

# End Water Poverty and the coordination of civil society input into the SWA



## **About End Water Poverty: partners and members**

End Water Poverty is an international coalition of civil society organisations and networks campaigning on access to sanitation and water. There are over 175 organisations and networks from 45 countries who are formally members of the campaign. These range from the large INGOs (WaterAid, Oxfam, CARE, Save the Children, Tearfund, Action Contre La Faim etc) to national networks and grassroots organisations. It includes members from both north and south.

Further, End Water Poverty extends its reach by working closely with the Freshwater Action Network and its regional bodies, including ANEW in Africa and FANSA in South Asia. There are over 400 organisations in these networks, and most countries have a civil society network linked into these regional bodies.

Finally, there are also other organisations who may not have yet formally joined, but which we work closely with. This includes organisations outside the sector, and we play a key role in the Global Call to Action against Poverty (GCAP) – the global civil society coalition covering all development, environment and human rights issues.

End Water Poverty is governed by a steering committee comprised of a number of INGOs plus network representatives from the UK, Netherlands, Canada, Rwanda, South Africa and India. It is managed on a day to day basis by a small secretariat based in London.

End Water Poverty's members can be seen at <http://www.endwaterpoverty.org/members/>  
Freshwater Action Network's members can be seen at <http://www.freshwateraction.net/tools/memberslist.asp>

## **End Water Poverty's role in the SWA**

End Water Poverty has been involved since the inception of the SWA, and now has a formal role as a 'constituency coordinator' for civil society representation on the Steering Committee. As part of this, End Water Poverty will aim to<sup>1</sup>:

- Facilitate the elections of the three CSO representatives on the steering committee (plus three alternates), working in partnership with ANEW and FANSA who will lead the processes in Africa and Asia.
- Facilitate a working group open to all civil society organisations in order to receive regular information on the SWA's workings and decisions, and be a place for consultation on major issues.
- Provide reports on a less regular basis to the broader civil society constituency on the key activities and achievements of SWA.

End Water Poverty will continue to play a strong role outside of these structures in coordinating campaigning and lobbying on sanitation and water towards national governments and other relevant agencies.

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<sup>1</sup> Our capacity to do this in full will be partly dependent on funding being provided for a CSO liaison officer.

## **How will civil society be represented on the SWA Steering Committee, and how will End Water Poverty facilitate this?**

Civil society has currently been allocated three seats on the steering committee representing 2 regional CSO networks and 1 global/international CSO network.. These broadly mirror the main regions involved in the SWA, but could evolve over time if the focus of the SWA evolves.

A selection process will take place to choose one primary representative and one alternate in each of these regions. The process is outlined in the appendix.

ANEW will lead the selection process in Africa, FANSA in Asia, and End Water Poverty will create a caucus of CSOs from donor countries. There will be an international committee made up of representatives from all these networks to check that the processes are fair and the representatives fulfil their duties.

## **How can civil society organisations not on the SWA steering committee still input into decisions and receive information?**

There are four different ways this can be done:

- By inputting opinions via the regional networks.
- By joining a working group facilitated by End Water Poverty, that will be a place for information and consultation.
- By joining relevant SWA working groups on key issues, if selected as representatives of the networks.
- By being involved in national level consultations relating to the SWA.

## **How can civil society organisations and networks which are not formally part of End Water Poverty, ANEW or FANSA take part?**

The working group will be open to any civil society organisation, regardless of what network they are formally a member of. They will also be free to put themselves forward as a candidate to be a representative on the steering committee, but they will be expected to report to and consult the networks, and their structures, if selected.

## **How can civil society organisations and networks outside of Africa, Asia and donor countries be represented?**

Civil society organisations from all regions can express their views through the above mechanism. However, if the SWA takes a strategic decision to work with a significant amount of countries in other regions, such as Latin America or the Middle East, then we would call on the steering committee to allow another place on the steering committee for these regions. We would also work to fully involve networks from those regions.

**For more information, to join the working group, or nominate yourself for the steering committee (before 2<sup>nd</sup> August 2010) contact [info@endwaterpoverty.org](mailto:info@endwaterpoverty.org).**

## **Appendix 1. Civil society representation on SWA Steering Committee Selection and consultation processes**

### **Introduction**

On September 5<sup>th</sup> 2010, Sanitation and Water for All (SWA) will move from the interim governance arrangements that have been in place for the last few years to a permanent governance structure.

Within this structure there will be a steering committee, which will include three civil society representatives representing the regions represented in the SWA – Africa, Asia, and northern countries. Each region will nominate both a primary representative and an alternate who can fill in when the primary representative is unable to.

### **Role description**

A full role description is provided in the annex, but in brief the representatives (primary and alternate) will be expected to:

- Represent their civil society constituency in at least six SWA steering committee meetings per year, including two face-to-face meetings, and participate in email discussions in the interim.
- Consult the civil society constituency on key questions, represent group views, and feedback information on decisions and processes.
- Work with the other civil society representatives to provide coordinated and coherent civil society input.

The period of service would last a maximum of two years, and would be reviewed after three months and one year in case performance is not acceptable. They must be able to commit sufficient time to the role, and have an employer who agrees to this.

### **Person specification**

A person specification is also provided in the annex, but in brief representatives should:

- Have the necessary authority within their institution to make or rapidly facilitate the decisions required to achieve the objectives of SWA.
- Be linked into appropriate regional networks and structures to allow effective consultation and feedback.
- Have good knowledge of the water and sanitation sector and the SWA.

From the three primary representatives and the three alternates, there should also be at least one woman and one man to ensure a gender balance. Although a number of key documents are translated into French, meetings are held in English so an ability to work in English would be an advantage.

### **Selection process**

Selection of candidates will be delegated to regional networks, then cross-checked by a committee at international level. ANEW will run the process in Africa, FANSA in Asia and End Water Poverty will form a sub-group of its northern members to provide this constituency. Candidates outside of these networks will be free to put themselves forward, but must consult and report to the regional network if selected. In each case, the network will:

- Circulate a call for nominations to all network members, sharing the selection guidelines, SWA governance document and person specification. Candidates should be asked to submit a statement, max 500 words, outlining their suitability for the role.

- Establish a selection committee to judge the nominations, excluding any individuals who have nominated themselves for the position.
- Select one primary representative and one alternate, based on the person specification, role description and candidate statements. One must be male, and one must be female. This should be done by consensus where at all possible, but by majority vote if needed.
- Submit the names selected to an international committee composed of the convenors plus board member of each network.

The international committee's role will be to check that the process has been appropriately followed, and that there is an appropriate gender balance.

- If there are concerns about a process in a region, the committee could ask the regional networks to look at the process again.
- If there is not at least one man and one woman amongst the primary representatives, the international committee will ask one of the regional networks to make an alternate a primary representative.

### **Timeline**

- 19<sup>th</sup> July: Call for nominations
- 2<sup>nd</sup> August: Deadline for nominations
- 14<sup>th</sup> August: Regional committee selects candidates
- 21<sup>st</sup> August: International committee confirms candidates
- 27<sup>th</sup> August: Deadline to submit candidates to SWA secretariat.
- 7<sup>th</sup> September: The first SWA steering committee, at Stockholm Water Week.

### **Review and Cessation**

The regional committees will be asked to review the performance of the representative after three months, and can 'deselect' the representative at this point, or at any time, if they are not performing, or are no longer able to perform, the duties expected of them. This could include, but need not be limited to:

- Failure to attend and/or nominate an alternate for more than 3 SC meetings and/or teleconferences
- Failure to feedback to the network on the business of SC meetings
- Failure to consult on key decisions before the SC meetings
- Mismanagement or fraudulent practices

In this event, or in the event that a representative resigns, the alternate will become the primary representative and a new selection procedure will commence for the alternate.

### **Consultation process**

Each representative will be responsible for consulting members in their regional constituency on key issues, and on feeding back key decisions and processes. They should utilise existing e-mail lists and regional committees to do this in the most appropriate way. Further, End Water Poverty will facilitate an e-mail list and occasional teleconferences for all civil society organisations interested in receiving information about the SWA and inputting into civil society positions. This would be open to any civil society organisation. The representatives should also arrange a teleconference with each other before any steering committee meeting to share information and views.

## **Appendix 2. A role description for Civil Society Representatives on the Sanitation and Water for All Steering Committee**

### **Introduction**

On September 5<sup>th</sup> 2010, Sanitation and Water for All (SWA) will move from the interim governance arrangements that have been in place for the last few years to a permanent governance structure. A key element of this structure is the formation of a Steering Committee which will 'drive forward the initiative; hold decision-making authority and oversee all Sanitation and Water for All activities; meet regularly through the year; and may set up and oversee sub-committees to carry out key tasks and functions' (SWA Governance Document).

Each constituency within SWA, including civil society networks, have been allocated a number of seats on the Steering Committee. For the initial Steering Committee to be established in September, regional CSO networks or campaigns have been given 2 seats, and global/international CSO networks or campaigns have been given 1 seat. ANEW, FANSA and EWP are now in the process of selecting individuals to represent their respective networks on the Steering Committee. For the purposes of this selection, this document seeks to outline the role these individuals would be expected to fulfil.

### **Requirements from SWA (taken from the Governance Document):**

- Members will be representatives of their Partner Constituency and serve in an institutional rather than personal capacity.
- They should have the necessary authority within their institution to make or rapidly facilitate the decisions required to achieve the objectives of SWA. These might include decisions regarding coordinated action or messaging, joint aims or commitments, or regarding activities under Sanitation and Water for All where the funding Partners have allocated this role to the Steering Committee.
- By joining the Steering Committee, Partner organisations and individually assigned members commit to dedicate the necessary time and engagement for the effective functioning of the work of SWA, to accept the leadership of the Chair, and to be responsive to communications from the Secretariat.
- All Steering Committee Members will be voting members.
- The Steering Committee will meet at least six times a year, including meetings held by teleconference, videoconference or other electronic means. At least two meetings per year should be held in person, wherever possible through the attendance of Steering Committee members to global events.

### **What civil society representatives (CSR) will be expected by their networks to do:**

In addition to the SWA requirements above, CSRs will need to:

- Circulate agendas for Steering Committee meetings to their network as far as possible in advance of the meeting and request whether there are any comments or inputs to be made on behalf of the network in respect of any agenda items.
- Provide feedback within a week of Steering Committee meetings, informing the network of key decisions made and future opportunities for input.

- Keep the networks informed of any key developments that take place in-between SC meetings.
- Inform the networks of any opportunity to join a working group or task team. Each network will aim to have one representative on every working group or task team that is established.
- When SC members are asked to input into discussions or to make decisions, the CSRs should consult with the network first to try to get a broad sense of the views of the network. If there is a clear steer from the network, the CSR should input this into the discussions. If there are a variety of differing opinions, the CSR should facilitate a process to try to hear the majority opinion and input this into discussions. Where there is disagreement across the network, the CSR should discuss with their alternate and the network coordinator to agree the position of the network.
- The 3 SCRs should communicate with each other in advance of SC meetings and ensure that, as much as possible, they are supporting each others views and arguments. They should ensure their input is as coordinated and 'joined-up' as possible. They should seek to hold a teleconference in advance of the steering committee meeting to facilitate this.