

Tracking and reporting on 2010 and 2012 HLM commitments: Guidelines for Developing Countries



In the spirit of increased mutual accountability, developing country governments which tabled commitments at the 2010 and 2012 Sanitation and Water for All (SWA) High Level Meetings (HLMs) agreed to report on progress yearly. The SWA Secretariat is mandated with facilitating this exercise, which will focus on **Specific Commitments**¹. These guidelines were developed in consultation with several developing country ‘SWA teams’² and are meant to support developing country governments and supporting partners to report on progress against the commitments. Suggestions are also provided to strengthen communications and advocacy around the progress achieved.

1. Reporting steps

The SWA Secretariat will send a request for Partners to report on the progress of implementation on the 2010 and 2012 SWA HLM commitments in mid-March. Partners are requested to consult with a range of stakeholders, especially civil society, to review progress and to return the report to the Secretariat by April 2013.

Following submission of the Government reports, the SWA Secretariat will compile and analyze data provided and produce a comprehensive global technical report as well as complementary reporting products such as short country briefs, graphs, and other supporting data. Following the issuance of the global report, SWA Partners are encouraged to undertake national advocacy campaigns and efforts to maintain a high-level dialogue around the commitments.

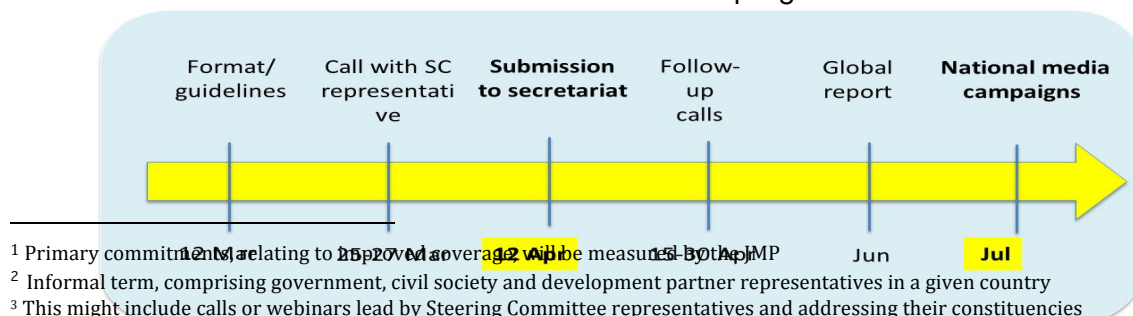
2. Key Milestones

March 2013: Information sessions will be held for technical assistance and experience sharing³

12 April 2013: Deadline for submission of countries and donors reports

June 2013: Secretariat will analyze the data and issue a report along with additional products

July 2013: Secretariat will provide guidance to countries to carry-out national communications and media activities around national progress on HLM commitments



¹ Primary commitments relating to 2010 and 2012 HLM commitments

² Informal term, comprising government, civil society and development partner representatives in a given country

³ This might include calls or webinars lead by Steering Committee representatives and addressing their constituencies

3. Suggested principles for in-country tracking of progress

- **Inclusive:** The process should be led by the government and should be as inclusive as possible. We suggest that developing countries include various relevant Ministries (especially the Finance Ministry), development partners, and civil society networks. *For example, Ethiopia and Ghana each plan to review the commitments by utilizing a committee that includes civil society, development partners, and several line Ministries.*
- **Aligned to other reviews:** Countries are encouraged, where possible, to use existing review processes already planned for the month of March and April such as Joint sector reviews, regular joint monitoring committee meetings, AfricaSan and SACOSAN preparatory meetings, and AMCOW preparatory meetings. *For example, Burkina Faso and Benin will use their Joint sector review, slated for late March and early April respectively, to review the progress of the HLM commitments.*
- **Flexible:** The data collection process should be kept as light as possible. Phone calls and e-mail exchanges could be used as an alternative to face to face meetings, as long as there is input and review from a variety of stakeholders.
- **High-level Endorsement:** Reporting should be done with the endorsement of the appropriate level within Government to ensure that the country report is submitted on behalf of the Government. Further high-level endorsement or attention may be sought after the global report is issued. *For example, Cote d'Ivoire plans to have the country report endorsed by the Minister of Sanitation before submitting it to the Secretariat, but will seek to capture the attention of other Ministers once the global report is issued.*

4. Format for reporting to the Secretariat

The reporting format is provided by the SWA Secretariat (see attached excel document). This was developed in consultation with several country ‘teams’ with the aim of being light-touch. The reporting format is based on a traffic light ranking and short answers. To ensure robust reporting, the following qualifying information is requested in addition to the basic status: 1. main achievements/indicators of progress, 2. steps required for completion, 3. likelihood of achievement before 2014 HLM, and 4. source of information. Please note, **2010 and 2012 HLM commitments are provided in separate tabs.**

The table below illustrates an example of filling the reporting format for a commitment titled: “Improved monitoring of WASH Sector”

Status of progress as of April 2013	Indicators of progress	Steps remaining to fully achieve	Outlook for 2014 HLM	Origin of commitment	Influence of 2012 HLM on progress of commitment	Comments on influence of the 2012 HLM on progress
What progress in implementation has been achieved? Please choose one of the options from the dropdown: No progress/ barriers Progress, but slow Good progress Almost complete Complete	What are the key achievements/milestones upon which the evaluation of status of progress was based?	What needs to happen and whose action is required to complete the commitment?	Is it likely that the commitment will be fully achieved before April 2014? Please choose one of the options from the dropdown: Not designed with this aim No, unlikely Possible (with extra effort) Yes, likely	Did this commitment exist before the 2012 HLM? If yes, in which document/forum did it originate (e.g. E-Thekwini, Sacosan, PRSP, National Development Plans etc.)	Did the 2012 HLM influence progress on the implementation of this commitment? Please choose one of the options from the dropdown: No influence Some influence Highly influential	Please explain if and how the 2012 HLM has influenced progress or a commitment existing prior to the HLM
e.g. Good progress	e.g. - Designed new integrated information system (IWIMS) - System designed in December 2012 and launched in February 2013	e.g. - Training of ministers' focal point; Adoption from Ministry of Statistics	e.g Possible (with extra effort)	e.g. YES, commitments was made in e-thekwini, but the HLM one was more specific	e.g. Highly influential	e.g. The Minister of Water Resources presented the idea of an integrated WASH system to the Minister of Health upon his return from the HLM

Commitment: Improved monitoring of the WASH

5. Report submission and technical support

For those that wish to participate, informational sessions will be conducted by phone and Webex to explain the reporting format and process during the last two weeks of March. Partners can always contact Fiorella Polo directly with any questions.

Partners are requested to indicate in the report form the names and organizations who have contributed to the review. The completed reports should be sent to Fiorella Polo at fpolo@unicef.org by 12 April 2013.

6. Outputs from the Secretariat

The Secretariat will produce a comprehensive global technical report which will be issued in June. The Secretariat will also support the production of additional reporting and advocacy materials such as high-level country briefs and/or templates, high level advocacy letters from SWA champions, and guidelines for national communications/media campaigns.

7. Attachments:

- Format for data collection
- Draft Tracking and Reporting Strategy