

Strategic Advisory Group Meeting
Wednesday, 6th September 2017, 13h00 – 14h15 (@ Online)
DRAFT MINUTES

Participants:

<i>Global Cluster Coordinators</i>	<i>Strategic Advisory Group</i>	<i>Global Cluster Support Team</i>
<p><u>Absent:</u> Nuno Nunes Kimberly Roberson</p>	<p>Christian Gad (DRC) – Chair Andre Krummacher (ACTED)</p> <p><u>Absent:</u> Roland Schlott (LWF) Andrew Cusack (UNHCR) Giovanna Federici (NRC) Conrad Navidad (IOM – Cluster Coordinator representative) Dher Hayo (UNHCR – Cluster Coordinator representative)</p>	<p>Alistair Bremnath Natalia Pascual Wan Sophonpanich Sara Ribeiro Milindi Illangasinghe Marjolein Roelandt</p>

Agenda:

1. Sphere Companion & Retreat session.
2. Retreat Preparation

1. Sphere Companion & Retreat session

- Draft Companion was sent to SAG members with a deadline of Friday 8th September to come back with comments.
- Deadline to send to Retreat participants is 18th September.
- Retreat session:
 - o Plan to divide participants into breakout groups.
 - o Conversations to focus on ‘what should be standards’ ‘are standards feasible’ ‘what standards suggestion do they have’ ‘ideas on measuring standards, indications and actions’.
 - o Then come back to plenary to come to an agreement on the direction.
 - o **Need suggestions for breakout group moderators who are comfortable speaking on Sphere, standards etc.**
 - o Would like to have a TWG to draft the final document. SAG members to volunteer colleagues to be a focal point for the TWG.
 - o Can the TWG be formed at the Retreat as part of wrapping up the consultation? TOR can be produced and the TWG to be kept small but can have wider ‘reviewers’ to give input.

2. Retreat Preparation

- Changes to agenda since the last meeting.
- This still not finalized – SAG welcomed for input.
- Market Place has been removed to accommodate the long Sphere session.
- 1 year with the SAG has been added as per the previous SAG meeting minutes.
- SAG members would like to see space made for a market place.
- Registration survey feedback shows strong interest in sharing lessons learned, new tools and guidance – with the Market Place the third most popular.
- The Market Place would be about sharing operations, field projects, tools, best practices etc. – so this also meets the interest indicated in the survey results. Market Place is where we wanted to allow the field to share their work.
- Would like to include Capacity Building – new tools and guidance – is there space in the agenda for this?
- 1 Year for the SAG as well as the Market Place could be where CB is presented.
- Gaps in speaker confirmation may mean that we will have to reduce sessions and this could be where we find space for a Market Place.
- Could compensate for lack of Market Place by having colleagues from the field included in the existing sessions.
- **SAG members agreed to have the CB online training tool etc. setup on two laptops throughout the Retreat.**
- Speakers:
 - o We have a number of speakers who are pending confirmation.
 - o There are some sessions/break out groups with no speakers identified.
 - o If we cannot get the speakers confirmed then we can reduce these sessions which would create space for the Market Place.
 - o Time is running out making it critical to confirm speakers or find solutions to finalise the agenda.
 - o The Location Location session could be re-worked as some of the group topics have been discussed repeatedly over previous years. Interesting presentations such as Nina Birkerland could be kept but the session shortened or re-worked.
 - o For ‘Who are the CCCM Actors’ – DRC can propose the Greece example with Site Management Support as well as Hotspot issues. DRC Country Director in Greece and Ministry of Migration could be invited and has indicated interest.
 - o ACTED could suggest colleagues from IMPACT / REACH for the Urban vs. Rural breakout group.
 - o Audu Liman from Development University – his presentation will be very interesting and could be suitable as a single speaker for his session.
- **UNHCR to confirm the status of the invited speakers before meeting with IOM on Monday 11th September to discuss possible changes in the agenda. SAG members indicated preference for finding space for a Market Place. UNHCR and IOM to discuss solutions to any speaker gaps and agenda changes to be presented to SAG on Tuesday 12th September.**

3. AOB

- SAG election – 2 members will be up for re-election as per the SAG TOR.
- **SAG members to discuss who will be nominated for re-election and announce this at the meeting on Tuesday 12th September.**

- Election to take place at the Retreat – need to find time in the Agenda for this; SAG session is the preferred option.
- **Election needs to be announced and a call for interested NGOs to apply.**