**SAG Meeting Notes**

**Date and time:** Thursday, 31 March 2016. 14h00-15h00 Geneva time **Participants:** ACTED, CARE, Habitat for Humanity International, IFRC, Interaction, IOM, NRC, Save the Children, **UN-Habitat**, and UNHCR.

**Excused**: World Vision International.

1. ***Welcome, revision of the agenda.***
2. ***Follow up on the SAG Retreat: co-chairing and alternates***

* A document has been shared with the list of SAG member alternates and the agreed SAG co-chairing arrangement.
* ACTED has expressed interest in being the SAG co-chair. It has been agreed that ACTED will co-chair the SAG until the GSC meeting.
* Inter-action and World Vision have not provided their SAG member alternate yet but they will do it in the coming weeks.

**Decisions and Actions:**

* ACTED is appointed as the SAG co-chair until the next GSC meeting.
* Inter-Action and World Vision to provide the name for their alternate SAG member.

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

* As agreed in the previous SAG meeting the GSC have formally approached ECHO, DFID, and USAID to offer them to participate in the DCG. DFID has answered positively, there is a need to follow up with the other two.
* During the exchange with DFID, there was a need to clarify that participation in the DCG does not entail funding the cluster. This participation is an opportunity to discuss strategic issues related to shelter operations and coordination.
* The first DCG meeting will take place on the 28 April at 2pm Geneva time. This is the time of the April SAG meeting. Two alternatives are presented for consideration:
  1. 30 min meeting with donors, 30 min SAG meeting
  2. 1 hr. meeting with donors, additional 30 min SAG meeting

**Decisions and Actions:**

* GSC Coordinators to follow up with the remaining two donors to confirm their interest in participating in the DCG and their availability for the 28 April.
* SAG members to flag by email potential items for discussion with the DCG: how to use the meeting, what should be the focus, looking at the closer horizon such as WHS…
* SAG members to express a preference for the duration of the DCG meeting (30 minutes or 1 hr) and the possibility to extend it half an hour more to discuss SAG-related issues.

***4) Donor Roadshow***

* During the past year advances were made on defining common messages and allocating responsibilities to proactively approach donors. However, SAG members have not yet approached donors. It would be good to clarify whether it is still relevant to continue as agreed or to revise this approach given the latest developments.
* The World Humanitarian Summit may change the dynamics on how humanitarian actors interact with donors so it was preferred not to be proactive in approaching donors. Rather than proactively approaching the donors, it was agreed to use the opportunities when they arise. When SAG members have the opportunity to meet donors and discuss possible funding for GSC activities, they can use the materials developed by the cluster such as the talking points or presentations. They should also let the other SAG members know.

**Decisions and Actions:**

* SAG members to let other SAG members know whenever they are going to meet donors and advocate for funding for the cluster.
* The initial proactive approach of reaching out to donors through a “donor roadshow” is replaced by a reactive approach to discuss funding for the GSC as opportunities arise in meetings with donors by SAG agencies. This is to be revisited after the WHS.

1. ***Working Groups (WGs) and Communities of Practice (CoPs)***

**Update on WGs**

* [**Shelter and Cash WG**](http://www.sheltercluster.org/working-group/shelter-and-cash-working-group)**:**
  + Literature review on cash and shelter has been finished. This literature review and the related documents are available in the [group website](http://www.sheltercluster.org/working-group/shelter-and-cash-working-group) together with the position paper.
  + First draft of the guidance note has been produced for feedback and support by WG members.
  + There are a number of cash-related initiatives happening at the moment in the run-up to the World Humanitarian Summit. The WG is engaging with these initiatives in different ways:
    - As part of the “Grand Bargain” approach cash coordination is being discussed, IOM is engaging on this on behalf of the WG.
    - CaLP organising an event on Cash and Shelter & WASH in relation with Sphere to see how standards relate with cash. This event will take place on 26 April in London. HfH is engaging on this on behalf of the WG.
  + At the end of April, the WG will identify what are the remaining gaps in relation to shelter and cash and what are the next steps that are needed to address them.
* [**Shelter Projects WG**](http://www.sheltercluster.org/working-group/shelter-projects-2015-2016-working-group)**:**
  + The Working Group will oversee the process of developing the project in the way of a Steering Group.
  + The WG will reach out to other actors for their input into the project. There is a need to clarify how this larger group will be called.
  + An inception workshop is planned for May in Switzerland to look at the previous editions and agree what will be the changes to this new edition.
  + It would be good to dedicate some time during the GSC events to revise the drafts of the case studies and the opinion pieces.
* **Construction Standards WG:**
  + Save the Children has done some internal work on due diligence construction standards. This work could become a common position for the cluster which could help in ensuring that minimum quality is maintained in humanitarian interventions involving construction activities.
  + The SAG endorses this as a cluster initiative and approves the creation of a WG to advance this issue. SAG members wishing to participate in this initiative can express their interest by sending an email to Save the Children by 1 April.
  + A Global Update to be sent calling for expressions of interest to be stakeholders in this WG. Agencies or individuals interested in providing inputs can also do so without being stakeholders.
* **GBV in Shelter Programming WG:**
  + This WG has been endorsed by the SAG electronically.
  + A Global Update to be sent calling for expressions of interest to be stakeholders in this WG. Agencies or individuals interested in providing inputs can also do so without being stakeholders.

**Decisions and Actions:**

* A Global Update to be sent announcing these 2 WGs and inviting agencies wanting to participate in these WGs.
* The Support Team to create webpages for these WGs.

**Communities of Practice (CoPs)**

* The concept note document on CoPs has been finalized based on the feedback provided during the last SAG meeting and it has been shared with the SAG. Final objections or changes should be presented before the 7 April.
* The next step to activate the CoP is to appoint the moderators and co-moderators. The GFPs will have an important role in the moderation of these CoPs with additional co-moderators.
* A Global Update will be sent announcing these CoPs and asking for interest to participate in them.

**Decisions and Actions:**

* SAG co-chairs to share a proposal of moderators and co-moderators to SAG members. Once agreed, a Global Update to be sent announcing them.

1. ***GSC Events***

* A draft agenda of the Mid-Year Teleconference has been shared. SAG members are invited to provide feedback on it.
* It has been agreed that the GSC events will take place on the week of October 3 to 6-7
* An email will be sent outlining different options on the structure and content for these events and the flow/logic between them.

**Decisions and Actions:**

* SAG members to provide inputs to the Mid-Year teleconference agenda
* SAG co-chairs to share a proposal for the GSC events.

1. ***AOB***

* ACTED will share a proposal on the use of the ECHO funds they are managing on behalf of the cluster.
* OCHA is organizing a lessons-learnt workshop on April 5 to reflect on the HRP 2015 process. UNHCR will represent the GSC in this workshop. SAG members are invited to share any inputs they may have on how the HRP 2015 process went.

**Decisions and Actions:**

* SAG members to provide feedback to ACTED on the proposal they will share on the use of ECHO funds they are hosting.
* SAG members to provide feedback to UNHCR on the HRP 2015 process.

**Next SAG meeting will be held on the 28th of April at 2 pm jointly with the Donor Consultation Group (DCG).**