

SAG Minutes of Meeting

A. Meeting Information

Date: 09/03/2018	Location: audio call
Opening Time: 09-00am	Closing Time: 10.00 am
Called By:	Chaired by: Bruno minjauw

B. Attendees

Name

Carine MALARDEAU <Carine.MALARDEAU@ifrc.org>;
Cyril Lekiefs <clekiefs@actioncontrelafaim.org>;
Minjauw, Bruno (TCE) <Bruno.Minjauw@fao.org>;
Sheila GRUDEM <sheila.grudem@wfp.org>;
andre krummacher <andre.krummacher@acted.org>;
Jerry BAILEY <jerry.bailey@wfp.org>;
Baerbel Mosebach <Baerbel.Mosebach@welthungerhilfe.de>

C. Agenda

1. Partner membership application
2. Review of the workplan of the SAG
3. Next SAG election
4. New format for the coordinator/IMO annual retreat
5. New format and date for the partners meeting and technical working group meeting
6. Collaboration with the private sector and academics
7. gFSC performance monitoring?
8. Feedback on the summary on the CCPM
9. Any other points

D. Points discussed and decision taken

1. Partner membership application

It was endorsed at the partner meeting as questions were responded to the partners and did not seem controversial anymore. Current partners should not be concerned whether their application will be confirmed. This process of formal membership application is not to restrict access but more to foster participation.

An email will be sent to all partners to invite them to re-apply for their membership with a deadline. The email will include the link and guideline for application with a clear highlight on what are or will be the partner contribution to the gFSC. Partners will be given a few email addresses to which they can address their question about the process, if any.

Deadline for application: 3 weeks before the next SAG meeting (TBC but end of MAY/JUNE) for the SAG to review all applications before the next partner meeting

2. Review of the workplan of the SAG

Presentation at the last SAG face to face meeting included:

- Develop TORs and questionnaire for working with research/universities and private sector and share with gFSC members
- Review tools and analyse trends of performance monitoring reports (Country Cluster and global level)
- Create a mechanism/criteria for tracking effectiveness of WGs
- Clarify role of SAG in decision making of WGs and on how to trickle down information to the CCs and to build synergies
- Consider a 3-days Workshop to cross-fertilise WG products and workstreams

The following are the tangible products the SAG should produce in 2018:

- Complete partner's membership application process
- Contribute to the improvement of the monitoring and assessment of the quality of the cluster at country level
- Support the effectiveness of the technical working group
- Development of TORs for academic partnership
- Prepare and organise the election for new SAG members

3. Next SAG election

Out of the current 4 NGO/RCRC SAG members: 3 members should terminate their term in June, while to ensure continuity, 1 will continue for an extra year, and 2 new members to be elected, to go back to the initial SAG TORS which indicated.

Election should be launched at the next partner meeting. The Membership application process should be completed before the new candidates can announce their willingness to be part of SAG. Preparation of the election should start within next weeks with a roadmap reviewing the different steps to complete before the process is officially launch. It was proposed to initiate the process and the campaign in the next Partner's meeting while the actual election will be done via email so that even partners that will be absent in the meeting can cast a vote. The results will be announced by the end of June.

4. New format for the coordinator/IMO annual retreat

The annual retreat is usually for coordinator only and takes place in Rome. To respond to demand of the IMO participation and to increase the possibility of context sensitive capacity building, the gFSC would like to organise 3 regional retreats instead of one (West Africa, East Africa and Middle east). Date must be confirmed but all need to be done before October 2018.

5. New format and date for the partners meeting and technical working group meeting

At the last partner meeting it was decided to maintain 2 partner's meeting per year and also to hold a dedicated workshop for the Working groups. To minimise cost and commitment, the gFSC is proposing to have 2 partner meetings per year with one focussing specifically on the working groups.

1st partner meeting towards the end of May or beginning of June will help reviewing the working groups' work plan and build synergies between them. Also, we will have a session with partners to present the result of the membership application process, and to launch of the SAG election. All candidates for SAG will need to present their motivation.

2nd partner meeting of 2018: It will be more a classic format with the annual review of annual achievements to be held in October instead of December.

E. Recommendations

- . **Time was too short and a second one-hour meeting should be organised in 2 weeks' time**
Items left on the agenda:
 6. Collaboration with the private sector and academics
 7. gFSC performance monitoring?
 8. Feedback on the summary on the CCPM
 9. Any other points