**Global Shelter Cluster Strategic Advisory Group (SAG) Meeting**

**Participants:** NRC, Acted, CARE, IOM, Habitat for Humanity, IFRC, UNHCR. Excused: World Vision, UNHABITAT, Oxfam, InterAction

**Date:** Wednesday,27 March 2013. 9.30 Geneva time with a follow up on Thursday 28 March at 10.00 Geneva time.

**Venue:** Teleconference

**MEETING MINUTES**

1. **Review of the expressions of interest to the ECHO proposal**
2. As agreed in the SAG meeting of the 6 March, point 2.1, an e-mail was sent by the SAG to all cluster partners for expression of interest in the implementation of activities of the ECHO grant. The email was sent on the 20 of March and a reminder was sent on the 25 of March following documents were attached:
   1. The final ECHO proposal
   2. A summary of the activities that are to be implemented by cluster partners and the criteria for the selection of partners for each activity.
3. The deadline for the submission of expressions of interest was the 26 of March.
4. 12 expressions of interest from 7 organizations were received for the 6 activities to be implemented.
5. The Support Team compiled all expressions of interest, rated them according to the agreed criteria and shared them with the SAG for final judgment ahead of the meeting.
6. **Decisions adopted by the SAG:**
7. Three expressions of interest were received for the Global Focal Point (GFP) position. Two of them offered funding contributions and high potential for sustainability after the ECHO funding was finished. One of them was presented by IOM who is leading many country-level clusters and the other one by IMPACT to extend the assessment services that were provided in 2011-2012. The SAG members considered that these positions are very important for the well-functioning of the cluster and preferred to prioritise them to other activities. It was decided to slightly revise the proposal in order to allow for two GFPs by partners instead of one. This would be done by a detailed revision of the costs involved in the other activities to be implemented by partners.
8. No expressions of interest were received to undertake reviews of country-level clusters by partners. It was agreed that ACTED, as co-lead of the Accountability WG, would manage this activity as this WG is dealing with reviews and evaluations. The funds allocated to this activity could be reduced if needed and dedicate the savings to the additional GFP position as explained in point 2.a.
9. An initial allocation was agreed. The Support Team was tasked to:
   * Contact the organizations in charge of implementing those activities
   * Get a more detailed budget from their side by the next day 28 March at 10am Geneva time
   * Provide a recommendation on how to adapt the proposal to fit the 2 GFPs as described in point 2.a.
10. A second meeting was held on the 28 March, the Support Team presented the recommendation and the SAG agreed to the following allocation of activities to cluster partners:

**Summary of the allocation of activities to partners agreed by the SAG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Organization** | **Months** | **Total (EUR)** | **Dedication** | **Travel included** | **Comments** |
| GFP | IOM | 15 | 100,000 | 80% | no | 20% co-funded by IOM |
| IMPACT | 15 | 50,000 | 50% | 3 |  |
| RFP MENA | NRC | 12 | 94,000 | 100% | no | looking at co-funding possibilities |
| RFP Africa | ACTED | 12 | 80,000 | 100% | 14 | looking at co-funding possibilities |
| RFP America | UNHABITAT | 12 | 100,000 | 100% | no | Pending final approval from management |
| RFP Asia Pacific | Australian Red Cross /CARE | 12 | 100,000 | 100% | no | ARC to co-fund travel. CARE is pending final approval and confirmation from management. Not to be included in the ECHO proposal at this stage. |
| Evaluations | ACTED |  | 54,000 |  |  | Original proposal to be reduced by 16,000 |