**SAG Meeting Notes**

**Date and time:** Thursday, 24 November 2016. 14h00-15h00 Geneva time **Participants:** ACTED, CRS, Habitat for Humanity, IFRC, InterAction, IOM, NRC**, UN-Habitat,** UNHCR, World Vision International.

**Excused**: CARE, Save the Children

1. ***Welcome, revision of the agenda and action points from the previous meeting.***

The minutes from the previous meeting state in point 4 that the State of the Humanitarian Shelter activity will be endorsed and a Working Group will be created if no objections were raised by SAG members. However, a SAG member has expressed the need for further clarification on the process followed to fundraise for this activity, its sustainability, the visibility in the final document, and how the document will be used. Other SAG members added that similar concerns apply to other existing Working Groups. A need was identified to clarify these processes during the SAG Retreat and postpone the activation of the State of Humanitarian Shelter and Settlements Working Group after those clarifications are made.

**Decisions and Actions:**

1. Agenda is approved with no further changes.
2. Minutes of the previous meeting approved, no objections were raised.
3. Include a session in the SAG Retreat to discuss Working Groups, contributory resourcing, and visibility in cluster products.
4. Postpone the activation of the State of Humanitarian Shelter and Settlements Working Group until the clarification of the above issues during the SAG Retreat.
5. ***SAG Retreat preparation***

A draft SAG Retreat agenda was shared with the SAG in advance of the meeting. It was not possible to include all the issues proposed in a 1.5 day agenda therefore a 2 day agenda was put forward asking the SAG members to prioritise. SAG members provided the following feedback:

* The Sphere revision session can be shortened to 1 hour
* The “Settlements Approach” and the “Urban” discussions can take place during the “Promoting a multi-sectorial approach” session. Similarly the session on “Feedback from WHS and Habitat III” could include issues related with localisation, assessments and others. Both sessions should be very practical focusing on concrete issues directly related to the GSC.
* As mentioned in the previous agenda point, there should be a session to discuss Working Groups, contributory resourcing and related visibility in cluster products, how the SAG works together, and how fundraising for cluster activities happens.

**Decisions and Actions:**

1. The SAG co-chairs will revise the agenda based on this feedback and share it again.
2. SAG members are requested to send any additional feedback to the SAG Retreat draft agenda.
3. A pre-SAG Retreat satisfaction survey will be sent to SAG members. This is a source of verification for one of the ECHO indicators.
4. ***Review and endorsement of the Activity Proposal for the Americas Regional Shelter Cluster Coordination***

IFRC and UNHABITAT submitted an Activity Proposal to resource the Americas Regional Shelter Cluster Coordination. There is a need to ensure sustainability for this role at least for the next 6 months until a potential new grant is secured. SAG members agreed on the importance of this role and the need to resource it. However, concerns were raised on whether creating a Working Group to resource a Support Team position is the right approach. Clarifications were asked on whether the objective of this Activity Proposal is to fundraise to donors or to pull resources together from cluster partners for this role. IFRC agreed that creating a Working Group was probably not needed as such in order to resource this position but this is currently the only tool available for the cluster to pull resources together collaboratively.

**Decisions and Actions:**

1. Given the technical difficulties to communicate properly during the video conference, it was agreed to continue this process by email and, if needed, during the SAG Retreat.
2. ***Update on Cash and the upcoming Global Cluster Coordinators Group meeting with CaLP and CashCap:***

The Global Cluster Coordinators Group will be having a meeting with CaLP and CashCap to discuss cash-related issues and share updates on the various cash-related work streams. This meeting was initially scheduled for 2 December but it has been postponed to 18 January. In preparation for that meeting, the Cash WG will have a meeting in the coming weeks and then brief the GSC Coordinators.

The Cash WG has produced two documents based on the feedback received by GSC partners during the GSC meeting:

* A formal response to the to the ODI paper ‘Doing Cash Differently – How cash transfers can transform humanitarian aid Report of the High Level Panel on Humanitarian Cash Transfers’
* A GSC position on cross-sectoral cash coordination approaches.

The final versions of these two documents will be shared in the coming week with the SAG members by Habitat for Humanity as chair of the Cash WG. SAG members will provide comments and/or adopt the documents so that they become cluster documents.

**Decisions and Actions:**

1. Cash Working Group to have one more meeting before the 5 December.
2. Habitat for Humanity to share the two cash-related documents with SAG members for final approval.
3. ***Discussion on ECHO proposal:***
* During Habitat III the GSC Coordinators and the UNHCR Director of DPSM, the division that supervises shelter, met with a director from ECHO and highlighted the important role of clusters in contributing to humanitarian governance both at global and country levels. They also underlined the important role of ECHO funding in supporting the Global Shelter Cluster. Other SAG members have also advocated with ECHO. These joint efforts have had positive results in ECHO’s consideration of continuing the support to global clusters through their Enhanced Response Capacity grant. This is a positive step but it does not ensure that the GSC will receive another grant for 2017-2018.
* The GSC Support Team is working on a draft Concept Note for ECHO which will be shared with SAG members in the coming weeks and discussed during the SAG Retreat. This Concept Note will need to be finalized by the 15 December. Depending on ECHO’s feedback a more developed proposal will have to be submitted by the end of January.

**Decisions and Actions:**

1. A concept note will be prepared, including some of the GSC core business but also new activities such as: the collaborative tools, funding at the local level (staff, trainings and awareness raising workshops), and other initiatives related to WHS and Habitat III. To be followed up via e-mail.
2. ***Follow-up on the Collaborative Tools initiative***
* Given the technical difficulties in the videoconference it was decided to postpone this discussion to the SAG Retreat.

**Decisions and Actions:**

1. Follow up on the Collaborative Tools during the SAG Retreat.
2. ***AOB***
* No other businesses were discussed.

**Next SAG meeting will be the SAG Retreat on 12-13 December in Geneva**