# SAG Meeting Notes

**Date**: Wednesday, 12 November, 2014.

Time: 12h00-13h00

**Participants**: ACTED, ARC, CARE, HfH, IFRC, IOM, NRC, UNHCR, UNHABITAT, WVI

Excused: InterAction

## Welcome - Introductions - Revision of the agenda

* No comments on the agenda.

## SAG Retreat

* Members of the GSC Support Team had bilateral discussions with SAG members in order to identify issues of interest. These issues can be grouped in three themes as follows:
  + GSC Sustainability
    - Clarify commitments from GSC partners in resourcing the GSC with / without future ECHO funding
    - Clarify core services to be provided and corresponding core team
    - Fund-raising beyond ECHO. Roadshow to donors
    - Next steps on ECHO Concept Note
  + GSC Governance
    - Clarify the relation between the different GSC bodies: GSC organigram
    - SAG:
      * How decisions are tabled, how they are made and by whom
      * Support from SAG to country-level clusters
      * Liabilities of SAG members in regards to ECHO proposals
    - Support Team
      * Agency vs Cluster
      * Global vs Regional
    - Working Groups
      * Relation with country level and with other bodies of GSC
  + Plan for 2015-2016
    - Revision of the Strategy
    - Advance planning for 2015

**Actions:**

* Support Team to prepare a draft agenda based on the identified themes
* SAG Retreat will be held in Geneva, 8 and 9 December
* SAG members can request financial support from the GSC thanks to the ECHO contribution which is hosted by ACTED.

## Shelter Projects

* Two documents were shared by email with SAG members prior to the meeting and were explained in more detail during the meeting:
  + A proposed way forward for this initiative (Annex 1 of these minutes)
  + An itemized task list and required contributions (Annex 2)
* The SAG members agreed with the proposed way forward.

**Action:**

* The Support Team to prepare a GSC email update to provide cluster agencies with the opportunity to become contributing stakeholders through the identification of project activities they can commit to resourcing.

1. *Budget spending of ECHO grant*

**Actions:**

* SAG members implementing the ECHO grant were asked to contact the Support Team in case they previewed any under-expenditure of the grant so that these could be allocated to other partners.

1. *Website*

* A company has been hired for the design of the new website in Drupal and its migration. The GFP for IM is working with them in the coming days.

**Action:**

* SAG members are welcomed to provide their views on the website to the GFP for IM Neil Bauman [neil.bauman@sheltercluster.org](mailto:neil.bauman@sheltercluster.org)

**ANNEX 1:**

**From:** Pablo MEDINA [mailto:pablo.medina@ifrc.org]   
**Sent:** 31 October 2014 11:02  
**To:** Graham SAUNDERS; Shaun Scales; David Evans (David.Evans@unhabitat.org); Jake Zarins; Luca PUPULIN (luca.pupulin@acted.org); kscheidler@habitat.org; jashmore@iom.int; Hilmi, Mohamed; brett\_moore@wvi.org; Newby, Tom (Newby@careinternational.org); Mehta, Supriya Prabhu (smehta@redcross.org.au); martin.suvatne@nrc.no; Annoni, Vincent  
**Cc:** Miguel Urquia  
**Subject:** Message to the SAG regarding Shelter Projects

Dear GSC SAG colleagues,

Please find below a message from the representatives of the three agencies who are the current stakeholders in the Shelter Projects initiative with a proposal for a way forward in regards to Shelter Projects becoming a GSC initiative:

The suggestion of Shelter Projects becoming a GSC product has been discussed for some time.

As you are all aware, Shelter Projects began as a cluster initiative, funded through the initial UN cluster appeal in 2007-2008. In the absence of further dedicated cluster funding, there was little appetite from cluster agencies to resource such cluster activities, so in 2009 UN Habitat, IFRC and more recently UNHCR agreed to jointly resource this as a sector activity. Although the current Shelter Projects stakeholders welcome the interest of the cluster to re-adopt this initiative, it should be on the basis of a contributory resourcing model similar to that established by the current stakeholders to ensure greater sustainability in preference to reverting to the original, unsustainable model of dependency on one-off grants.

To clarify, the current business model requires the stakeholders to contribute either financially or through the provision of in-kind services to the project management, publication and printing of the product. The monetary value of the contributions from each stakeholder for each edition are not necessarily equal, but the commitment amongst the agencies is that this should be equitable i.e. fair and reasonable, over time.

The 2013-2014 edition is currently being finalised for publication. The 2015-2016 edition is under discussion by the existing stakeholders, given that project management arrangements need to be finalised in the coming months, and hence it is timely to clarify whether Shelter Projects is to become a cluster product or not.

To inform consideration by the SAG as to whether Shelter Projects can be supported by the cluster, we propose the following expanded stakeholder model:

* The current project stakeholders will provide a breakdown of the different activities that require resourcing, through a financial contribution or the provision of an in-kind service. Cluster agencies would be invited to commit to a defined contribution for a specific edition, which would be reflected in a common document summarising the commitment. The contributing stakeholders would have collective responsibility for project oversight as a management committee.
* The resulting product would have the GSC logo on the cover, together with the logos of the contributing stakeholders under the heading “supported by” or similar. Content providers would be acknowledged on a dedicated page or similar in the opening pages.

To advance discussion on this, we propose the following steps:

1. To include the possible adoption of Shelter Projects by the cluster as an agenda item at the next SAG meeting, referencing this email and the proposed business model (including the breakdown of project activities to be resourced).
2. Subject to discussion and agreement by the SAG, a GSC update email would be circulated to provide cluster agencies with the opportunity of becoming contributing stakeholders through the identification of project activities they can commit to resourcing.
3. Subject to the extent of the contributions committed, the stakeholders for the 2015-2016 edition would be confirmed, and the management committee convened at the earliest opportunity to advance the project.

As has been noted, Shelter Projects has provided a valuable opportunity to advance discussions on a contributory resourcing model for all global cluster activities, and the related issues of common ownership by and visibility for contributing agencies.

Esteban Leon                                   Shaun Scales                                     Graham Saunders

on behalf of UN Habitat                on behalf of UNHCR                       on behalf of IFRC

Please let us know if you have any objections to include this as an agenda item in the next SAG Meeting scheduled on November 13.

Best regards,

Pablo and Miguel

**ANNEX 2:**

Shelter Projects – Itemised Task List & Required Contributions

|  |  |  |
| --- | --- | --- |
| *Task* | *Summary* | *Contributions required* |
| 1. Project Manager/Agency | Responsibility for project oversight incl. contracting of required services, financial management, convening Technical Advisory Committee and overall product delivery. | Agency commitment to resource the project management role with associated contracting, financial management and administrative support. To incl. an individual as project manager. |
| 1. Project Coordinator | Coordination of product development incl. content & layout and liason with technical & editorial/formatting. | Funding to contract an independent consultant (ensuring an impartial approach to the identity of the product and content). |
| 1. Support team | Support from stakeholding partners to project manager/agency in securing required contributions and ensuring project oversight. | In-kind contribution in staff time from agency stakeholders. |
| 1. Technical support | Short term technical or IT support. | Funding to contract short term consultancies or provision of appropriate agency capacity. |
| 1. Editing/Formatting | Formatting and proofing to print ready layout. | Funding to contract the editing/formatting or in-kind agency contribution to undertake this in-house. |
| 1. Printing | Provision of limited print-run for promotion. | Funding to commission required printing or in-kind agency contribution to undertake this in-house. |
| 1. Launch/distribution | Promotion of product at events. | In-kind contribution in staff time from agency stakeholders. |

Indicative costs for per edition to date

Tasks 1, 3 & 7 - in-kind contributions from stakeholding agencies

Tasks 2, 3, 5 & 6 – CHF 50,000