**SAG Meeting Notes**

**Date and time:** Thursday, 28 May 2015. 13h00-14h00 Geneva time **Participants:** ACTED, Habitat for Humanity, UNHCR, IFRC, IOM and Interaction. **Excused:** Australian Red Cross, Care, NRC**, UN-Habitat** and World Vision International.

1. ***Welcome – Introductions – Revision of the Agenda***
   1. Approval of minutes from previous meeting.
2. ***Update on ECHO and Expressions of interest*** 
   1. There is a form which cluster partners are requested to fill in to express their interests. The deadline is 2nd of June.
3. ***Donor roadshow package:*** revision of 2015-2016 Plan, confirmation of the rest of the package and discussion on the next steps.
   1. During the last SAG meeting we have agreed on key talking points, and during the SAG retreat we have agreed on who is going to approach which donor. Next step is to figure out what to request.
   2. The document distributed on donor roadshow specifies activities that are funded by ECHO and those that are not covered by ECHO funding, classified as A list - high priority; and B list - medium priority.

**Unfunded activities and priority**

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| --- | --- | --- |
| **Activity** | **Cost (EUR)** | |
| **High Priority** | **Medium priority** |
| * 1. **Support Team**   Advocacy and Comms Advisor 50%: | 68,400 |  |
| Missing months for other GFPs & RFPs | 249,800 |  |
| * 1. **Additional surge capacity**   Roster managed by cluster partner: | 75,000 |  |
| Global Coordination Fund: | 200,000 |  |
| * 1. **Operational analysis informs improved practice.**   4 national workshops: |  | 20,000 |
| 2 global technical meetings: |  | 24,000 |
| **1.4 Participation of national actors** including governments is enhanced through translation, capacity building, and dissemmination. |  | 20,000 |
| **2.2** **ShelterCluster.org** provides accurate, updated and useful information country-level clusters and serves as a repository.  Additional technical support and development | 40,000 |  |
| **2.3** **Training modules** are produced and completed by at least 50 members of the coordination teams and shelter practitioners. |  | 65,000 |
| **3.1** **Shelter Projects** methodologies, lessons learned, tools and practices are captured and disseminated in print and through a website. |  | 50,000 |
| **3.2** A document outlining the **state of the humanitarian shelter** sector is published consolidating data from country level shelter clusters and other coordination mechanisms to provide an overview of the sector. | 140,000 |  |
| **TOTAL High priority** | **773,200** | **179,200** |
| **GRAN TOTAL** | **952,200** | |

**Action:**

1. Some of the activities needto bede-prioritized from the A list to the B list.
2. Where there is an opportunity for a SAG Agency to talk to a donor, the agency should send a short note (bullet points) to the SAG on:
   1. The opportunity (donor)
   2. An agenda for a meeting with the donor in question (what could be their area of interest in terms of funding).

This is important because we want to demonstrate coherence and good coordination amongst ourselves to donors we approach.

1. Revisit the table that lists which SAG Agencies approach which donors. It should serve as a starting point but it is open to changes because if there is a non-SAG Agency that very well placed to approach a certain donor, it should be allowed to do so (obviously, they should be made aware of the relevant documents and they would not represent the SAG, but they can be included as necessary).
2. Prepare/finalize a presentation on GSC for donors to ensure consistency (standard presentation, Achievements 2013, Achievements 2014)
3. ***Mid-year teleconference and GSC meeting***
   1. Do we want to use the mid-year teleconference to inform the evaluation of the Global Shelter Cluster Strategy?
   2. Do we want to use the mid-year teleconference to launch the pre-Shelter Cluster meeting survey?
   3. We should organize the mid-year teleconference despite doubts on its utility because it is one of the ways to ensure accountability, participation and transparency.

**Action:**

1. Last year SAG agreed that 11th July was too late. It should be organized in June.
2. The information/materials on the meeting should be publicized on the website beforehand, so that participants of the teleconference have the opportunity to inform themselves prior to the meeting and respond to questions and raise issues during the meeting rather than it being a one way presentation format.
3. In terms of the participation of country level cluster coordinators, it could have 2 slots: sudden onset natural disasters, conflict/protracted crisis. Country level cluster coordinators can be identified in advance to present a few indicative examples of some of the challenges they face (as opposed to unique cases) to discuss what should be expected from the GSC.
4. Organize an ad hoc SAG Meeting mid-June/early June (ideally 4th June) to agree on Expressions of interest for the ECHO proposal, and also to revise the agenda for the teleconference (which will be drafted by then).
5. ***Project Mutatu: last mile tracking of NFIs***
   1. A UNHCR initiative, but aims to be an inter-agency initiative. The idea is to be able to track last mile of the relief items, particularly NFIs, tents and plastic sheeting, from the supplier to the beneficiary, perhaps not on the individual level but on a household level and worst case scenario - community level.
   2. The initiative is in phase 1 – understanding the current situation, what type of products and services already exist and are available.

**Action:**

1. Address it to the Accountability working group and they can raise it to the SAG.