

**Global Camp Management and Camp Coordination (CCCM) Cluster**

**Strategic Advisory Group Terms of Reference**

**DRAFT 20160904 V.10**

The Strategic Advisory Group (SAG) is a group of agencies, institutions and individuals participating in the Global CCCM Cluster that works to advance the cluster’s strategic direction, overall priorities, and advocacy. They commit human, and/or technical, and/or financial resources for this purpose.

The SAG provides advice to the Global CCCM Cluster Coordinators and is supported by the Global CCCM Cluster support team. The SAG is accountable to the Global CCCM Cluster members.[[1]](#footnote-1)

**Functions**

* **Planning and strategy development**
* Participate in the development of the **Global CCCM Cluster strategy** including an **annual costed work plan.** Recommend amendment(s) to the work plan as necessary during the course of the year.
* Advise on Global CCCM Cluster **priorities.**
* Collaborate with the Global Cluster team to define the objectives, content and specific outcomes of the Annual Retreat meeting.
* Promote and provide input for inter-cluster initiatives.
* **Supporting cluster service delivery**
* Recommend the establishment and closure of **Thematic Working Groups** according to identified priorities.
* **Advise** and supportthe Global Cluster Coordinatorsand their Support Team **on thematic issues**
* **Advocacy**
* Actively participate in the **development of key advocacy strategies, position statements and papers** on global issues as required.
* Assist the Global CCCM Cluster in **mobilizing resources**, including through contributions from cluster partners.
* **Monitoring and reporting**
* Support the Global Cluster Coordinators and cluster support team to **monitor implementation of the Global CCCM cluster strategy.**
* Receive and **share information on projects implemented by CCCM partners** with a focus on projects piloted at Global level and/or with regional outreach.
* Receive and **review RRT deployment** and RRT mission reports.
* **Contingency planning/preparedness**
* Promote and support **cluster/sector preparedness** including technical human resource capacities and skill-sets, and CCCM cluster contingency planning.

**Composition**

**The SAG will be composed of a maximum of 10 individuals,** representing entities that are recognized cluster members, with**:**

* the **capacity and willingness to advance the work of the Global CCCM Cluster;**
* have **extensive operational experience in emergencies involving displacement**;
* and the **capacity and willingness to commit human, and/or technical, and/or financial resources** to support the delivery of Global Cluster responsibilities.

 The criteria to participate in the SAG will include:

* Commit up to **15 days of work a year** to meet SAG responsibilities (including meeting attendance and contributions to ongoing work in-between meetings).
* **Actively and consistently participate** in SAG meetings/teleconferences and provide timely contributions to SAG activities.
* Demonstrate commitment to the Global CCCM Cluster by **contributing to global cluster activities beyond the SAG**, for instance through participation in a Thematic Working Groups or in cluster projects.

**The SAG will be chaired by one of the SAG member agencies** (based on proposed TORs, to be drafted), to be nominated by the SAG members. The Chair will be rotated every six months. In case of inability of the nominated chair to perform the functions, the members of the Secretariat of the SAG assume that role for the particular meeting.

SAG membership will include:

* 2 Global Cluster Coordinators (permanent)
* 4 NGOs
* 1 UNHCR (representing the agency – permanent)
* 1 IOM (representing the agency – permanent)
* 2 country (*or regional*) level Cluster Coordinators or Co-Coordinators (to represent country level clusters – 1 conflict and 1 natural disaster - may include Cluster Coordinators/Co-Coordinators hosted by any agency that is contributing to cluster coordination teams, at national or sub-national level)

Donor agencies which have an interest in the CCCM cluster activities will be granted an observer status with the ability to propose agenda items.

The SAG may at any point invite ad hoc participation of any entity or individual, as determined relevant, on specific issues or themes.

The Global CCCM Cluster Support team members acting as secretariat for the SAG participate at the SAG meetings as observers.

Participation in the SAG should reflect the diverse nature of the wider Global CCCM Cluster network, and the focus of the cluster on enhanced operational humanitarian response at country level. Additionally, the SAG membership should as far as possible represent capacities and competencies dealing with the full humanitarian project cycle (HPC) and cross-cutting issues to ensure a strategic representation of CCCM topics.

**Selection**

Nominations and elections for membership in the Strategic Advisory Group will be opened every year for half of the members to allow for a staggering two-year term. NGO cluster members will be asked to (self-) nominate entities to fill in the NGO seats.

If the number of qualified nominees is equal or inferior to the number of seats (4), SAG members will be confirmed by acclamation during the retreat (unless expressed objections). If the number is higher than 4, elections will be held based on one agency-one vote approach during the retreat.

It is then left to the discretion of the elected/endorsed NGOs to select the individual representing them in the SAG.

The procedure for the nomination and endorsement/election of the 2 field-level representatives from among the Cluster Coordinators and Co-Coordinators[[2]](#footnote-2) will be further discussed by the SAG and finalized after the retreat.[[3]](#footnote-3)

Global Cluster Coordinators and UNHCR and IOM are permanent seats, for which no election will be held.

The nominated SAG will be endorsed at the annual cluster retreat.

**Procedure**

The SAG will meet at least quarterly, and on the request of the SAG co-chairs or members to address urgent ad hoc issues. Quorum will be 5 members. A maximum of 6 silent observers are permitted at meetings (not including the note-taker/s).[[4]](#footnote-4)

Positions are adopted by the SAG to the extent possible on the basis of consensus. The SAG will further deliberate on the means by which to adopt common position if no consensus is possible. Positions/advice will be recorded in minutes.

Agendas, minutes and action points of SAG meetings/teleconferences will be published on the CCCM Cluster website and circulated through the global cluster email. They will also be sent to country level CCCM clusters through cluster coordinators.

**Responsibilities of the Global Cluster Coordinators and their support teams**

In order to efficiently carry out these responsibilities, the Global Cluster Coordinators and their Support Team should act on behalf of all CCCM Cluster stakeholders. UNHCR and IOM’s own programmatic interests in the cluster forum will be represented by their agency representatives on the SAG.

The Global Cluster Coordinators will provide coordination and leadership of the Global CCCM Cluster, in consultation with the Strategic Advisory Group. Together with the Support Team and the SAG, they will facilitate the development and implementation of the Global CCCM Cluster strategy and work plan.

They will ensure adequate communication between the Advisory Group, Thematic Working Groups, the CCCM Cluster members and co-lead agencies, IOM and UNHCR. They will act as secretariat for the Strategic Advisory Group and the cluster, reporting to the co-lead agencies and to the cluster members, disseminating information, managing the cluster websites, advocating on behalf of the cluster members and linking with other clusters and the IASC at a working group level. They will ensure that the Thematic Working Groups have clear compositions with roles and responsibilities which are reviewed and endorsed by the Strategic Advisory Group.

1. Members of the Global Cluster will vote in SAG elections every two years, enabling accountability to be exercised. The membership of the Global CCCM Cluster and the corresponding roles and responsibilities will be further defined by the SAG in 2016, including specific categories, such as standing observers and ad hoc/special invitees. [↑](#footnote-ref-1)
2. May include Cluster Coordinators/Co-Coordinators hosted by any agency that is contributing to cluster coordination teams, at national or sub-national level. [↑](#footnote-ref-2)
3. It is suggested that the 2 representatives present their own nominations and/or are nominated by their peers. If the number of qualified nominees is higher than the two seats, elections are held (through any appropriate means, including email) based on one cluster coordinator/co-coordinator – one vote approach. [↑](#footnote-ref-3)
4. Support team to be notified in advance of intentions to bring observers. [↑](#footnote-ref-4)