**SAG Meeting Notes**

**Date and time:** Thursday, 27 July 2017. 14h00-15h00 Geneva time **Participants:** CRS, Habitat for Humanity, IFRC, IOM, NRC, Save the Children, **UN-Habitat,** UNHCR.

**Excused:** ACTED, CARE International, World Vision International, InterAction.

1. ***Welcome and revision of agenda and minutes from previous meeting.***

No comments or additions were made to the agenda nor to the minutes of the previous meeting.

**Decisions and Actions:**

1. Agenda is approved with no further changes.
2. Minutes of the SAG June teleconference were approved and will be uploaded to the website.
3. ***Update on ECHO:*** *Update and confirmation of the decision taken by email sent today in regards to the allocation of the funds*

The process and criteria for selecting partners for the allocation of the activities of the [2017-2018 ECHO Action](https://docs.google.com/document/d/1gCX-eZg7guzqo-WxwfBjKwNJfgRFKfb5qTyC45AlU_0/edit?usp=sharing) was agreed by the SAG during its meeting on [5 May](http://www.sheltercluster.org/global-strategic-advisory-group/documents/sag-meeting-minutes-05052017). A [Global Update](http://us5.campaign-archive2.com/?u=ee1282d5c9f8ad96a8b51f014&id=a369963c50) asking for Expressions of Interest (EoIs) to carry out these activities was sent on 14 June with the 30 June as the deadline for submitting the EoIs. As announced in the Global Update, a webinar was organized on 20 June to explain the proposal and the process to partners.  EoIs were received from **eight** partners with very little overlap except for some activities for which no EoIs were submitted which amounted to around 80,000 EUR. **Three options** were proposed for the allocation of these remaining funds through a SAG Survey. The responses to the survey were spread almost equally among the three options, with two SAG members proposing an additional option. Furthermore, most of the respondents thought that no further SAG discussion was needed.  Aiming to accommodate the feedback from the survey, a proposal to re-allocate these remaining 80,000 EUR among the existing activities was shared with the SAG on 20 July which was electronically approved.

The SAG members confirm the electronic approval of the agreed allocation of ECHO funds to partners as follows:



\* NRC portion of HLP activities was initially included in the IOM Expression of Interest. Following discussion and clarification from NRC and IOM, it is proposed that NRC is included as a Partner and receive their part of the ECHO funding directly from UNHCR.

The following comments are made:

* The organisations hosting funds for similar activities particularly Cash Champions and country-level workshops should meet to ensure there is good collaboration and a clear allocation of roles and responsibilities so that the activity is well implemented.
* There is concern that all the selected organisations are SAG members. There may be a perception that it is difficult for non-SAG partners to access these funds. However, all efforts have been made to give the opportunity to other organisations to participate: several Global Updates were sent about this initiative (the Global Updates have more than 800 recipients), an open webinar was organized to provide clarity to partners and answer questions on the ECHO project, a webpage was created explaining the project and the process. SAG members propose to write a note explaining that the process for the allocation of funds was as open and transparent as possible but these global initiatives require time to engage on.
* It should be noted that the funds allocated for Working Groups will be managed by Impact Initiatives. This is in the understanding that these funds will be used to pay for consultants, travel expenses, venues, and similar expenses. This may not be the most efficient mechanism if there is the need to transfer whole amounts to organisations such as may be the case with the Regional Focal Point for the Americas. In these cases, UNHCR and IMPACT will discuss whether it is best to transfer the funds directly from UNHCR to the partner implementing the activity rather than going through IMPACT.
* Next steps are for partners to clarify how much of the amount will be implemented in 2017 and how much in 2018. Project Agreements for 2017 will be signed with UNHCR for the allocation of these funds.

**Decisions and Actions:**

* Organisations hosting the Cash Champions and the country-level meetings to meet to discuss how best to implement these activities.
* A note to be written explaining that the process was open and transparent to include organisations from outside of the SAG.
* Organisations hosting the grants to clarify to UNHCR how much of the total amount will be implemented in 2017 and how much in 2018.

1. ***Shelter Week in October:*** *agreement on structure of the week*

This year there will be four events happening during the Shelter week 2-6 October:

* The **Coordination Workshop**: targeted at coordination team members as a forum for peers to exchange practices on coordination, technical coordination, and information management.
* The **GSC meeting** is targeted at GSC partners to revise the progress made by the GSC and indicate priorities for the next year.
* The **Shelter Centre meeting** is targeted at shelter practitioners to exchange practices in shelter programming.A good start. Received thank you notes from the World Bank and ECHO.
* **Sphere consultation**: given that this year Sphere is being revised, the authors would like to take the opportunity to share the last draft and receive comments. At least half a day would be needed for this.

Tables with different options were shared:

1. **Last year**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| **Coordination Workshop** | | **GSC meeting** | | **Shelter Centre** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| **GSC meeting** | | **Coordination Workshop** | **Sphere** | **Shelter Centre** |

1. **Reverse**
2. **Reverse B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| **GSC meeting** | | **Coordination Workshop** | | **Shelter Centre** |
|  | **Sphere** |

1. **Mixed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| **Coordination Workshop** | **GSC meeting** | | **Sphere** | **Shelter Centre** |

1. **Final option**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday 2 Oct | Tuesday 3 Oct | Wednesday 4 | Thursday 5 | Friday 6 |
| **Coordination Workshop** |  | **GSC meeting** | | **Shelter Centre** |
| **Sphere** |

The group agreed to a final option (number 5) which combined good aspects of the previous ones:

* **Coordination Workshop**: Monday 2 October and morning of 3 October
* **Sphere Consultation**: Tuesday 3 October in the afternoon.
* **GSC meeting**: Wednesday 4 and Thursday 5 October
* **Shelter Centre meeting**: Friday 6 October

**Decisions and Actions:**

* Announce these dates as soon as possible to start planning with them

1. ***SAG membership***

The SAG ToRs establish that the maximum number of SAG members is ten. For the last two years more than ten organisations which fulfilled the criteria have expressed interest to be SAG members. During the 2016 GSC meeting the SAG committed to design a process/mechanism to select SAG members in the case that more than 10 organisations fulfilling the criteria expressed an interest to be SAG members. This session was used to gather thoughts and ideas from SAG members on how this process could look like.

**Comments**:

* It would be important to be clear on the reasons why it is important to have rotation in the members of the SAG and then design the process in such a way that supports these reasons.
* One option could be that organisations interested in becoming SAG members make a pitch on why they want to be SAG members and partners vote during the GSC meeting. The problem is that participation in the GSC meeting is not equitable.
* Other issues that could be considered is putting in place a rotation system by which those partners that have been SAG members for longer time give space to new partners, or those partners that have had least attendance or participation rotate. There could also be some quota on types of organisations or geography and choose the 10 members that best fit those criteria.

**Decisions and Actions:**

* The Support Team will prepare a draft compiling these thoughts and present it in the next meeting. If needed, a SAG small group could be convened to finalise this.

1. ***AOB:*** *update on Global Cluster Coordinators Group (GCCG) discussion on cluster membership*

During the last GCCG meeting there was a discussion on the different criteria that different clusters use to define their membership. Global clusters differ greatly not only on the processes but also on the criteria to be a member. Some clusters have very tight processes to become a member and different categories of members. Some clusters accept members from private sector provided that they are the Corporate Responsibility component of those private sector organisations. It may be a good moment to have a discussion on our cluster’s membership or partnership criteria and particularly think how we could engage the private sector in it.

**Comments:**

* The Shelter Sector engages consistently with the private sector but mainly as clients. It would be important to clarify what is meant by engaging the private sector. Is this at global or country level, what would be the objective, etc. This will help us define better how it can be done.
* Most of the cluster partners have already some type of engagement with the private sector in different forms than as clients. Some construction and engineering firms are seconding technical staff to some organisations such as UNHABITAT. Other organisations have other experiences. It may be good to learn from those and see how to capitalise these for the benefit of the overall cluster.

**Decisions and Actions:**

* Brett will share the different membership options shared by other Global Clusters so that this discussion can continue further.

**Next SAG meeting will be held on the 24th of August at 2 PM**