	All

Chat transcript:

[16:11] Paresh Jawarilal Chhajer: Dear Core Group and ISC members, We are trying to identify and plan sessions and it will be helpful to know the number and who amongst the SuSanA members will be present in Stockholm. Please take this short [survey](#) to let us know.

[16:12] Dubois, Alexandra GIZ: [Concept Paper SuSanA 2.0 - Resources • SuSanA](#)

[16:19] Paresh Jawarilal Chhajer: [Using wastewater based surveillance to contain spread of CoVID-19 \(wastewater-based epidemiology, WBE\) - SuSanA Forum](#)

[16:19] Madeleine Fodge: I know that WRC are doing a good job on this

[16:19] Paresh Jawarilal Chhajer: Thread related to WBE on the forum

[16:24] Paresh Jawarilal Chhajer: Vishwanath (Guest) How is WBE being carried out in areas that depend on on-site systems?

[16:24] Nitya (Guest): You could ask France that is quite well down the road on this

[16:25] Vishwanath (Guest): There are testing done in FSTP's if they exist and there is a bit of work in picking it up from Honeysuckers as they collect

[16:28] Nitya (Guest): You could try Graham Alabaster from UN Habitat - they were working on an initiative

[16:28] Nitya (Guest): Graham Alabaster <graham.alabaster@un.org>

[16:33] Nitya (Guest): And Sam Azimi from SIAAP AZIMI Sam <Sam.AZIMI@siaap.fr>

[16:33] Vishwanath (Guest): The work on Wastewater Based Epidemiology and Environmental Surveillance in Bangalore, India [Precision Health \(arccgis.com\)](#)

[16:36] Paresh Jawarilal Chhajer: Yes, Thanks for that Alexandra

[16:40] Nitya (Guest): Dubois, Alexandra GIZ is Chaiwe on the call?

[16:44] Dubois, Alexandra GIZ: Nitya (Guest) (Gast) unfortunately not

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Meeting Minutes SuSanA Core Group

September 12, 2022
16:00 – 17:30 CET
Microsoft teams

[Link](#) to minutes from CG Call (September 2022)

Minutes taken by: Yuxiao He (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Alexandra Dubois	Secretariat
Arne Panesar	Secretariat
Chaiwe Mushauko-Sanderse	Africa Chapter Co-Coordinator, Forum Moderator
Christoph Lüthi	ISC member
Daphne Manolakos	Secretariat
Belinda Abraham	WG 7
Hiba Abu Al Rob	ISC member
John Sauer	WG02 Market Development
Laura Kohler	WG 1
Paresh Jawarilal Chhajed	Forum Moderator
Sareen Malik	Africa Chapter Co-Coordinator
Stefan Reuter	WG 10
Teresa Haeberlein	Secretariat
Thilo Panzerbieter (GIZ)	Active Member
Trevor Surridge (GIZ)	Active Member
Vishwanath Srikantiah	Active member
Yuxiao He	Secretariat

	Agenda Item	Responsible
1.	Updates from the Secretariat	
	<ul style="list-style-type: none"> New colleague Teresa Häberlein joined the SuSanA secretariat Newsletter of September edition: Call for contributions IT update (susana.org): 	Daphne Manolakos

	<ul style="list-style-type: none"> ○ A new multimedia database is accessible to share photos, videos, podcasts and other media forms including board games ○ A new step for partner applications has been added requesting new partner to upload their sanitation-related projects to the database ○ A new event calendar in the community panel is available, allowing partner organizations to upload their events ○ SuSanA goes multi-lingual: Google translator function implemented for all SuSanA websites ○ A blog section in susana.org is under consideration to share and report on SuSanA activities, conference presence, etc. 	
2.	32nd SuSanA Meeting	
	<ul style="list-style-type: none"> • A few impressions and key takeaways: In a compact day we had: 39 presenters, 293 registrations and 400 slides of content, with more than 100 participants. The recordings and presentations are available in the SuSanA library: LINK • Feedback from Core Group: Next SuSanA meeting – online or hybrid? <p>Arne: The face-to-face meeting before WWWeek was an experience that had been missed during the last years. It is good to have in-person gatherings but also offer the possibility for virtual meetings in addition.</p> <p>Christoph: The packed agenda is good, and people can choose to join the sessions of their interest. We should keep this format at least once per year.</p> <p>Stefan: Online session was fantastic, and the moderation was excellent. It is necessary to do it once a year to be inclusive. Face-to-face is better for collaboration. SuSanA is in a fragile transition phase, so it is important to have both formats.</p> <p>John: Agreed on having both; virtual one is good for broader participation.</p> <p>Trevor: Agreed on having both; we can have partially hybrid sessions during face-to-face meetings.</p>	<p>Daphne Manolakos</p> <p>All</p>
3.	World Water Week 2022	
	<ul style="list-style-type: none"> • Summary and a few impressions about SuSanA activities in Stockholm: <ul style="list-style-type: none"> ○ Side events on Sunday <ul style="list-style-type: none"> - Informal SuSanA meeting (15 participants) - Game session: Trial of two boardgames (10 participants) - Dinner gathering (40 participants) ○ Key takeaways from the informal meeting: <p>Question: What are the future roles of SuSanA?</p> <p>Conclusion of brainstorming: Reinforcing knowledge sharing and management; improving the structure of knowledge management; strengthening the networking function of SuSanA; developing the think tank role; maintaining flexibility (referring to the juridical status of SuSanA); knowledge must be free of cost; tackling language issue; improving</p>	<p>Alexandra Dubois</p> <p>All</p>

	<p>instructions about the forum. Some other key topics: food security; renewable energy; industrial wastewater; SFD; etc.</p> <ul style="list-style-type: none"> ○ Women Networking Events <p>Starting with a morning coffee session with mentoring input from senior woman professionals and peers emphasising on how to network (60 participants); in the evening closing the day with a successful mingle and networking event (150 – 200 female participants).</p> <ul style="list-style-type: none"> ○ SuSanA booth <p>Attempt to stand out from the crowd with interactive and innovative features: (floating library, digital exhibitions, VR station, innovation corner where products from partners were displayed (desludging pump; jerrycan pump, ...) and demo sessions.</p> <ul style="list-style-type: none"> ○ Two online and two on-site sessions as co-convener <p>High attendance rate; recordings will be available soon</p> <ul style="list-style-type: none"> ○ Official launch of Sanitation Worker Knowledge and Learning Hub <p>SNV, Wordbank and WaterAid presented the platform and SuSanA highlighted the good cooperation and the benefits of connecting platforms for the cohesion of the sector</p> <ul style="list-style-type: none"> • Question: How to share the conference takeaways with the community? • Feedback and Conclusions from Core Group members <p>Thilo: Online sessions didn't work out well. In previous times, the convenors paid a bit extra to allow free online access. SuSanA should advocate for free online sessions, especially for the participants from the Global South.</p> <p>Arne: A few zoom sessions were hacked and interrupted technically.</p>	
4.	SuSanA organizational development process	
	<ul style="list-style-type: none"> • Updates on the GSC Election Process <ul style="list-style-type: none"> - 18 confirmed candidates by 09.09, good gender balance - Only problem – only one candidate in two regions: North America and MENA; shall we continue with one candidate or look for another one? - Election date not decided, in October for 2~3 days, candidates elected by region by registered SuSanA members <p>Hiba: Will probably get two more female professors as candidates for MENA region</p> <p>Paresh: Eligibility and exclusion criteria? (Arne: Only members of the secretariat and chapter coordinators are not eligible); Are people allowed to register for SuSanA membership after the start of the election and then vote? (Christoph & Arne: It is allowed and we need to get as many votes as</p>	ISC representative (Christoph)

	<p>possible. The real issue is if there are too few votes in one region, as it might be weakening the candidates.)</p> <p>Trevor: How to register for candidates? May have potential people (Christoph: Still open for suggestion, especially for MENA & NA regions; for nominations contact the secretariat; Arne: One can contact Daphne for the standard email reaching potential candidates.)</p> <p>Christoph: Next steps for the secretariat are to consolidate the list, contact candidates for bios, announce websites pages and important dates.</p>	
5.	SuSanA Cooperation System	
a	<p>SuSanA Forum</p> <p>Workshop on the future of the Forum with Secretariat, Forum-Moderators and SKAT; other updates, e.g. donation button.</p> <p>Sean: Learned a lot from the input given by Neil Pakenham-Walsh from the Health information for all (HIFA) network. HIFA which is a dynamic forum with active members and contributors. Rena (SKAT) foundation developed a series of funding scenarios which will be discussed on the second part of the workshop.</p> <p>Chaiwe: The general objective is to ensure an active participation and encourage the South-South exchange through the Forum. Funding of the Forum is key and must be addressed during the SuSanA 2.0 discussions. Less funding leads to less moderation, thereby declining participation and activities, as it is the case since the WASH council and BMGF are no longer financing forum's activities... One suggestion is to involve interns from partner projects (e.g; GIZ).</p> <p>Paresh: All SuSanA members, especially WG leads, core group members and chapter coordinators are highly encouraged to use the Forum to engage their sub-communities and share their experience and knowledge.</p>	<p>Sean Furey, Chaiwe Sanderse and Paresh Chhajer-Picha</p>
b	<p>SuSanA Regional Chapters</p> <ul style="list-style-type: none"> LatinAmerica chapter <p>Arne: LatinoSan will take place on the 12th and 13th of October. The LatinAmerica chapter is organizing a SuSanA side event on the 11th of October. There have been discussions between SKAT Foundation, SuSanA Latin America Chapter and the Africa Chapter to have South-South exchange activities.</p> <p>Sean: SKAT is finalizing a contract with the Inter-American Development Bank (IADB) including budget for a moderator for Latin America and other activities focus on knowledge exchange in the region (webinars, translation of working document, case studies, peer-to-peer exchange on rural wash programs). Positive exchange in Stockholm with AfDB and the Asian Development Bank. Feedback from the discussions: many development banks are struggling with financial sustainability of their programs and are eager to learn from each other as well as research/practice experience. Open for exchange with any CG member experienced in engaging development banks in rural WASH topics.</p>	<p>Chapter coordinators</p>

	<p>Arne: CSE has a program with SIDA which includes a lot of India-Africa exchange. Worth to inquire about their experience.</p> <p>John: Sustainability is critical. USAID in particular is a donor understanding sustainability and how to achieve it well. Worth considering also urban sanitation.</p> <ul style="list-style-type: none"> • Africa chapter <p>Chaiwe: There is a lot going on but nothing conclusive yet. In contact with AWCOW and AfWA, who are pursuing activities towards knowledge management and women network. Chaiwe participated last week to a women leadership training organized by AfWA in Ghana.; SuSanA is perceived as the key platform for promotion, engagement and discussion on leadership needed to develop women networks across the continent. There are many ideas on how to develop women networks in different regions and countries, and action plans are being developed. AMCOW is specifically interested in the topic of knowledge exchange with for example the special launch of a knowledge management challenge during WWWeek 2022 in Stockholm. All activities are leading up to the upcoming AfWA & FSM7 conference.</p> <p>Sareen: Favours the idea of having an exclusive regional day meeting in parallel to the global one.</p> <p>Arne: Agrees and encourages to add the global element to the regional day as well.</p>	
c	<p>Collaboration of SuSanA with other networks</p> <ul style="list-style-type: none"> • FSMA: Call for papers for FSM7/AfWA congress <p>Announced in the 32nd SuSanA meeting; Call for Papers is open since the beginning of the month. SuSanA is open to co-convene interesting sessions.</p> <p>John: It's good to get AfWA onboard for the science and technical committee to mainstream technical solutions and sustainability of investments from development banks. Let's think about how to make use of the conference and contribute to knowledge sharing especially when translated from practice.</p> <ul style="list-style-type: none"> • Water Integrity Network: Future collaboration opportunity <p>WIN wants to extend its scope of action to the sanitation field. Looking for cooperation opportunities with SuSanA: adjusting their existing tools to the sanitation audience, sharing targeted advocacy campaign to enhance integrity and accountability around sanitation service, etc.</p>	Alexandra Dubois
d	<p>Sanitation workers Knowledge and Learning Hub (KLH)</p> <p>Official Launch took place during the WWWeek; now more focusing on strategic angles to promote and sustain the platform. The next course of action is to test the platform and encourage SuSanA members and WGs to use it and give feedback through the Forum. World Bank is interested in using the platform to promote and mainstream their activities on O&M</p>	Alexandra Dubois

	standards. Opportunity for the WG 10 and FSMA to collaborate with the Sanitation Workers Initiative and anchor their work to this platform. Stefan: Willing to be put in contact with World Bank, SNV and Water Aid, as WG10 is currently launching a related study. (Alexandra will initiate the contact)	
e	SFD Portal Updates/ SFD PI Secretariat: <ul style="list-style-type: none"> Positive feedback of the new image pop-up function of the graphic generator Current number of SFD: 258 published in a total of 227 cities. Automated translation function works for the webpage content manual translation is still needed for the report templates and for the SFD graphic generator. In preparation of the SFD activities in Benin, GIZ and SFD PI is about to translate the graphic generator into French Future of the SFD portal: basic running cost overview has been provided to BMGF, waiting for feedback. 	Alexandra Dubois
6.	SuSanA WGs: Updates/ Changes of Leads / Meetings	
	Stefan (WG10): WG10's co-leads are meeting tomorrow to update the factsheet and try to reach out to partners for more learning cases and experience about O&M in FSM treatment plants; would like for World Bank to join the discussion.	WG leads
7.	Upcoming Events in 2022	
	11th October: The Future of Sanitation and Hygiene: Key Contributors to Resilience, Berlin [German WASH Network & SuSanA]. 12th – 13th October: LatinoSan Bolivia [Lourdes & Secretariat]. 6th – 18th November: COP27, Sharm-El-Sheikh, Egypt. Alexandra: SuSanA is featured in two Expression of Interest (1) GHG emissions generated by water supply and sanitation systems with the example of the Zambia ECAM/SFD assessment (2) the role of global networks such as SuSanA and SWA in highlighting the interlinkage between sanitation, climate and health risks. 19th - 23rd February: 21st AfWA Congress & FSM7, Abidjan.	Arne Panesar
9.	AOB	All
	Vishwanath: Many Indian cities are expanding the construction of conventional wastewater treatment plants and a lot of investments have been made by the central government and municipalities. There is a lot of interest in wastewater reuse, but it is not well considered for the conventional systems. Would like to hear about opinions from WG 06 on the circularity in central or semi-central treatment. (Christoph: WG 06 not active on that; he is aware that it is a hot topic in India; was in Bangalore last week for a workshop with Latry and is open for contact if there is any interest) Christoph: Will get in touch with the SuSanA secretariat to finalize the GSC candidate list by Thursday. Stefan: Who will participate in COP27 and represent SuSanA?	All

	<p>Arne: SuSanA secretariat is positioned in the sector program Water Policy of GIZ, led by Dieter Rothenberger. We are in touch with ministries about representing the German role in COP27. It is still under discussion if SuSanA will be involved. Alexandra and Maren are in discussion with GIZ colleagues working on contributions from a broader level to COP27.</p> <p>Stefan: Sanitation was discussed with Arup and other actors in the water campaign in the COP23 Water Pavilion in 2017. Curious about any update of the use of products like biochar; Freiburg discussion.</p>	
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Chat transcript:

[9/12 16:06 PM] Paresh Jawarilal Chhajer

Blog would be a good addition 😊

[9/12 16:30 PM] Paresh Jawarilal Chhajer

Please add some of the events pics on the website...

[9/12 16:31PM] Thilo Panzerbieter (Gast)

we were also not there this year, unfortunately. Thanks for the impressions

[9/12 16:34 PM] Stefan Reuter (Gast)

Thilo Panzerbieter: strongly agree to your point!!

[9/12 16:35 PM] Sean Furey

most online sessions that we participated only had 15-30 participants, which is very low relative to the effort and cost

[9/12 16:35 PM] Hiba Abu Al Rob

I am in contact irregularly with the head of Siwi and i can pass the message too

[9/12 16:40 PM] John Sauer

I just want to say how super impressed I am with the women's meeting you held. If you have a link to any info about that I'd like to learn more.

[9/12 16:42 PM] Dubois Alexandra

we'll forward the message and request to Maren who is the mastermind behind the two Women networking events. We'll make sure to report on it on susana.org, probably through the blog feature

[9/12 16:46 PM] Surridge Trevor

I have to leave now, but it was great to check-in quickly and hear how things are going.

[9/12 16:47 PM] Hiba Abu Al Rob

Daphna, would be great if you can share the mentioned standard email (habualrob@unicef.org)

[9/12 16:48 PM] Panesar Arne

[Home | Health Information For All \(HIFA.ORG\)](#)

[9/12 16:59 PM] Thilo Panzerbieter

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Meeting Minutes SuSanA Core Group

June 19, 2023
16:00 – 17:30 CET
Microsoft teams

[Link](#) to minutes from CG Call (September 2022)

Minutes taken by: Philipp Dering, Vincent Krieg (SuSanA Secretariat)

Meeting called by: SuSanA Secretariat

Meeting chaired by: SuSanA Secretariat

Participants:

Name (Organisation)	Function
Arwa Abdelhay	GSC member
Alexandra Dubois	Secretariat
Arne Panesar	Secretariat
Belinda Abraham	WG 7
Bella Elisabeth Monse	WG 7
Chaiwe Mushauko-Sanderse	Africa Chapter Co-Coordinator, Forum Moderator
Charles Niwagaba	GSC member
Claudia Wendland	Active Member (Hamburg Wasser)
Daniel Ddiba	WG 5
Daphne Manolakos	Secretariat
Dorothee Spuler	GSC member, WG 1
Gina Santos Itchon	GSC member, WG 5
Jack Sim	WG 9
Laura Kohler	WG 1
Madeleine Fogde	Active Member (SEI)
Maren Heuvels	Secretariat
Martin Kerres	WG 3
Philipp Dering	Secretariat
Prit Salian	WG 6
Rohini Pradeep	GSC member
Sarah Dickin	WG 13
Soeren Rued	WG 3
Stefan Reuter	WG 10
Teresa Haeberlein	Secretariat
Thilo Panzerbieter	Active Member (GTO)
Trevor Surridge	Active Member (GIZ)
Vincent Krieg	Secretariat

	Agenda Item	Responsible
1.	Updates from the Secretariat	
	<p>Introduction of the Global Steering Committee (GSC) & key decisions to be tackled by the GSC</p> <p>Introductory lookback on the evolution from SuSanA 1.0 to SuSanA 2.0 from 2019-2023+ and the role of the Global Steering Committee (GSC).</p> <ul style="list-style-type: none"> ○ GSC is the main decision-making body of SuSanA, responsible for governance and strategic oversight ○ GSC prepares and leads the steps towards the possible institutionalization of SuSanA ○ Key issues addressed by GSC: <ul style="list-style-type: none"> - financial sustainability (acquiring more donors or membership fee) - defining priorities and thematic areas of focus for SuSanA - defining the legal status of SuSanA - coordination of Women Networks - positioning sanitation in UN processes and (post-) SDGs - sanitation and climatic aspects of emissions and resilience <p>Introduction of the new role of the Advisory Board (AB)</p> <ul style="list-style-type: none"> ○ Function of a sounding board for strategic decisions and development of SuSanA, assisting in decision making ○ AB provides the GSC with broad sector knowledge and deep understanding of SuSanA ○ Need of an AB: Formalising SuSanA requires a more transparent governance structure and provision of terms of reference for decision building ○ AB engages in identifying trends and priorities, exchanging with the GSC in face-to-face meetings ○ Diverse composition of the AB with experience in the sector (Working Group Leads, Regional Chapter coordinators, Forum Moderators, Representatives of the secretariat etc.) <p>Duration of AB membership and next steps</p> <ul style="list-style-type: none"> ○ Candidates must confirm their willingness until the end of June 2023 ○ AB members will need to re-confirm their intention to remain part of the board after three years ○ Official announcement of AB members on Monday 3rd July ○ Onboarding of the AB with GSC and Secretariat during July-August ○ Face-to-face meeting between GSC and AB in Stockholm at SEI on Saturday 19th August from 16:00 to 18:00 <p>FAQ and Reactions</p> <ul style="list-style-type: none"> ○ Idea to invent a task force with specified roles in the AB to avoid having too many members 	Arne Parnesar & GSC Members

	<ul style="list-style-type: none"> ○ Suggestion to implement a category in the description of the AB clarifying how much time is involved in a membership (for meetings, chairing a task force) 	
2.	World Water Week 2023	
	<ul style="list-style-type: none"> ○ Part of Secretariat will be present in Stockholm from the 16th to the 24th of August ○ 16th August: arrival of Secretariat and Joint Evening ○ 17th to 19th August: the Secretariat hosts sessions with GSC to discuss key issues and challenges ○ 19th August: WANA Chapter Strategy Meeting (9-11:00), GSC and AB meeting and introduction (16-18:00), Network Circle meeting (18-20:00) ○ 20th August: 33rd SuSanA Meeting (hybrid format) ○ WWWeek from 20th to 24th: Joint booth with Swiss Federal institute of Aquatic Science and Technology (Eawag) and Swiss Water Partnership (SWP) ○ Several Sessions with SuSanA as a co-convenor during the WWWeek on Animals on the WASH Agenda, Wastewater Reuse in the Arab Region etc. <p>More information will be provided here: SuSanA at World Water Week 2023 - Sustainable Sanitation Alliance (SuSanA)</p>	Daphne Manolakos
3.	33rd SuSanA Meeting	
	<p>Session 1 & 2 (face-to-face)</p> <ul style="list-style-type: none"> ○ Session 1: Short introduction <ul style="list-style-type: none"> - presenting the recent organizational changes - GSC will update on their election, action plan and achieved milestones ○ Session 2: Topics to discuss at the Think Tank <ol style="list-style-type: none"> 1) Ask participants for thematic priorities for SuSanA 2023-2024 2) Discussion group to identify key sector challenges that SuSanA could help to address 3) Brainstorming a SuSanA joint position and key messages to SDG midterm review ○ Vacancies for potential speakers of the elevator pitches at the Think Tank (1 GSC member with a key sector player) <p>Session 3 & 4 (hybrid and recorded)</p> <ul style="list-style-type: none"> ○ Session 3: Thematic presentations of “hot topics” <ol style="list-style-type: none"> 1) New approaches to WASH awareness 2) Strengthening the Sanitation workforce 3) Sanitation and Climate 4) Sanitation and Resource Recovery ○ Session 4: SuSanA Updates (Key Activities, portal updates, SuSanA at upcoming conferences, regional updates, SuSanA forum) 	Alexandra Dubois All

	<p>The 33rd SuSanA meeting will close with a mingle at SEI with snacks and refreshments followed by a joint evening in a restaurant.</p> <p>Detailed information on the agenda and the sessions will be provided here: 33rd SuSanA Meeting - Sustainable Sanitation Alliance (SuSanA)</p>	
4.	Network Circle	
	<p>The Network Circle provides a platform for the key WASH networks with the following objectives:</p> <ul style="list-style-type: none"> ○ Intensifying day-to-day working relations of some WASH networks and expanding it to counteract fragmentation of the sector ○ Targeted advocacy work with a unified voice ○ Forming a joint strategy on post-2030s ○ Reduction of redundancy and overlaps by better coordination and synergy ○ Enhanced knowledge exchange and outreach <p>1st Network Circle Meeting on 23rd May 2023</p> <ul style="list-style-type: none"> ○ Participating networks <ul style="list-style-type: none"> - ps-Eau (Programme Solidarité Eau) - SANIHUB (Humanitarian Sanitation Hub) - IWA (International Water Association) - SSWM (Sustainable Sanitation and Water Management Toolbox) - SWEP (Sanitation and Water Entrepreneurship Pact) - FSMA (Faecal Sludge Management Alliance) - WIN (Water Integrity Network) - GWOPA (Global Water Operators' Partnership Alliance) - SuSanA (Sustainable Sanitation Alliance) <p>Agreement on 2 action points:</p> <ul style="list-style-type: none"> ○ Testing of the Newsbox Circle and draft a concept note describing the tool and defining the implementation parameters. ○ Draft a joint communiqué to clarify the position of the WASH networks on the topic of sanitation and its relation to water, climate and the (post)SDGs. 	Alexandra Dubois
5.	AOB	
	none	

Chat transcript:

[6/19 16:16 PM]

Thanks Dorothee and Charles for taking on the co-chair role!

[6/19 16:17PM] Madeleine Fodgde (Gast)

SuSanA in the NDC -SuSanA

At COP

ONE -health – good hot topic

[6/19 16:21 PM] Jack Sim (Guest)

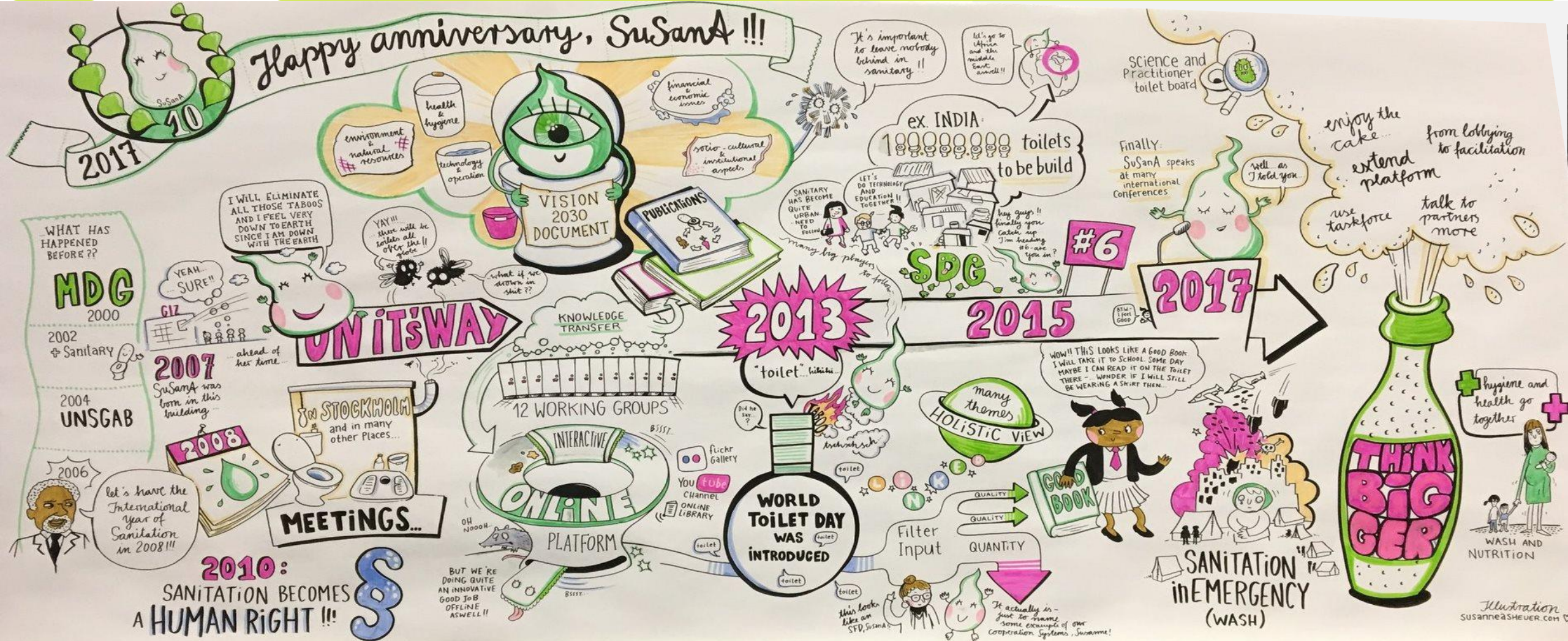
What are the expenditures needed?



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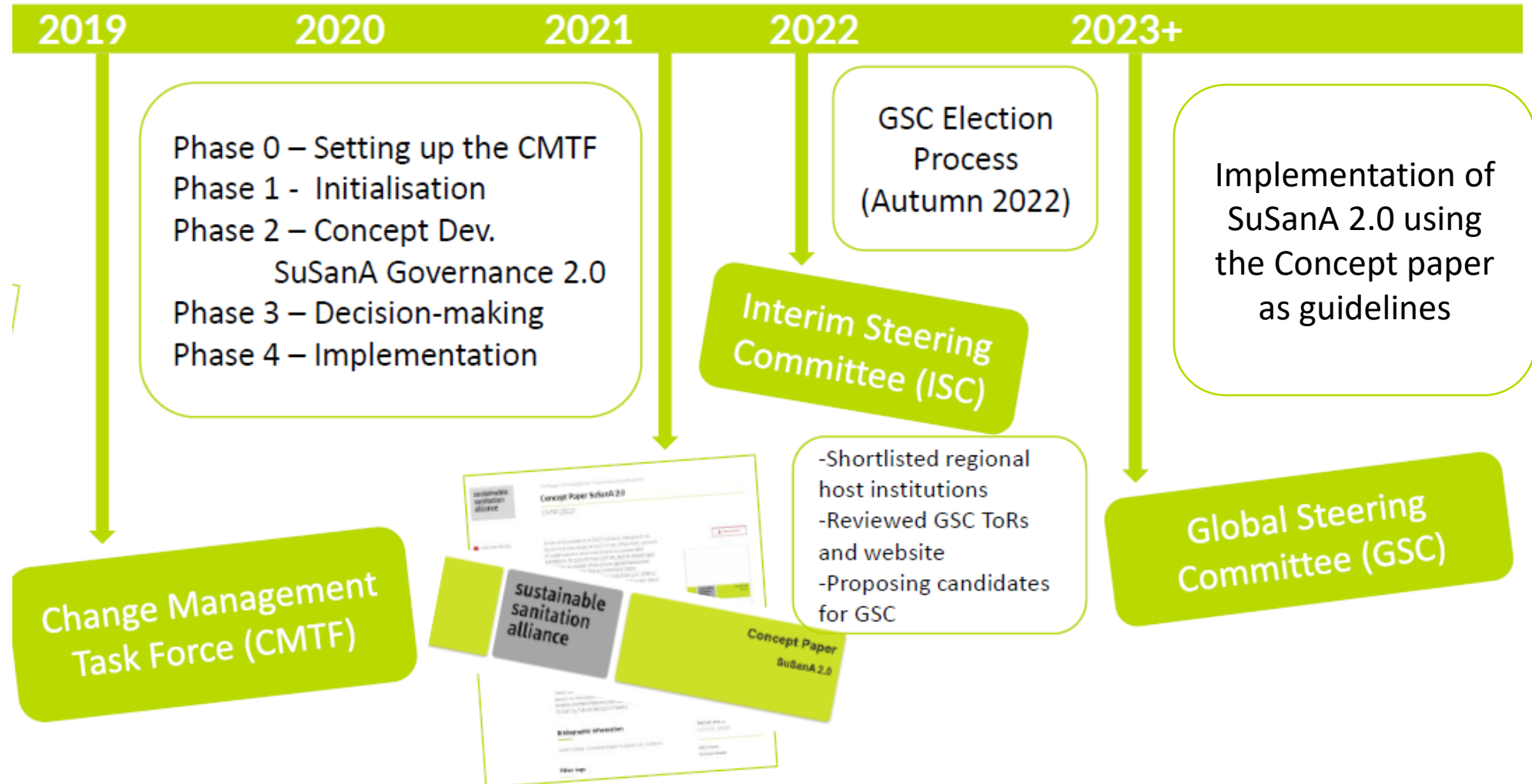
SuSanA 2.0

Thank you, dear Core-Group-Members!



- Sanitation embedded in the global development agenda
- Change in the sanitation discourse considering:
 - the whole service chain
 - the institutional framework
 - the potential in terms of reuse and circular economy
- Improved cooperation and Knowledge Management
- Interlinkages to other sectors - e. g. climate, health, agriculture

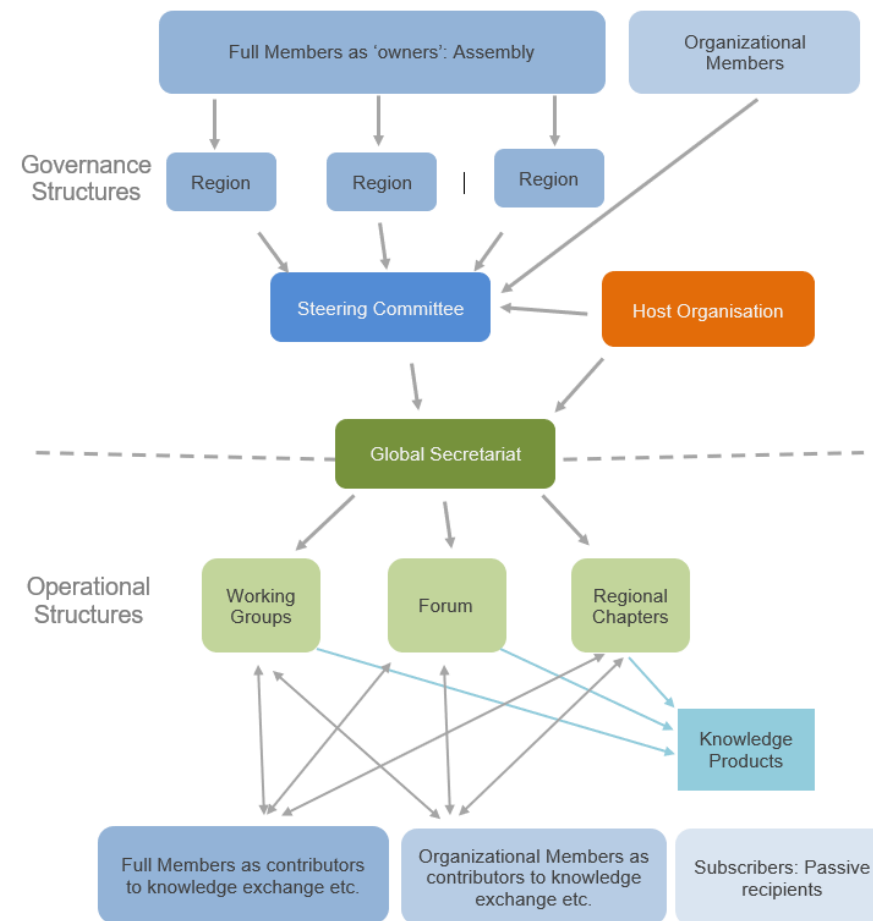
From SuSanA 1.0 to SuSanA 2.0



The Concept Paper

Key topics addressed in the SuSanA 2.0 Concept Paper (1/2)

- **Governance:** The Global Steering Committee (GSC) is the main decision-making body of SuSanA.
- **Operations:** Global Secretariat to act as facilitator of the Alliance, overseen by the GSC
- **Resourcing framework:** maintain existing grants and broaden the range of donors, encourage members to contribute financially, enable oversight of the totality of SuSanA's resources (from the various collaborative systems).



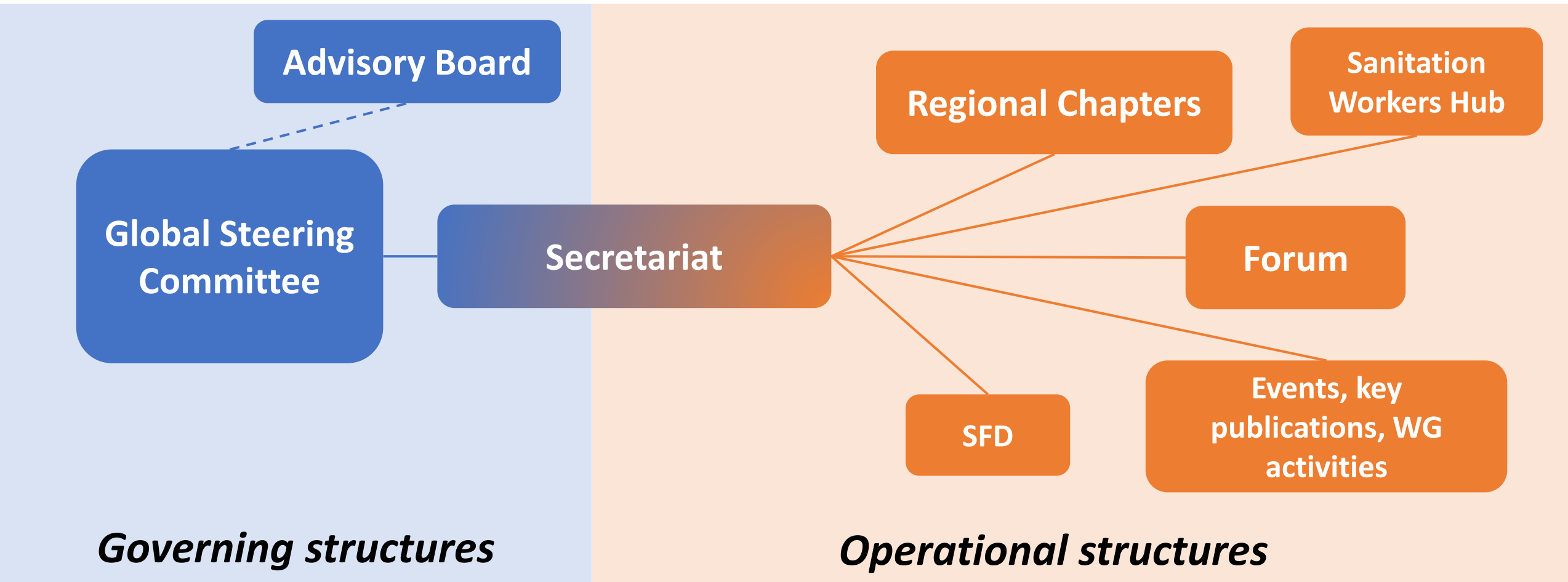
The Concept Paper

Key topics addressed in the SuSanA 2.0 Concept Paper (2/2)

- **Membership:** what's the best way to go about it?
- **Hosting & Registration:** what's the sequence, best way and optimal setting for a hosting arrangement or to become a registered legal entity?



Structure of SuSanA 2.0



The SuSanA GSC (Global Steering Committee)

New governance structure of SuSanA

In October 2022 the SuSanA members have elected their Global Steering Committee representing the 7 regions of SuSanA

- **Sub-Saharan Africa** - [Prof. Charles Niwagaba \(Uganda\)](#)
- **Europe & Central Asia** - [Dorothee Spuhler \(Switzerland\)](#)
- **Latin America & Caribbean** - [Carla Liera \(Mexico\)](#)
- **North America** - [Kartik Chandran \(USA\)](#)
- **South Asia** - [Rohini Pradeep \(India\)](#)
- **East Asia & Pacific** - [Gina Itchon \(Philippines\)](#)
- **Middle East & North Africa** - [Dr. Arwa Abdelhay \(Jordan\)](#)



Role and responsibilities of the GSC

- GSC governs SuSanA 2.0 on behalf of its members between triennial elections
- GSC is responsible for governance and strategic oversight, as well as resource mobilization
- GSC prepares and leads the steps towards the possible institutionalization of SuSanA
- GSC members commit 3 to 4 hours per month to various tasks, including overseeing governance & budgets, resource-raising activities, keeping abreast of sector trends to best inform the strategic decision taken, monitor progress and communicate GSC decisions to SuSanA members

Key issues to be addressed by the GSC

Strategy related to the futur of SuSanA

- Define priorities for SuSanA
- Define thematic areas of focus
- Position SuSanA in the discussions (post-)SDGs
- Ensure the financial sustainability of SuSanA
- Define legal status of SuSanA

Hot topics

- Coordination of Women Networks
- Positioning sanitation in the UN processes with the Network Circle
- Sanitation and climate (GHG emissions and resilience)
- ...
- ...
- ...
- ...

Need for an Advisory Board



Decisions from the GSC must be based on:

- broad sector knowledge
- deep understanding of SuSanA

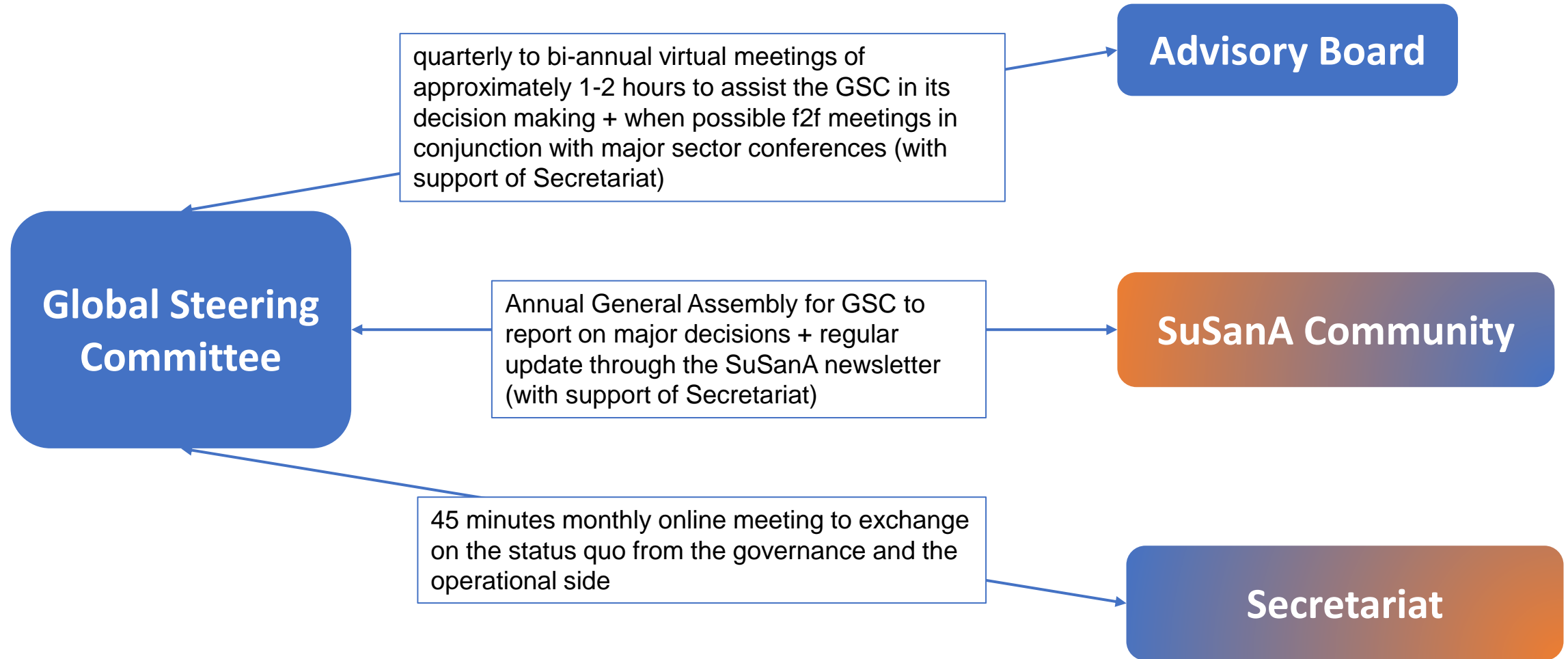
Ideal composition of the Advisory Board:

- Working Group Leads
- Regional Chapter Coordinators
- Forum moderators
- Representatives of the secretariat
- Non-elected GSC candidates
- Founding members of SuSanA
- Prominent sector actors committed to SuSanA and relevant to SuSanA's strategic development
- Representative of Funding agency/Donor

Role and responsibilities of the Advisory Board

- Ensure decisions are based on broad sector knowledge and representation
- Act as a sounding board for strategic decisions and the development of SuSanA
- Identify trends that SuSanA should address
- Participate in virtual AB meetings and special face-to-face meetings with the GSC
- Assist the GSC in decision-making and strategic issues for the development of SuSanA

Collaboration and communication channels



Selection process and duration of AB membership

- Candidates are invited to join the Advisory Board based on visible commitment and involvement in SuSanA (e.g. Core Group member and GSC candidates)
- Candidates must confirm their willingness to be part of the Advisory Board to the SuSanA Secretariat before **30/06/2023**
- After three years, Advisory Board members are asked to re-confirm their intention to remain part of the Board
- New candidates can be proposed by the GSC based on adherence to SuSanA's vision and principles, commitment to the work of SuSanA, extensive sector knowledge, and key positions in the WASH sector or related areas

Next step for the Advisory Board

- Final Core Group Meeting to introduce the concept of Advisory Board and clarify related questions
- Official announcement of the Advisory Board members on Monday 3rd July
- Online onboarding of the Advisory Board with the GSC and the Secretariat (around July-August)
- Face-to-face (or hybrid) meeting between the GSC and the AB in Stockholm at SEI on Saturday 19th August from 16:00 to 18:00



Q&A and open
discussion



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World Water Week 2023

GSC/Secretariat and AB Meetings (16-19.08)

	WED 16. Aug	THU 17. Aug	FRI 18. Aug	SAT 19. Aug
	SuSanA Secretariat and GSC			
	Accommodation: Best Western Hotel Karaplan			
08:00	Arrival (asap)			
08:30				
09:00		GSC/ Secr. Meeting Location: York (SEI HQ)	GSC/ Secr. Meeting Location: York (SEI HQ)	GSC/Secr. Meeting
09:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00	Joint Evening with those available Location: tbd			
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				
19:30				
20:00				
20:30				
21:00				
21:30				

SuSanA Meeting and WWWeek Activities (20-24.08)

- 33rd SuSanA Meeting (Aug 20)
- Joint SuSanA, Eawag and SWP booth
- Film Screening and planned sessions (SuSanA as a co-convenor)

SUN	MON	TUE	WED	THU
20. Aug	21. Aug	22. Aug	23. Aug	24. Aug
World Water Week 2023				
SuSanA & Eawag & SWP Booth				
33rd SuSanA Meeting (9-17:00) Location: Lounge (SEI HQ)			Session (9-10:30): Experiencing Art, Music, Story-telling, Sports and Dance for Behaviour Change	
		Session (11-12.30): Putting Animals on the WASH Agenda (SIWI, SEI, GIZ, FAO,nn)		
				Session (14-15:30): The Jordanian Experience: Awareness Raising for a Water-Wise Future
	Workshop on Women Networks time and location: tbc	Session (16-17.30): Every Brown Drop Counts - Wastewater Reuse in the Arab Region		
	Film Screening (17:45 - 19:45): Going Viral: Social media, pandemic prevention, and tackling difficult topics			
Joint Evening Location: tbd				



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33rd SuSanA Meeting

Part 1 (morning) → face to face

Time	Topic	Min	Presenters	Format
SESSION 1 - Short introduction (strictly face to face)				
09:00	Arrival			
	Welcome & round of introduction	10	Secretariat	Round table
	Presentation of the recent organizational changes related to the implementation of SuSanA 2.0	20	Charles Niwagaba and Carla Liera	Presentation
	Q&A	30	Speakers and plenary	Open discussion
10:00 - 10:30	Coffee & tea break	30		
SESSION 2 - Think Tank (strictly face to face)				
10:30	Topic 1: Hot topics and thematic priorities for SuSanA 2023-2024	50	elevator pitch: Arwa Abelhay, Rohini Pradeep, Kala Vairavamoorthy (tbc)	elevator pitch + parallel group discussions + report to plenary
	Topic 2: Key sector challenges that SuSanA could help to address	50	elevator pitch: Gina Itchon, Martin Gambrill (tbc)	elevator pitch + parallel group discussions + report to plenary
	Topic 3: SuSanA joint position and key messages to the SDG mid-term review and beyond	50	elevator pitch: Dorothee Spuhler, Charles Niwagaba, Kate Medlicott (tbc)	elevator pitch + parallel group discussions + report to plenary
13:00 - 14:00	Lunch break at SEI (vegetarian wraps)	60		

Part 2 (afternoon) → hybrid

SESSION 3 - Thematic Presentations "Hot topics" (hybrid and recorded)				
14:00	Welcome and opening words	5	Secretariat	
	New approaches to WASH awareness - Let's talk Period (tbc) - Dance4WASH (tbc) - Q&A	20	Fatma Haxhialiu (tbc) someone from Viva con Agua (tbc)	speed launch, presentation
	Strengthening the Sanitation workforce <i>initial ideas for topics/speakers</i> - IWA Young Water Professionals (tbc) - RWSN and their mentoring programme (tbc) - AfWaSa and the SuSanA Africa Chapter - women mentoring (tbc) - CaDev (tbc) - IRC and the WASH Academy (tbc) - Eawag e-training platform (tbc) - Initiative undertaken by women networks (tbc) - GWOPA DWA WorldSkills International (digital tools for TVET) - Initiative for Sanitation Workers + presentation of SWKLH - Q&A	40	someone from IWA YWP (tbc) Meleesa Naughton (tbc) Leticia Ackun, Chaiwe Sandersee (tbc) Jeske Verhoeven, Vera van der Grift (tbc) Fabian Suter (tbc) Maren Heuvels, Ulrike Kelm (tbc) Rüdiger Heidebrecht, Hilmar Tetsch (tbc) someone from ISW (tbc) and Teresa Häberlein	speed launch, presentation
	Sanitation and Climate <i>initial ideas for topics/speakers</i> - climate resilient sanitation landscape study and call for action (tbc) - JMP/GLAAS review of opportunities for enhanced national and global monitoring of climate resilience and WASH (tbc) - USAID FS climate mitigation from FS landscape study - MOSAN - biochar (tbc) - CSBA - carbon credit research (tbc) - Leeds University/CACTUS Project - Kampala Study and ongoing similar studies from BMGF (tbc) - ECAM-SFD assessment (tbc) - Q&A	40	Juliet Willets (tbc) Kate Medlicott (tbc) Dorothee Spuhler (tbc) Barbara Evans, Roshan Shrestha (tbc) Mona Mijthab (tbc) Remi Kaupp or Madeleine Edgeworth (tbc)	speed launch, presentation
15:45 - 16:15	Coffee & tea break	30		
16:15	Sanitation and Resource Recovery <i>initial ideas for topics/speakers</i> segment designed and moderated by WG5 lead Daniel Ddiba (tbc) - Q&A	45	speakers tbc	speed launch, presentation

Part 2 (afternoon) → hybrid

SESSION 4 - SuSanA Updates (hybrid and recorded)				
17:00	SuSanA Updates: a) key activities and initiatives b) portal updates c) implementation of SuSanA 2.0 d) SuSanA at upcoming conferences	20	Secretariat	presentation
	Regional Updates	15	Chapter Coordinators	presentation
	SuSanA Forum	5	Forum Moderators	presentation
	Q&A	15	Speakers and plenary	open discussion
18:00	Closing remarks and way forward	5	Secretariat and GSC	
18:00 - 19:00	Mingle at SEI (snacks and refreshments)			
19:30 - 21:00	Joint evening in a restaurant (venue tbc)			



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Network Circle

Network Circle: what for?

- Targeted advocacy work with a unified voice
- Coordinated messaging and joint strategies on post-2030 indicators
- Better coordination and synergy for increased efficiency and reduction of redundancy and overlaps
- Enhanced knowledge exchange among sector players
- Increased scope and outreach
- Economies of scale through shared platforms, tools, and website features

Network Circle's 1st meeting

May 23, 2023 - GIZ offices (Bonn)

Participating networks:

- pS-Eau
- SANIHUB
- IWA
- SSWM
- SWEP
- FSMA
- WIN
- GWOPA
- SuSanA



Network Circle Meeting outcome

- Initiated a mapping of the networks
- Next Network Circle Meeting in Stockholm:
Saturday 19th August from 18:00 to 20:00 at SEI
- Agreed on 2 action points:
 1. Test the Newsbox Circle and draft a concept note describing the tool and defining the implementation parameters
 2. Draft a joint communiqué to clarify the position of the WASH networks on the topic of sanitation and its relation to water, climate and the (post)SDGs

