# SAG Meeting Notes

**Date and time**: Thursday, 26 February, 2015. 13h00-14h00 Geneva time

**Participants**: ACTED, HfH, IFRC, IOM, UNHCR, Australian Red Cross, WVI, UN-Habitat, NRC

Excused: InterAction, CARE

## Welcome - Introductions - Revision of the agenda

* No comments on the agenda. Approval of minutes from previous meeting[[1]](#footnote-1). The SAG members accepted the offer from UNHCR to bring one additional participant to the meeting to expedite note taking.

## Advancing on the Settlements Approach

* During the last years, consensus has been built on the need to advance on this approach as demonstrated at the panel discussion that took place during the 2014 GSC meeting. The SAG has agreed to develop a 3-4 page document providing guidance on the settlements approach to inform the work of country-level cluster coordinators. The document will have two parts: an explanation of what a settlements approach is and the steps that country-level cluster coordinators could take to implement it.
* This guidance document will be included in the 2015 work plan of the IASC Reference Group on Meeting Humanitarian Challenges in Urban Areas (MHCUA). The scope of this document is wider than the urban areas however the MHCUA Reference Group will probably consider it relevant.
* The online training on humanitarian shelter currently under development by the Outreach and Capacity WG and about to be finalized can also contribute to the objectives of the MHCUA. By including it in the workplan of the MHCUA we can signal synergies and collaboration between two IASC bodies and further disseminate the online training, without adding further work to the GSC as this is an initiative that will take place in any case.

**Action:**

* IFRC will provide input on behalf of the SAG to the workplan of the MHCUA, to include a guidance document on a settlements approach and the online training on humanitarian shelter.
* A small group formed by IFRC, UNHCR, ACTED, and IOM will meet next week to draft an initial outline document that will be shared with the overall SAG for review and inputs. The final product will be a SAG document.
1. *Issues paper for the development of DG ECHO Shelter and Settlements Guidelines*
* The SAG will provide joint comments to this paper on behalf of the GSC.
* This feedback does not preclude SAG members from also providing separate comments as agencies.

**Action:**

* SAG members to send comments to UNHCR by March 6. UNHCR will consolidate and share with SAG members for final comments. The document will be submitted to ECHO as soon as finished without necessarily waiting for the deadline on the 27 March.
1. *Revision of Working Group work plans*
* The Working Group work plans have not been submitted yet.

**Action:**

* The Support Team will send a reminder to the chairs of the Working Group to submit the work plans. They will be revised during the next SAG meeting.
1. *SAG Task List*

The Task List was accepted and two additional activities were added. This is the final task list with the two new activities added at the end:

* Commission and oversight of the mid-term evaluation of the GSC Strategy
* Revision and approval of a revised GSC strategy with outputs and monitoring framework
* Revision and approval of WG and Support Team workplans
* Revision and approval of WG outputs that SAG considers should come back to the SAG for endorsement
* Revision and endorsement of ECHO grant request
* Definition of process, criteria and allocation of ECHO grant if approved
* Establish allocation of responsibilities in approaching different donors and define materials to be shared with these donors
* Development of guidance/advocacy papers/position statements: settlements approach/others
* Approval of agendas for the mid-term teleconference and Annual Meeting
* Address requests from other GSC bodies (Cluster Lead agencies, WGs, CoPs, Support Team): for instance, request from the Environment CoP.
* Revision of SAG ToR and other documents as agreed in the SAG Retreat
* Preparation of a document that summarizes the GSC Governance Structure including the overall structure, how the different bodies relate to each other and how decisions are made.

**Action:**

* The Support Team will share with the SAG members the request from the Environment CoP.
* The Support Team will develop a tracking table for the agreed Task List with status for each of the Tasks for review at every SAG Meeting/Teleconference.
1. *Sustainability*
* As agreed in the SAG Retreat, SAG members will consult internally in their organizations on the best way of approaching certain donors. The findings will be shared at the next SAG meeting. Donors should not be contacted yet. The following table provides the 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 donors 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.
1. One correction received via email from WVI to note their attendance at the January SAG Teleconference [↑](#footnote-ref-1)