# SAG Meeting Notes

**Date and time**: Tuesday, 27 January, 2015. 13h00-14h00 Geneva time

**Participants**: ACTED, CARE, HfH, IFRC, IOM, UNHCR, WVI

Excused: ARC, InterAction, NRC

## Welcome - Introductions - Revision of the agenda

* No comments on the agenda.

## Briefing on the new website

* The new website was presented by Neil Bauman, GFP for Information Management, GSC Support Team.

**Action:**

* SAG members to send to [Neil Bauman](mailto:neil.bauman@sheltercluster.org) any comments/ideas on the new website.

## Planning the SAG work for 2015

* The Support Team will prepare a draft task list for the SAG for 2015. Items for the task list should come with a proposed 1st step that will be actioned for the next meeting.
* It was agreed to have regular monthly 1-hour meetings on the last Thursday of the month at 13h00 Geneva time.
* The meetings will have 3 rolling agenda items:
  + Country-level clusters
  + Sustainability
  + Revision of SAG Task list

**Action:**

* Support Team to send invitations for all the SAG meetings of the year and prepare a draft task list.

1. *Priorities and Working Groups*

* The feedback gathered at the GSC meeting showed that the priorities identified for the GSC for 2014 are still relevant for 2015.
* The Working Groups should submit their Work Plans for 2015 to the SAG.

**Action:**

* Support Team to request the Working Groups to submit their Work Plans for 2015 before the next SAG meeting.

1. *Sustainability*

* ECHO: The proposal to ECHO Enhanced Response Capacity grant is being finalized. ECHO will send any questions they may have by mid-February and the decision will probably be made in mid-April.
* Other donors: As agreed in the SAG Retreat, SAG members will consult internally in their organizations on the best way of approaching certain donors. The following table provides an initial list of donors and SAG members:

|  |  |
| --- | --- |
| **Donor** | **SAG Members** |
| ECHO | UNHCR, IFRC, NRC |
| DFID | CARE, HfH, UNHABITAT |
| USAID - OFDA | InterAction, HfH |
| AusAID | Australian RC, WVI |
| Norway, Sweden | NRC, IOM |
| SDC | UNHABITAT |

**Action:**

* SAG members to consult internally in their organization (not to the donor yet) as to the best way of approaching these donors for shelter cluster related issues: dates, themes, contact persons. This information will be reviewed in the next SAG meeting.