**SAG Meeting Notes**

**Date and time:** Thursday, 28 January 2016. 13h00-14h00 Geneva time **Participants:** IFRC, IOM, CARE, Habitat for Humanity, World Vision International, Save the Children, Interaction, NRC **and UN-Habitat**.

**Excused:** ACTED, UNHCR.

1. ***Revision of the agenda and SAG retreat minutes approval.***

**Decisions and Actions:**

* The SAG retreat minutes are available for comments until 5 February 2016. If there are no comments by the deadline, the minutes will be considered approved.

1. ***Follow up on the SAG Retreat***

**Decisions and Actions:**

* Following up on the decision of the SAG Retreat on SAG meetings to be co-chaired by a member agency on a 6 month rotation basis and one of the co-leading agencies as a standing co-chair to ensure institutional memory, an e-mail will be sent requesting for nominations.
* Nominations of an alternate (who is regularly briefed on issues discussed and in full capacity to take decisions on behalf of the agency) for monthly SAG meetings - please send it by e-mail to [shirin.narymbaeva@ifrc.org](mailto:shirin.narymbaeva@ifrc.org).

1. ***Donor Consultation Group (DCG)***

* The DCG ToR defines the basic parameters of the group and stipulates that the SAG members will actively approach potential donor institutions to take part in the group.
* G. Saunders has shared the proposal with USAID, DFID and ECHO during the GSC Meeting 2015 and they have been supportive and were interested in participating. Thus, these three donors are already on the list, unless the SAG members advise otherwise.
* The list of potential donors for the DCG at this point should not aim to be exhaustive, donors can be added later as well.

**Decisions and Actions:**

* The SAG members are to suggest donors and a contact person who could be approached, by 5 February.
* An e-mail to be sent suggesting the following process for your comments/approval: Shaun and Graham as GCCs will write to the suggested list of individual donor representatives, share the DCG ToR and invite their participation on behalf of the SAG and the Shelter Cluster. The SAG members are to approve/comment on the ToR and suggested process by 5 February.

1. ***Working Groups (WGs)***

* Working Groups on Cash and Shelter and Shelter Projects are agreed by the SAG following discussions in the SAG retreat.
* The decision on how to tackle NFIs is unclear. Some SAG members understood that NFIs would be discussed within the Technical CoP, which may in turn propose the establishment of a WG for a specific deliverable.
* British Red Cross has requested to participate in the Cash WG. It is funding the IFRC part of the project. Cash WG will also be involving cash experts from the IFRC. This is useful for the cluster to have a broader range of engagement and to enrich the conversation. It gives the funding agencies visibility and sets a precedent to include non-SAG member agencies in the WGs.
* In considering involving non-SAG agencies in WGs, it should be made clear that WGs are there to deliver on specific tasks. Thus, opening the membership to all GSC partners must be done in a way that does not dilute the focus of the WG. There should be a way to enable non-SAG agencies’ engagement in WGs
* Save the Children introduced an Initiative - construction benchmarking for public buildings (not individual housing).[[1]](#footnote-1) IFRC, NRC, CARE, World Vision and UN Habitat have expressed their interest in this initiative.
* IOM and CARE are working on the GBV initiative.
* Other agencies that are interested in these initiatives are welcome to get in touch with Save the Children, CARE and IOM, while the protocols for raising such initiatives in the SAG as GSC activities are being drafted.
* Prospective WGs - these two initiatives raised may result in two WGs: on Construction Standards and on GBV - pending elaboration on the protocols for Inclusion of existing or proposed agency projects as Global Shelter Cluster activities.

**CoP**

* The establishment of the following CoPs was suggested at the SAG retreat:
  + Coordination
  + Technical
  + Information Management
  + Environment
  + Recovery and Urban Settlement – the title has not been agreed.

Please review the minutes of the SAG retreat and come back with comments. If no comments are received by February 5, these CoPs will be considered approved.

* Gender CoP suggested by CARE. IFRC to discuss bilaterally with CARE on the possible widening of the scope to include a broader range of vulnerabilities and renaming the CoP as “Gender and Diversity”.
* Caution was raised as to the right balance on the number of CoPs to be established. We do not want to establish too many CoPs that then do not get enough engagement.

**Decisions and Actions:**

* Working groups on Cash[[2]](#footnote-2) and Shelter Projects[[3]](#footnote-3), as well as the appointment of the participating agencies are approved by the SAG.
* WG on NFIs is not established, issues around NFIs are to be handled within the Technical CoP. The Technical CoP may create a WG on NFIs with specific deliverables.
* The initial list of agencies to take part in WGs is to be decided by the SAG, after which the WG may decide to reach out to more agencies (including non-SAG member agencies), if they wish.
* The SAG is to develop a simple protocol for agencies to raise initiatives for them to become cluster activities and then be advanced in the form of WGs. IFRC, IOM and CARE are drafting the protocol. There will be pre-filtering conditions, such as a requirement for initiatives to be seconded by at least one other SAG member agency in order for them to be brought up to the attention of the SAG.

1. ***Updates***

* CARE on Gender GFP – it will take more time, and the establishment of the Gender CoP will facilitate a buy-in from the agency.
* NRC on Technical GFP – NRC has some funding for this role and it has already been in contact with UNHCR (as it has an agreement with UNHCR) for the secondment. The contract clearly stipulates that the position is to cover not only UNHCR, but other GSC agencies as well. As per the email sent to the SAG on January 27, it was suggested to allocate EUR 15,000 from the ECHO proposal to the role of GFP for Technical issues. There are no objections to this suggestion.
* In response to the question from NRC on whether the position is exclusive to the global cluster: the role of GFPs entails a percentage of time dedicated to country-level clusters (for example deploying to newly activated clusters to set them up) along with such global functions as leading/chairing WGs and CoPs and helping advance global level preparedness activities. The exact percentages of how much they should spend in the field and at the global level is undefined, but one of the indicators for the ECHO grant is that 70% of the support team staff time is dedicated to the country-level clusters. This does not mean being physically in the country, as remote support also counts as time dedicated to the country-level clusters. However, the agency that is funding the position also has a say in defining the ToR for the position.

**Decisions and Actions:**

* CARE – to come back with further clarifications on resourcing the position of the Gender GFP.
* A total of EUR 15,000 from the ECHO grant are allocated to NRC for the role of GFP for Technical.

**Next SAG meeting will be held on the 25 February as planned.**

1. Construction quality is an issue across the sector. To partly address it, Save the Children developed an internal policy and a set of benchmarks that define the process to achieve good quality buildings. Thus, it is not a technical set of benchmarks but rather has to do with the process. [↑](#footnote-ref-1)
2. Cash WG: created to conduct a desk review and produce a guidance paper on cash and shelter, to be finalized by the end of March 2016. The participating agencies are IFRC, British Red Cross, UNHCR and Habitat for Humanity. [↑](#footnote-ref-2)
3. Shelter Projects: call for expressions of interest was sent in October 2015. Seven agencies expressed their interest (IFRC, UNHCR, UN Habitat, IOM, Habitat for Humanity, USAID-OFDA, World Vision International). [↑](#footnote-ref-3)