**SAG Meeting Notes**

**Date and time:** Tuesday, 15 September 2015. 13h00-14h00 Geneva time **Participants:** ACTED, UN-Habitat, World Vision, IFRC, IOM, UNHCR, CARE, NRC and Interaction.

**Excused:** Australian Red Cross, Habitat for Humanity

1. ***Revision and approval of minutes from previous meeting***

* After the changes suggested over email by IOM, there were no additional comments on the minutes of the last meetings. However, the Support Team will circulate the minutes of the last meeting again for a final review.

**Decisions and Actions:**

1. SAG members will review the minutes and submit any final comments to the Support Team by COB Wednesday, 16 September 2015.
2. ***Decision on the use of ECHO funds remaining from RFPs***

* IOM confirmed that they withdraw the expression of interest to host an RFP
* The Support Team explained the suggestions received from SAG members (which had been shared previously via email) that could be considered as several options to use the remaining ECHO funds. The results of the Survey Monkey prepared prior to the meeting to inform the SAG discussion were also shared.
* There is a need for greater clarity (i.e. evidence on why a proposed amount for certain activities, what would be the impact of not having some of the activities) on a reduced number of concrete options.

**Decisions and Actions:**

1. It was decided that the Support Team will prepare a shorter list with details on the budget available (informed by those already shared), and the decision will be made at a later stage. This list of options should provide evidence on why a particular amount is being suggested.
2. ***Finalization of the agenda of the GSC meeting***

* The Support team explained the details of the latest draft of the Agenda, which was developed after the meeting with the external Facilitator, who made very concrete and useful recommendations to structure the discussion more effectively.
* InterAction suggested that the GSC should consider having support for taking minutes during the break-out groups in the meeting in order to capture details on the discussions.
* CARE suggested that *gender* issues should be included in the Agenda.

**Decisions and Actions:**

1. It was decided that Gender should be taken on by the GSC in a more meaningful manner (i.e., not limited to a 20 minute discussion in the Meeting). For example, this could be taken on by one of the Working Groups (or perhaps by a new WG on Gender, if needed).
2. SAG members to submit any additional suggested changes to the Agenda of the GSC Meeting by COB Thursday 16, September 2015. Suggested changes should be sent to Pablo, Miguel and Joseph who are the ones working with the external facilitator on behalf of the SAG.
3. ***AOB***
4. ***Requested by the TWIG – Clarification of role of cluster in relation to sector***

* There needs to be greater clarity on the relation of the shelter cluster to the shelter sector (i.e., where are the limits of the cluster in regards to the wider shelter sector?).

**Decisions and Actions:**

1. It was decided that SAG members interested in further developing this paper should email Joseph (IOM) to continue to work on this.
2. ***Requested by the TWIG – Update on shelter projects***

* An explanation on the status of Shelter Projects was provided by IFRC and UNHCR, explaining that the proposed process for receiving expressions of interest (EoIs) has been put on hold to give priority to the multiple emails shared with GSC partners on the EoIs for the ECHO grant and more recently about the upcoming GSC events.

**Decisions and Actions:**

1. UNHCR and IFRC will develop and share a call for expressions of interest with GSC partners to participate in Shelter Projects. This call for EoIs will be shared in the coming days (ahead of the GSC Meeting) to allow partners to reflect on and prepare their submissions. The deadline will be set for about a week after the GSC Meeting.
2. ***Update from the leads on ECHO visit to Nepal in November***

* Given the Nepal emergency’s high profile and dimensions, ECHO has requested a joint monitoring mission (JMM) to the country, in order to assess the kind of support provided by the GSC to the country-level cluster.
* The meeting will take place on the week of November 16, and details of the schedule are being prepared at this stage.
* Participants of this mission are: Mathew Sayer and Denis Heidebroek (ECHO); Pablo Medina (IFRC); Miguel Urquia (UNHCR) and Raf Rosvelds (UNHCR – ECHO Liaison).
* At the moment, no assistance is required from SAG members at the Global level. However, SAG members are welcome to suggest ways to assist.

**Decisions and Actions:**

1. IFRC will inform the SAG on the development of the JMM, and will potentially request for support from SAG members if needed.
2. ***Decision to fund participants from country-level clusters***

* It was discussed that the GSC should support participants requesting assistance even if the budget needed exceeds the funds originally allocated for this activity. This is due to the importance of bringing additional country-level cluster members to GSC events. The experience in previous years has been that country-level shelter clusters improve when their coordinators participate in these events.
* There is a need to clarify a few of the proposed participants. The Support Team will decide internally, in case that there is a disagreement it will be brought to the SAG’s attention.

**Decisions and Actions:**

1. It was agreed to overspend on the line related to supporting travel of cluster coordinators to participate in the coordination workshop and the global cluster meeting. This will be compensated with under expenditure in other lines. This is decided acknowledging that the participation of coordinators in these events brings substantial benefits to how clusters are ran at country level.
2. The Support Team will agree on the final list of participants and bring to the SAG’s attention any disagreement.