**SAG Meeting Notes**

**Date and time:** Thursday, 28 April 2016. 14h00-15h00 Geneva time **Participants:** ACTED, Habitat for Humanity International, IFRC, Interaction, IOM, NRC, Save the Children, **UN-Habitat**, UNHCR, and World Vision International.

**Excused**: CARE International.

1. ***Welcome, revision of the agenda.***

* The co-chairs read through the decisions and actions of the last SAG Meeting and the shared agenda.

**Decisions and Actions:**

* Agenda is approved with no further changes.

1. ***Donor Consultation Group: update on responses from donors and discussion on meeting.***

* All three donors the SAG approached, DfID, ECHO, and USAID-OFDA have confirmed their interest to participate in the Donor Consultation Group.
* Next step is to schedule the inaugural meeting. The donors were approached with a doodle poll with suggested dates. Once the date is fixed based on the availability of donors the SAG co-chairs will come back to the SAG with a proposed date for the meeting.
* The DCG ToRs suggest some issues for the agenda but SAG members can flag issues to discuss, both at the global level on strategic issues for advocacy and at the country level for specific response operations. There was a call to SAG members at the March meeting to suggest topics for discussion. There was a very limited response to this call.

**Decisions and Actions:**

* The Global Cluster Coordinators will follow up with the donors to encourage them filling the doodle poll.
* SAG co-chairs will get back to SAG members once donors have responded the doodle poll on scheduling the meeting.
* SAG members to send issues for discussion to the SAG co-chairs.
* SAG co-chairs to consolidate feedback and share a draft agenda.

1. ***Working Groups (WGs) and Communities of Practice (CoPs): updates on progress and new proposals***

* A global update was sent announcing 2 new WGs:
  + Development of Policies and Standards for the Construction of Public Buildings: This WG aims to develop a harmonised set of non-technical standards for construction processes that can be adopted in any context, and that will inform a consistent position on construction due diligence that agencies can commit to. This WG is led by Save the Children.
  + Gender-based violence in shelter programming: This project aims to develop a toolkit on GBV reduction to help shelter actors to reduce vulnerabilities to GBV, particularly for women and girls in their shelter programming. This WG is led by CARE International UK and IOM.
* These 2 new WGs add to the already existing WGs on Cash and Shelter Projects. The GSC Support Team has created web pages in the sheltercluster.org website for all currently existing WGs.
* A new WG has been proposed on Non-Food Items (NFIs), to gather and disseminate good practices on NFIs and meeting household needs. There was a suggestion that, although the scope of the WG will be further defined by the WG members at its first meeting, the WG should steer away from the procurement angle. It was clarified that the WG will not focus on the definition and technical specifications of NFIs, but in strengthening and sharing good practices on the methodologies for distribution. The WG aims to capture tools and practices and will agree on a way forward after that. The WG has been suggested by UNHCR (to confirm who will chair) and IFRC (which confirmed Corinne Treherne as its representative in the WG). SAG agencies were requested to endorse or object, provide feedback and interest to participate by end of next week.
* **GBV in Shelter Programming WG:** there was a request for clarification on how the different GBV initiatives currently ongoing complement each other or whether there is a risk of overlap. It was clarified that there are two initiatives currently ongoing, both of them funded by PRM. One of these initiatives, the development of a toolkit for GBV reduction in shelter programming, is the activity put forward as a GSC activity, in order to strengthen the buy-in and usage of the toolkit by the key humanitarian shelter agencies as well as contribute to advance the GSC Strategy. The other PRM funded initiative is a settlements planning guide but it is not yet decided whether this will be a separate project or part of the GBV toolkit. Both projects have a donor delivery date of the end of august. Both initiatives will be presented at the UK Shelter Forum. A first meeting of the WG is scheduled for 29 April, and a workshop in London on May 12 hosted by CARE.

**Decisions and Actions:**

* SAG members to endorse, object, provide feedback and express interest to participate in the newly proposed WG on NFIs by Friday, May 6.
* If endorsed, the Support Team to create a webpage for the NFI WG and send a global update to ask for interest to participate in this WG.

**Communities of Practice (CoPs)**

* The GSC Support Team has created two web pages, one with a [Helpdesk](http://www.sheltercluster.org/helpdesk) and another one for the [Communities of Practice](http://www.sheltercluster.org/communities-of-practice). These web pages will be shared with the SAG members together with a proposal on moderators/co-moderators for feedback and approval.
* In response to a question of one of the SAG members, it was clarified that as per the Concept Note on Governance of CoPs, these will be open to anyone interested to join, but they will be monitored by moderators/co-moderators to prevent abuse and spam.
* A GSC email update will be sent announcing these CoPs and asking for those interested to join and participate.

**Decisions and Actions:**

* SAG members to provide feedback on the webpages for the Helpdesk and CoPs as well as the proposed moderators/co-moderators by May 6.
* Support Team to send a global update announcing the CoPs and the Helpdesk.

1. ***GSC Events***

* A draft agenda for the Mid-Year Teleconference had been shared, with a request for feedback.



* The SAG co-chairs went through the draft mid-year teleconference agenda explaining the purpose of each session. An explanation was also provided on how the different GSC events (mid-year teleconference, Shelter Coordination Workshop and GSC Meeting) build up and complement each other:
  + The **mid-year teleconference** informs the agendas for the Shelter Coordination Workshop and GSC Meeting based on the issues that are raised.
  + The **Shelter Coordination Workshop** targets shelter coordination team members and practitioners, and addresses issues internal to the coordination teams on how coordination can be done more effectively, by sharing practice and developing tools, methodologies and systems to improve shelter coordination.
  + The **GSC Meeting** targets agency representatives to discuss key issues that the GSC is well placed to address or advocate for, present the achievements and work advanced throughout the year, and identify the GSC key issues and plan for the year after. As participation in the GSC Meeting is now open to those participating in the Shelter Coordination Workshop, in order for discussions to be better grounded in field realities, there is a perception of some level of duplication between the two events.
* There was a suggestion to circulate as much background documentation as possible before the meeting.
* It was also suggested that the invitation to the mid-year teleconference should flag that the teleconference will identify key issues to discuss at the GSC Meeting in October.
* The Coordination CoP should be asked which issues they would like to discuss at the mid-year teleconference. It was suggested to structure the meeting around issues rather than countries, although each issue can be presented by 1-2 country-level cluster coordinators to illustrate the issue. This first filter on issues will inform the coordination workshop and GSC Meeting.
* It was reminded that the SAG agreed at the retreat to give more air time to sectoral issues that can be best addressed by the GSC. Perhaps a day could be dedicated to coordination issues and another day to technical/sector issues. There was also a reminder that in the absence of a Shelter Meeting (organized by the Shelter Centre), it had been agreed that the GSC could organize a similar event to address this gap of a global level meeting/workshop on shelter sector/technical issues.
* There was a request to ensure less duplication between the workshop and the GSC Meeting, and to make the distinction between the two events clearer.
* There were a few suggestions of issues for discussion: on technical/sectoral issues, it was suggested to include shelter strategies and innovation (how to ensure it is not just about products but processes). For coordination issues, it was suggested to discuss the role, responsibilities, accountabilities, and ToRs of a co-lead agency.
* It was reminded that the GSC events will take place on the week of October 3 to 6-7.

**Decisions and Actions:**

* The SAG co-chairs will prepare a revised agenda for the Mid-year Teleconference based on the feedback above (focus on issues rather than countries) and share for comments and endorsement.
* An email will be sent to the Coordination CoP requesting issues for discussion at the Mid-year Teleconference and volunteer country-level cluster coordinators to present on the different issues.
* SAG co-chairs to share a proposal for the October GSC events for review and feedback.

1. ***AOB***

* Ecuador: there was a brief update on the earthquake response and shelter coordination arrangements in Ecuador. UNHCR confirmed it is not promoting the establishment of large camps and the use of tents.
* There was a suggestion for the GSC to develop standard language around the key messages that could be used in certain type of responses. These messages can be communicated very early in the emergency to inform global mobilization of material supplies. The GSC Coordinator on behalf of IFRC will send an email to SAG members to see who is interested to contribute to these messages. There are various documents already existing that we can draw upon to craft these messages, such as the “Alternatives to camps” policy of UNHCR.

**Decisions and Actions:**

* The GSC Coordinators will send an email to SAG members to see who is interested to contribute to these messages.

**Next SAG meeting will be held on the 26th of May at 2 pm**