LOCATION: ACF HQ – Paris, France

DATE: 13 July 2017

CHAIR: Stephen Cahill

PARTICIPANTS: Jean-Baptiste Lamarche - ACF, Stephen Cahill - GLC, Stephane Arnaud - UNICEF, Didier Merckx - ECHO, Fiona Lithgow - Logistics Cluster South Sudan (virtual, pm)

AGENDA:

1. SAG structure
2. Communications to partners
3. SAG Working Groups
4. SAG workplan and priorities 2017 - 2018
5. GLC funding strategy and advocacy
6. Location of next GLMs
7. SAG meetings frequency & schedule

1. SAG structure

- Discussion on Individual vs Organisation SAG membership, the possibility to deputise and the risk of lack of continuity. Decision was to keep SAG ToR as is at the moment, and therefore members will not be able to deputise for the first 12 months of the SAG, to maintain momentum and continuity.

- Discussion on the 3rd INGO SAG place. Decision was that, for the period of the next four months until the Autumn GLM, this 3rd INGO place will be left vacant, an election for the place will be held at the next GLM.

2. Communications to partners

- Discussion on the importance of transparent and frequent communications to, and with, the broader Global Logistics Cluster community. Decisions taken were:
  - Share the minutes of each SAG meeting with all the Logistics Cluster organisations.
  - Set up a SAG email box to be administered by the GLC Support Team in Rome.
  - Set up a SAG page on the Logistics Cluster website where minutes and other documents can be published.
  - Ensure each GLM has, early on the agenda, a SAG session to share work accomplished since the last meeting.

- Discussion on possible IT solutions to create an online forum. It was decided to launch a survey among partners on the possibility of an online forum and the preferred solution for that.

3. SAG Working Groups

Working Groups (as captured at the Bonn GLM):

WG1 – Finance

Strategy Link: Pillar 3 – Operate; Pillar 4 – Learn; Values: Accountability

Working Group Lead: Stephen Cahill

Membership: Johanniter International Assistance; Oxfam GB; Plan International; Save the Children International, GLC

http://www.logcluster.org/strategic-advisory-group
WG2 – Preparedness

*Strategy Link: Pillar 1 – Preparedness; Pillar 2 - Network*

Working Group Lead: Fahim Araie

Membership: UNOCHA; UNICEF; DFID; HELP Logistics; ECHO; WorldVision International; Concern Worldwide; CRS; UNOPS; AirLink; THW; TearFund; MedAir; Plan International; GLC

WG3 – Training

*Strategy Link: Pillar 3 – Operate*

Working Group Lead: André Hermann

Membership: ShelterBox; THW; UNICEF; AirLink; HELP Logistics; WHH; WorldVision International; Islamic Relief; LLA; GLC

WG4 – SPHERE

*Strategy Link: Pillar 4 - Learn*

Working Group Lead: George Fenton

Membership: HLA; Johanniter; Handicap International; HELP Logistics; Fleet Forum; ACF Spain; USAID; Save the Children International; GLC

WG5 – Operational KPIs

*Strategy Link: Pillar 3: Operate; Pillar 4 - Learn*

Working Group Lead: Mike Goodhand - TBC

Membership: MercyCorps; CRS; BRC; Oxfam GB; ECHO; GLC

WG6 – Lessons Learned

*Strategy Link: Pillar 4: Learn*

Working Group Lead: Dorte Friis

Membership: THW; UNICEF; GLC

Decisions taken were:

- Working Groups and their members should be listed on the Logistics Cluster website.
- Governance and Strategy were retired as Working Groups; Governance will be taken into the workplan for the SAG.

Action Points:

- Stephen to confirm WG5 lead.
- SAG to email all Working Group leads to remind them that they will be asked to report back on the working group progress at the next GLM in November. The communication will include the section deliverables from the Strategy that they are expected to work on, as the basis for their work as a group.
- Stephen to map this to activity level.
4. SAG workplan and priorities 2017 - 2018

- SAG work areas identified at the Bonn GLM were:
  a. Finance and Governance (including Remote Voting)
  b. SAG Accountability, Ways of Working and communication (Plenary)
  c. Fundraising
  d. Monitoring and evaluating Strategy Progress (reporting back to Plenary)
  e. Operational feedback mechanism
  f. Advocacy

a) Finance and Governance (including Remote Voting)

The Finance Working Group will be tasked to action on financial matters.

On governance and voting it was decided that:

- the voting mechanism implemented in Bonn will be continued (one vote per agency in attendance, private sector not eligible)
- the remote voting will not be implemented for the next 12 months and then reviewed, along with the SAG ToR.

b) & c) – covered under point 1, 2, and 3 here above

d) Monitoring and evaluating Strategy Progress (reporting back to Plenary)

Decisions taken were:

- Continue reporting on the progress on the strategy in a dedicated Strategy Update session in the GLM, as done in Bonn, but discussion will be scheduled earlier in the agenda.
- Stephen to map ‘other initiatives/projects/activities’ which will also contribute to the Strategy Pillars.

Action Points:

- Stephen to share the output from the Bonn GLM Strategy Update session and prioritisation with the SAG members.
- Stephen to send the Strategy to WEF, LET and HumLog Academic Network (HOCM) to identify initiatives/projects ongoing which link and contribute to Pillars. Examples include:
  - 60-80% KLU & HELP Logistics Project – Link to Strategy Pillar 2 - Network
  - GARD (UNOCHA & DHL & UNOPS) – Link to Strategy Pillar 1 - Preparedness
  - Pandemic Supply Chain Network – Link to Strategy Pillar 1 – Preparedness and Pillar 3 - Operate
  - Emergency Health Supply Chains - Link to Pillar 3 - Operate
  - ESUPS (UNOCHA, MIT, UNHRD) – Link to Strategy Pillar 1 – Preparedness and Pillar 3 – Operate

http://www.logcluster.org/strategic-advisory-group
Strategic Advisory Group (SAG)  
Meeting Minutes

**e) Operational feedback mechanism**

Discussion on the need for good, transparent, easy and immediate feedback mechanisms on operations, to complement the mechanisms already in place. Decisions taken were:

- SAG email address will be posted visibly at all operational Logistics Cluster meetings, as an alternative feedback mechanism in addition to local feedback options.
- GLC IM team will explore the use of technology for more instant and interactive feedback in active cluster operations (e.g. text back 1-5 ratings, smileys on website etc.). Perhaps trialled in one location first.

**f) Advocacy (link to Pillar 2 – Network) - covered under 5 here below**

**5. GLC funding strategy and advocacy**

- Discussion on the concept note and the progress made so far with this and meetings with potential donors.
- Discussion on the risk that fundraising for the Preparedness workstream will only be done to the point of being able to identify bottlenecks and supply chain weaknesses, rather than advocating and fundraising to overcome them. The Preparedness Platform can in fact identify, based on robust data, where the weaknesses are e.g. nodes, infrastructure, but does not address the constraints.
- JB mentioned that the French INGO group are exploring how to access better advice and training on Advocacy. Could explore if this might be of interest to the broader group, or the FLCC group.
- Discussion on how to apply modelling and academic rigour to supply chain infrastructure weaknesses which have already been addressed, even where not with preparedness in mind. It was decided to:
  - Add in the academic modelling (above) to the Estimated Budget in the Funding Strategy.
  - Add in specialist Advocacy / Fundraising time (e.g. 30 days) to the Estimated Budget in the Funding Strategy.

**6. Location of next GLMs**

- It was decided that the Autumn 2017 GLM will be on 28-30 November – primary location option is Leysin, Switzerland hosted by MedAir; this option will be explored further with MedAir. Backup location is Rome, Italy.
- Spring 2018 GLM proposed to be held in East Coast North America (e.g. Washington DC, NY, Toronto) in recognition that this will enable increased engagement and attendance from US/North American INGOs, UN agencies, and other representatives e.g. academia, private sector, foundations etc.. It was suggested to invite Haiti government representatives to reflect and feedback on the Preparedness approach and include their improvements and suggestions. Proposed date 14 May 2018.
- It was decided to send a communication to the Logistics Cluster partners by end of July to communicate the Autumn GLM location and date and to survey on the location and date suggestions for the Spring 2018 GLM.

[http://www.logcluster.org/strategic-advisory-group](http://www.logcluster.org/strategic-advisory-group)
7. SAG meetings – frequency and schedule

It was decided that SAG meetings will be held as following:

- Face to face half day adjoining to each GLM (before/after or both) and two other ad hoc face to face meetings in between.

- Telecoms intermediary meetings one hour every month, using GLC Bridge or Skype for Business and ECHO video conferencing facility as backup options.

- Tentative telecoms schedule: every last Wednesday of the month at 11:00 CET, starting 30th August 2017.

- Tentative GLM face to face schedule: Autumn GLM (28th - 30th November) it was agrees to meet after the GLM, on the Thursday afternoon/evening.

- Tentative ad hoc face to face schedule:
  - End January/early February (combine with OCHA Humanitarian Partnership Meeting in Geneva, 5-9 February (tentatively on 8 February).
  - Thursday 12 July 2018 in Brussels at ECHO.

Contacts:

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