**MEETING NOTES**

**Strategic Advisory Group Meeting**

**Thursday, 09 May 2019,**

**14:30 – 15:30 (online)**

**Participants**: Giovanna Federici (NRC), Niklas Stoerup (DRC), Daniela Raiman (Cluster Coord), Wan Sophonpanich (Cluster Coord),

**Absent:** Dher Hayo (UNHCR field), Conrad Navidad (IOM field), Jean-Philippe Antolin (IOM), Andre Krummacher (ACTED)

**Observers/invites:** Marjolein Roelandt (IOM)

**Global Cluster Support Team**: Jennifer Kvernmo, Cynthia Birikundavyi, Alistair Bremnath, Shannon Lawrence, Brian McDonald

**AGENDA**

1. Review of Action Points
2. Retreat Planning
3. Donor Engagement
4. Working Groups
5. Website
6. AOB

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| **ACTION POINTS** | **Deadline** | **Focal Point** |
| 1. Send Retreat Survey to SAG for Feedback and then send out | 8 July | Brian |
| 1. Liaise with respective Donor Relations teams to reach out to donors and foundations to attend the Retreat | End July | Support Team |
| 1. Reach out to Fiji Representative to the UN as potential keynote speaker |  | Wan |
| 1. Based on the survey outcome, the support team incorporate into the agenda for discussions at the next SAG call. | End July | Support Team |
| 1. CB WG’s ToR to be shared to SAG members after the next WG meeting for review and endorsement | After 17 July | Jennifer |
| 1. Explore modalities for CM standards applicability in ABA. |  | Jennifer & Giovanna |
| 1. One pager on CCCM’s position with respect to various ABA discussions happening across platforms – draft to be sent by Daniela to Giovanna by mid-July | Mid-July, August | Daniela, Wan, Giovanna |

**MEETING NOTES:**

1. **Review of Action Points**

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| **ACTION POINTS (from May 2019)** | **Focal Point** | **Deadline** | **Note** |
| 1. Send out Retreat save the date email | Alistair | Mid June | done |
| 1. Cluster Retreat Survey | Brian | Mid June | Pending – see below |
| 1. Finalise retreat agenda | All | End of June | Pending – see below |
| 1. SAG to provide speaker suggestions | SAG | Mid June | Done - partly |
| 1. SAG to review case studies to determine suitability and format for publication | SAG | Mid June | Update below |
| 1. volunteers to contribute to a few key sections of the website | All | End of June | Pending |
| 1. Giovanna to share update TOR on the Women’s Participation WG | Giovanna | Mid June | Update to be provided during the call |

Case Studies updates:

* Final text and publication skeleton shared with the SAG yesterday (no feedback), and the plan is to move forward with layout as outlined in the publication skeleton – with 3-4 online publications to be released in the months leading up to the retreat, and printed publications to be ready for the retreat.

1. **Retreat Planning**

Retreat Survey

* The survey will focus around rating of 16 – 20 topics under 4 thematic areas. The draft survey will be shared to the SAG for feedback this afternoon/early tomorrow with the aim of sending this out by end of the week – proposed timeline of one week for it to be returned (12th of July)
* Additionally, the support team is thinking around the idea of collecting short (30 sec) videos of CCCM stakeholders describing ‘what is camp management’ in their context and role. (NOTE: this may not be suitable to send out to the main mailing list, but work through the national clusters.)

Draft agenda:

* Based on some of the feedback last year, the team is looking at grouping break out sessions into common themes that will provide different threads/themes throughout the retreat.
* It will also be key to build on the working sessions and action points from last year, to continue to utilize these session during the retreat to produce concrete outputs for further actions.
* Some of the key topics should relate to how CCCM needs to define and communicate its role to other sectors and stakeholders.
* Suggested that we start to reach out, in a structured way, to the “dream list” of keynote speakers to see if we can secure someone who we haven’t been able to have in the past – Fiji Permanent Rep to the UN and P2P Chairperson, amongst others.
* Visa for retreat participants – please request from Alistair an official invitation letter to support visa applications.
* UNHCR looking into a possible Innovation in Camps side event.
* Based on the survey outcome, the support team will incorporate into the agenda for discussions at the next SAG call.

1. **Donor Engagement**

* Discussion around how we should engage donors at the retreat – a donor session? Donor event? Invite them as participants?
* It is important to start reaching out to donors ASAP – suggestion to also reach out to foundations.
* A question will be added to the retreat survey to brainstorm around possible nature of donor engagement

1. **Global CCCM Cluster Website**

* The new website went live last week, still smoothing out edges – [www.cccmcluster.org](http://www.cccmcluster.org)
* If there is content you feel should be up please contact Brian – particularly for the ‘global section’ as it needs more content.
* Looking to produce news content – first one will be on the recent Global CCCM ToT.

1. **Working Group Updates**

Working Groups to have a session at the Retreat where they can introduce and brief.

Capacity Building

* Following the Global ToT in Amman, the participants had decided to re-purpose the Community of Practice Group into a WG, with Yasmine (NRC) as the chair. The working group held its first meeting in June and drafted ToR.
* The TOR will be finalized at the next WG meeting on 17th July and will be shared with the SAG.

Area Based Approaches

1. Updates from the ABA webinar in April and the call earlier in June: the WG identified the need to consolidate and define terminologies, as well as ensuring harmonization around minimum standards in mobile approach.
2. One pager to be drafted as soon as possible on CCCM’s position with respect to the various general ABA discussions happening across platforms (as they seem to not have the same focus in spite of the same name).
3. Giovanna and Jenn to discuss how CM standards can be applicable in ABA.

Women’s Participation

1. The SAG agreed on the updated ToR that opens the WG up to wider scope of ‘Participation’ – the working group aims to link up with other sectors and stakeholders, NGOs and global initiatives. It will be initially co-chaired by IOM and NRC with its own set of deliverables as per the TOR.
2. Retreat will offer opportunity to introduce the Working Group.

**Next meeting:** call at the end of July