

**WSUP Board Meeting**  
**Coin Street Community Centre,**  
**20<sup>th</sup> August 2015**  
**Agenda Item B1119-1**

**Participants**

**Birch, David** (Independent)  
**Day, William** (Chair)  
**Kruger, Rupert** (Thames Water)  
**McCummiskey, Jim** (Borealis & Borouge)  
**Parker, Alison** (Cranfield) by Skype

**Apologies**

**Lochery, Peter** (Care)  
**Marmot, Rebecca** (Unilever)

**In Attendance**

**Bacon, Nathan** (Secretariat)  
**Bleakney, David** (Secretariat)  
**Jeffery, Neil** (Secretariat)  
**Martin, Robert** (WSUP Advisory)  
**Norman, Guy** (Secretariat)

## **Minutes & Action Points**

### **1.1 Welcome/Apologies**

Will Day (WD) welcomed the Board to the meeting, especially new staff and board members.

### **1.2 Approval of last meeting's minutes & actions update**

The minutes were unanimously approved as a true record of the last meeting, but the need for an action sheet was discussed.

### **1.3 Approval of the meeting's agenda/matters arising**

The agenda was unanimously approved

### **1.4 Register conflicts of interest**

No conflicts of interest were registered.

### **1.5 Company Secretarial & Membership**

The discontinuation of VEI's membership and the circumstances surrounding this was noted and discussed. Neil Jeffery (NJ) thanked BP for his input during this process.

The Board discussed the need for additional members of the Risk Committee, after an excellent initial meeting with Philipp Naderer (PN). NJ suggested asking Rachel Marmot (RM) if Unilever have someone who could add value to the committee.

[Actions – NJ to send a message to the Board asking for Board nominations to the Risk Committee and CW to work with PN on draft ToR]

The establishment of WSUP subsidiary entities in Zambia was signed off by the Board, and changes to the directors of the WSUP subsidiary entity in Kenya were approved.

The Board discussed and supported the strategy proposed to manage the potential closing of the HSBC Bangladesh account.

[Action – CW to e-mail WD so he can bring up the matter with his contacts]

The Board noted the change in credit card arrangements.

The Board briefly discussed the Business Ethics Policy

[Action – CW to review the Business Ethics Policy]

The Directors advised Members of any related party transaction.

## **2. MANAGEMENT REPORTS**

### **2.1 CEO Report**

NJ updated the Board about recent meetings with DFID. In particular he noted that DFID had formally started work to prepare their internal business case for new support to WSUP for the period 2016-2020.

This, together with announcement of two review visits by DFID to WSUP programmes in Zambia and Bangladesh, is a significant step forward in the process to secure future DFID support for the period.

NJ updated the Board on the bridge funding to cover the transition period between the present business plan 2012-2016 and the new plan 2016-2020; funding secured includes £500,000 from Stone Family Foundation, \$400,000 from Vitol Foundation and \$150,000 from Mulago Foundation.

NJ described the work being done in terms of development of the monitoring and evaluation framework, and its relationship to the WSUP Theory of Change.

NJ thanked the finance team for their continued diligent work to maintain and advance the organization's financial management.

WD discussed the potential of having the Wildfowl & Wetland Trust (WWT) as a member as they have recently conducted work on water resource management in urban environments in emerging markets.

[Action – NJ to contact WWT to set up a meeting to discuss possibilities for collaboration]

The Board noted issues related to institutional development, financial management, risk management & communications, and welcomed the recent stronger focus on reporting these issues.

The Board noted the positive progress against the WSUP 2012-16 Business Plan targets.

NJ announced that WSUP will be starting a Breakfast Seminars series to be hosted at the new London office. The first will be held on 24<sup>th</sup> September and will highlight the partnership activities between M&S and WSUP to strengthen the company's supply chain whilst enhancing social impact for low income consumers through the improvement in WASH services.

## **2.2 Funding Report**

WD paid tribute to the excellent work done by Paul Gunstensen (PG) who will depart WSUP in September.

WD asked that all the funding reporting information be provided to the Board in one currency.

The Board queried whether InterCement, a cement company in Mozambique, was an appropriate partnership, and requested further analysis be conducted.

[Action – P&D team to provide an update to the Board at the next meeting]

The Board noted the positive update on funding.

NJ provided an update on the search and recruitment process through Veredus for a new Director of Partnerships & Development and his vision for the development of the Partnerships & Development team.

## **2.3 WSUP Enterprises, WSUP Advisory**

The Board noted the progress on activities related to WSUP Enterprises.

WD welcomed Robert Martin (RM) as the new Managing Director of WSUP Advisory.

The recent situation related to the WSUP Advisory contract in India was discussed at length by RM & NJ. NJ had travelled to India in August to manage the situation created as a result of the two of the WSUP Advisory consultants not being accepted by the Indian authorities. The visit had resulted in an improvement in the relations between WSUP Advisory and USAID and had helped to identify next steps related to the contract, including appointment of new staff and identifying work priorities.

WD noted the need for robust H&S/security for the WSUP Advisory consultants in certain of the countries on their prospect list.

#### **2.4 Resources Report**

The Board noted the progress on Finance & Resources.

CW informed the Board on the progress of Management Accounts.

CW discussed the recent stability of the Finance team.

CW thanked Rumzi Yousef, Nicola Carter & NB for their work in managing the move to the new London office.

#### **WSUP Core Country Programmes**

Abdus Shaheen (AB), and Anita Layden (AL), Country Programme Manager and Programme Director for Bangladesh respectively, presented to the Board regarding WSUP's work in Bangladesh. The Board thanked both for a fascinating and stimulating presentation and noted with interest the FSM business development activities promoted by the programme team. WD thanked AS and the whole Bangladesh team for their hard work.

#### **Design & Innovation Team: Restructuring of WSUP Enterprises**

Georges Mikhael (GM) gave a presentation to the Board on the development of the Design & Innovation team. Alison Parker (AP) offered the expertise of Cranfield to assist the set up process, and Rupert Kruger (RK) mentioned the help Thames Water could give.

[Action – GM to follow up with AP & RK regarding potential assistance]

The Board discussed issues related to intellectual property rights and how they relate to development of unique and innovative business offerings.

#### **Any Other Business:**

RK discussed the need for the WSUP website to be up to date.

The meeting was declared closed at 1645

The next meeting will be on the 19<sup>th</sup> November 2015.

#### **Acknowledged as a true and accurate record of the meeting:**

<b>Signed</b>	
<b>Name</b>	

### Actions Arising

Area	Matter	Who	Progress
Risk Committee	NJ to send a message to the Board asking for Board nominations to the Risk Committee and CW to work with PN on draft ToR	NJ	Sent
	CW to work with PN on draft ToR	CW	On-going
HSBC Bank Account in Bangladesh	CW to e-mail WD so he can bring up the matter with his contacts	CW	Completed
Business Ethics Policy	CW to review the Business Ethics Policy	CW	On-going
Membership of WSUP	NJ to contact WWT to set up a meeting to discuss possibilities for collaboration	NJ	Contacted. Meeting with CEO of WWT organized for Monday 7 <sup>th</sup> December.
Corporate Fundraising	P&D team to provide an update on InterCement to the Board at the next meeting	P&D	To be provided during the meeting
Design & Innovation	GM to follow up with AP & RK regarding potential assistance	GM	GM held a positive and constructive meeting with Dr Leon Williams, the Head of the Centre for Design (C4D) at Cranfield University. We are stilling looking at possibilities for engaging with both Cranfield and Thames Water, however these will only kick off after recruitment of the team is completed.