**SAG Meeting Notes**

**Date and time:** Thursday, 25 February 2016. 13h00-14h00 Geneva time **Participants:** ACTED, CARE, Habitat for Humanity International, IFRC, Interaction, IOM, NRC, Save the Children, **UN-Habitat**, UNHCR, and World Vision International.

1. ***Welcome, revision of the agenda.***
2. ***Follow up on the SAG Retreat: co-chairing and alternates***

* A document has been shared with a list of alternates and the suggested co-chairing arrangements. SAG members who have not provided the name of an alternate to participate in their absence are reminded to do so.
* A request is made by InterAction to change the SAG meeting time to 2 pm (GVA time).
* A request was made this week by one of the SAG members whether the alternates can listen in to the SAG meetings so that they can easily keep track of discussions in case they need to represent the agency at any of the meetings.
* Clarification was sought regarding the rotating chairmanship duration, whether for 6 or 12 months. Because of burden sharing, the preference is to rotate the co-chair every 6 months.
* A brief discussion was held whether there are any obstacles to increase the level of interest from SAG members in co-chairing. One obstacle was the time commitment. It was clarified that it does not involve so much time, given the cluster lead agency co-chairs will take on the bulk of the day to day work. Another possible issue is the double hatting, which can be dealt with in several ways: either someone else from the agency participates, or it is clearly stated when the co-chair is saying something on behalf of his/her agency rather than as co-chair.

**Decisions and Actions:**

* Alternates can participate in the SAG meetings as listeners on a voluntary basis, provided there is only one agency voice when making decisions.
* Time for SAG meetings is changed to 2 pm Geneva time.
* The document outlining the co-chairing arrangements is approved with a rotating timeframe of 6 months instead of 12.
* The deadline to submit an interest to co-chair the SAG is extended for a week until the 4th of March.

1. ***Donor Consultation Group (DCG)***

* The DCG ToRs have been endorsed with no further changes.

**Decisions and Actions:**

* The Global Cluster Coordinators will send an email to the three identified donors, ECHO, USAID-OFDA, and DFID to inform them of this initiative, invite them to join the group and suggest a first meeting, either joining the next SAG meeting or organizing an ad hoc meeting depending on what is agreed between the SAG and the donors. SAG members will be kept informed

1. ***Working Groups (WGs) and Communities of Practice (CoPs)***

**CoPs**

* A document has been shared outlining the suggested governance for the CoPs.
* There was a discussion on the suggested Steering Group within the CoPs. It was established to signal the CoPs are a body of the GSC, which is a network of agencies, while at the same time allowing the participation of independent consultants and individuals not formally associated with an agency or institution. It is also a way of supporting the moderator in its tasks. However, it was felt that the establishment of a Steering Group may over-formalize what should be a fairly simple and loose mechanism to allow interaction amongst shelter practitioners on issues of common interest.
* For burden sharing, a suggestion was put forward to replace the Steering Group with one or more co-moderators, that will support the moderator in the conduct of its role. The CoP moderator needs to be associated with one of the GSC agencies or institutions. The CoPs will report directly to the SAG through the moderator.

**Decisions and Actions:**

* The Concept Note on Governance of CoPs needs to be revised by the end of Friday, February 26 and circulated for additional comments or suggestions to the SAG within a week (by March 4).
* If no further comments are received within a week, the revised version will be considered endorsed by the SAG.

**Working Groups (WGs)**

* The Cash WG continues to advance the two key pending deliverables, a literature review on Cash and Shelter and Cash and Shelter Guidelines.
* There has been limited communication amongst the Cash WG members as tasks have been divided and each seems to be advancing his/her own piece of work. Perhaps there should be someone taking a clear lead to call for regular meetings to touch base and work closer together.
* There is a need to provide space to the WGs in the sheltercluster.org website.
* Also there is a need to more concretely define a way the WGs can report back to the SAG.
* On the 21st of March there is an IASC Principals meeting that will include an item on the use of cash. It would be good to disseminate the GSC paper within our agencies to influence the IASC Principals formal position on Cash.
* The WG outputs, such as the Cash Position paper, can be better disseminated and promoted through the GSC website, twitter account, and a GSC update.
* A brief update was provided on the Shelter Projects WG. Contributions have been confirmed from all stakeholding agencies and there is enough funding to proceed with the 2015-2016 edition.

**Decisions and Actions:**

* Send a Global Update on the WGs. Include the Cash Position paper in that Global Update.
* Appoint clear leads for the WGs.
* Create a space in the website for these WGs, including contact details.
* The Cash WG members to circulate a brief summary to the SAG of where it stands at the moment in advancing its work.
* A small group of SAG members to work on defining a menu of ways in which the GSC outputs can be better used, disseminated and promoted.

1. ***GSC Activity Proposal Template***

* As no comments or edits were received by the agreed deadline, the template for inclusion of existing or proposed agency projects as Global Shelter Cluster activities is considered approved.
* IOM/CARE have already submitted a proposal for the development of a global shelter cluster toolkit on GBV reduction in shelter programming. This will be circulated with SAG members for endorsement via email.
* Save the Children will follow up regarding their interest in submitting a proposal on construction benchmarking.

**Decisions and Actions:**

* Proposals to be circulated and approved via email. The proposal is an invitation to other agencies which may be interested in joining and contribute to the initiative.
* If the proposal is approved, a WG will be established to take it forward.

1. ***Global Urban Crisis Alliance***

* The next meeting of the Global Alliance for Urban Crisis is on 7-8 March in Barcelona. Interested GSC agencies are encouraged to engage with the Alliance and to participate in the meeting, albeit at short notice. Participation will provide the opportunity to better understand the Alliance, its aspirations, and the collaboration and partnership opportunities it should provide.
* The meeting will include shaping the Special Session at the WHS in Istanbul dedicated to the Alliance, and to explore a number of thematic issues previously identified to inform the potential areas of activity of the Alliance in addressing both policy and operational issues. One of these thematic issues, to be explored through a working session at the Barcelona meeting, is on urban shelter solutions, and the GSC (represented by IFRC & Acted/Impact to date) has been tasked with developing and leading this session. A separate email will be circulated in the coming days to solicit examples, issues, talking points from GSC SAG agencies and country cluster coordinators to inform this session.

1. ***Sustainability: update on ECHO 2015, roadshow to donors, advocacy***

* Because of time constraints, this agenda item will be dealt with via an email update.

1. ***Country-level clusters***

* A brief update was provided on Tropical Cyclone Winston in Fiji. IFRC is expecting government approval to send coordination support through a GFP (Tom Bamforth) by tomorrow at the latest. Meanwhile, contact points in-country are Leeanne Marshall and Subesh Prasad, and Pablo Medina at the global level.
* An email has been shared on the possibility of using ECHO funds for a shelter inter-agency assessment in Burundi. This ultimately depends on agreement in-country but SAG approval is sought for the use of GSC resources for a response where there are no formally activated clusters as an exception, given the current situation in Burundi and the existence of a Shelter Working Group.

**Decisions and Actions:**

* Objections to using ECHO funds for a shelter inter-agency assessment in Burundi are to be raised by COB, Friday, 25th of March. If no objections are raised, the proposal will be considered endorsed.

1. ***AOB***

* A brief update was provided on the upcoming Donor-Cluster meeting on the 4th of March. The agenda will be shared as soon as the Global Cluster Coordinators receive it.
* Follow-up is required regarding the possible interest from ECHO to fund the GSC in 2017-2018 as well.
* The proposed changes to the High Level Panel on Humanitarian Financing Report to the United Nations Secretary General shared by HfHI can be submitted in the name of the GSC, enabling a separation from the formal position of our agencies and removing the need for agency approval.
* Mid-year teleconference: it was agreed at the SAG retreat that the mid-year teleconference should take place in May this year. Time is ticking and therefore preparatory work for the mid-year teleconference must start.

**Decisions and Actions:**

* The Global Cluster Coordinators to share the agenda of the Donor-Cluster Meeting on March 4 as soon as they receive it.
* UNHCR to follow-up with ECHO on the possibility to continue to fund the GSC in 2017-2018.
* Proposed changes to the HLP on Humanitarian Financing report to be submitted in the name of the GSC.
* The SAG co-chairs to start working on an agenda for the mid-year teleconference to share with the SAG members.

**Next SAG meeting will be held on the 31st of March at 2 pm.**