

Strategic Advisory Group Meeting
Wednesday, 16 November 2016, 12h00 – 16h00 (@ IOM Geneva)

Participants

<i>Global Cluster Coordinators</i>	<i>Strategic Advisory Group</i>	<i>Global Cluster Support Team</i>
Nuno Nunes Kim Roberson (via videoconference)	Giovanna Federici (NRC) Andre Krummacher (ACTED) Christian Gad (DRC) Andrew Cusack (UNHCR) Absent: LWF	Daniela Raiman Margo Baars Jennifer Kvernmo Alistair Bremnath Garrett Flint

1. Approval of the agenda

Agreed as proposed and as per titles below. Activity-Based costing, Sphere revision and possibility of intervention of Nina Berkland (NRC) added under AOB.

2. Welcome remarks (Nuno/Kim)

Welcome to the first official SAG meeting. Noted that SAG meetings should be kept as formal as possible, while still allowing for good discussion of substantial issues. These meetings should be aimed to allow for better responses based on dialogue at global level.

3. Reflection on the retreat

Participation

The participation was seen as an improvement from previous years as there were more cluster leads and camp managers coming from different NGOs. There was also more national actors and governments involved than in previous years.

Some concern was voiced that the retreat was still heavily dominated by IOM and UNHCR. Some difficulties in getting more participation and engagement from other actors included:

- Lack of NGO resources, both time and money, to be able to come;
- Lack of English comprehension among national actors;
- Many local actors are not even NGOs, but citizens or community groups providing services
- Unknown NGOs from certain countries asking for visa support letters creates a liability for IOM and UNHCR

To address the issue of participation of other actors, it was suggested that the mailing list is widened through country coordinators identifying local partners, and generally engaging more with NGOs throughout the year. The possibility of setting aside funds for NGOs who cannot afford to come was also discussed. The decision was made to formally discuss this at a later time.

Agenda/themes

The retreat was successful in leading to meaningful discussions and most people learned something. Participants also noted feeling CCCM identity. Having a dedicated facilitator throughout the retreat was also considered to be an asset. On the other hand, the objectives of the retreat (what was meant to be achieved) were not clear.

Some feedback from the retreat suggested that the retreat lacked focus on camp management, and the themes were very broad, which was evident in some sessions where conversations began to go in all directions. Chuck Setchell from OFDA also suggested that the retreat was too formatted and structured; it lacked the spontaneity that allowed for more frank discussions in previous years.

Recommendations and follow up

- Clarify the cluster's niche, have a consistent message of what CCCM is and what it is not. The initiative to include CM in SPHERE could help with this.
- Run parallel sessions of CM and CC at the next retreat.
- State objectives of the retreat ahead of time, then measure success of retreat based on objectives.
- Share latest draft of retreat report for comments.

Suggested working groups/ task forces

Community Participation; Remote Management; CCCM and Area-Based Approaches; Capacity Building; GBV Mainstreaming

4. Outstanding issues concerning SAG membership and proceedings

Nomination/election of two country (co)coordinator members

It was decided that the GCCs will provide the SAG with a list of candidates to be selected from and endorsed. The list will include the names and a brief description of the candidates. This list is to be presented to the SAG by **9 December**. The SAG will choose two, to be present/participate at the next SAG meeting (physical presence at the SAG meetings would not be required for them unless feasible). It was decided that those eligible for the seats can be either cluster (co)coordinators, or camp managers (although communication language and ability/willingness to consider issues beyond specific country operation were discussed as possible challenges). It was also discussed that additional individuals can be invited to the SAG meetings on an ad-hoc basis, giving observers a chance to attend meetings that may be of specific relevance to them.

Nomination of chair

It was decided that the ToR for the chair will be included in the ToR for membership in the SAG. The work of the chair is to chair the SAG meetings, and serve as a focal point for members of the SAG. The global support team is also there to help the chair.

The first chair will be Christian/DRC, with Giovanna/NRC as the 'unofficial co-chair'.

Note that the SAG now has its own email sag@globalccmcluster.org and a separate webpage on the global cluster website where minutes, ToRs and SAG profiles will be posted.

Rules of procedure and initiation of SAG workplan

A standardized agenda for the SAG meetings should be developed, allowing for additional items to be requested no later than two weeks ahead of the meeting. Relevant documents should be made available one week before the meeting. The notes from each meeting will be sufficient to serve as a report and action points.

A standing point on the agenda would be the GCCs to brief SAG on activities, RRT deployments and country operation key issues

The workplan of the SAG should be prepared based on the global strategy and on a yearly basis.

WGs membership and TORs

Session was moved to after the strategy discussions. SAG needs to review the ToRs and then make a decision on whether to set up standing WGs or temporary task forces.

4. Revised Strategy discussion

Vision/Mission

Vision

- Remove 'fully' from 'fully respected', also remove 'relevant and timely provision'. With these changes the vision is endorsed.

Mission

- Move the 3rd paragraph to the beginning.
- 3rd paragraph to state "management of camps and camp-like settings" rather than "establishment of camps and camp-like settings"
- Additional comments on the mission or vision should be made in track changes and shared as soon as possible.

Structure

It was suggested that following the vision/mission, and before the strategic objectives, there should be a brief explanation of the structure of the 4 objectives and why they were chosen, before diving directly into the strategic objectives

Strategic Objectives – The strategic objectives were derived from four main points that were taken from the retreat:

- 1) Camp management is taking place
- 2) Camp management is done well
- 3) Global cluster functions well at global level and able to support field operations
- 4) Camp management is able to adapt to new challenges

These four points were accepted by the SAG, but some suggestions were made when converting them to Strategic Objectives:

- Less is more, we shouldn't try to make it too encompassing. The workplan can be more detailed as needed
- Use the points as written above as titles, then the strategic objectives as paragraphs explaining them;

Specific comments on the strategic objectives:

SO1 - Areas of involvement

Point **a.** should include contingency measures in high-risk countries. Point **b.** should provide a succinct message at what camp management is. To highlight the positive result of proper camp management. This needs to somehow say that, "regardless of political opinion of camps, they exist and need proper management". Point **c.** (Non-Camp/area-based approaches) should be moved to SO 4. Instead, add women's participation and GBV, as well add community involvement.

SO2 - Areas of involvement

Points **b.** and **e.** should be phrased to be more useful at country-level. Point **e.** (Cluster Performance Monitoring) could be moved to SO3. Following further discussion, the order of the different areas of involvement will be changed to follow a logical flow.

SO3 - Areas of involvement

Suggested to move point **b.** to SO2

SO4 - Areas of involvement

Everyone generally accepted SO4 as is.

Division of responsibilities

Strategy to be redrafted and shared with SAG members, who will then have to give their comments and final feedback by **Monday, 12 December**. **The following day, 13 December**, the SAG will be sent the final document, together with matrix (below).

Elaboration of yearly plan/workplan

Along with the final version of a strategy, a matrix will be shared to be completed by SAG members. The matrix will be used to identify each organization's key priorities within the strategic plan and activities (future or current) that fulfill these priorities. Activities need not be limited to projects; organizations are free to propose anything they feel addresses their specific priority.

Information on the budgets available for each organization's priorities should be included, to be used as a tool to advocate for funding.

The workplan can be finalized in an online/teleconference meeting before the end of the year and in place by a face-to-face meeting in January.

5. Website

Due to lack of time, the decision was made to have Jennifer and Marjolein present at the next SAG meeting. Communication and Capacity building should be a point on the next agenda.

6. AOB

Activities Based Costing (ABC)

Latest document to be shared with everyone, who will then share comments.

SPHERE Revision

A draft letter to the responsible for SHPERE revision, Ms. Knudsen (who presented at the retreat) was shared orally. It was decided that the initiative should be taken to include CCCM in the SPHERE handbook. While it may be repetitive to other sections of the handbook, there are definite gaps, including basic standards for camp management.

The draft letter will be circulated to the SAG members for their comments, once the comments are incorporated it should be shared with Christine in draft form for any feedback she has before finally presenting it to the revision board.

Action points before next meeting

- ✓ Nina Berkland from NRC on differences in protection between conflicts and natural disasters will address SAG in a future meeting or through webex
- ✓ Communication (websites) and Capacity building will be on the next SAG meeting agenda.
- ✓ Share SPHERE revision draft letter for comments
- ✓ Share ABC document
- ✓ GCCs to provide list of candidates for the (co)coordinator slots of the SAG
- ✓ Include as standing agenda items latest from GCCG, RRT deployments and country operation key issues
- ✓ Share Global Strategy for final comments

Next meeting – to be determined