

LOCATION	Logistics Cluster Global Meeting - Dubai
DATE	12 April, 2019
CHAIR	Bruno Vandemeulebroecke
PARTICIPANTS	Fabrice Perrot, Didier Merckx, Theo Lingens
ACTION POINTS	<ul style="list-style-type: none">• SAG members to confirm the working group focal points• Fabrice to communicate with partners regarding feedback on the working group TORs before being finalised after a two weeks deadline• Bruno to share comments on the SAG TORs with Fabrice before a final review and approval by SAG members• SAG to consult partners on endorsement of the proposed strategy timeline before the next SAG meeting• Cecile to draft communication to partners regarding the challenges faced when organising the event• Consider adding a specific topic on hosting the Global Meeting in the next Global Meeting agenda• SAG to suggest ideas for themes, topics and guest speakers for the next Global Meeting, SAG to also consult with the partners on possible topics.• SAG to communicate with partners in early June/August regarding meeting theme and topic ideas• The next SAG meetings will take place on 15 May and on 18 June, invitations to be shared.
AGENDA	<ol style="list-style-type: none">1. Working Group TORs2. SAG TORs3. Strategy Implementation Plan4. Logistics Cluster Global Meeting5. AOB

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- As voted for by participants of the Global Meeting in Dubai (9 to 11 April), Theo Lingens is the new governmental organisation SAG representative.

Working Group Terms of Reference (TORs)

- Previously, one SAG focal point was designated to oversee each working group. Following the drafting of working group TORs and the change in SAG members, new SAG focal points for working groups should be identified, the following were suggested and will be confirmed by SAG members before the next SAG meeting:

Working Group	Previous SAG Focal Point	New SAG Focal Point
Preparedness	Stephen Cahill	Didier Merckx
KPIs (merged with Strategy Implementation)	Didier Merckx	Sue Hodgson
Service Provision	JB Lamarche	Fabrice Perrot
Cash	Rebecca Lewin	Cecile Terraz
Lesson Learned	Stephane Arnaud	Theo Lingens

- Fabrice to communicate with partners to request their review and comments on the TORS. Following a two-week deadline, the TORs will be finalised and published on the dedicated webpage.

SAG TORs

- Following a review of the SAG TORs, Bruno to share comments with Fabrice for his review and Fabrice to consult SAG for the final review before endorsement and publishing.

Strategy Implementation Plan

- The SAG agreed to maintain the current strategy as the four goals remain relevant. An extension of the strategy implementation plan until 2021 was suggested in order to achieve the goals.
- The earliest for implementing a new strategy would be 2022 but prior to that, a review of the relevance of the goals would be required. In addition, a bi-annual implementation plan for the strategy should be considered.
- The full implementation plan should be presented in next Global Meeting and should be implemented within one year.
- The SAG to consult partners on endorsement of the proposed timeline and plan before the next SAG meeting.

Logistics Cluster Global Meeting

- Through the SAG, partners have requested more notification time on confirmed dates for Global Meetings.
- To confirm the Global Meeting dates, the Global Logistics Cluster reviews all major public holidays, based on this a series of dates are proposed to meeting hosts. Meeting hosts then clarify their availability and preferred dates for hosting the meeting which is then shared with partners.
- To allow sufficient notification of the next meeting, the following three options would be the most realistic when organising the Global Meetings:
 - **Option One:** The meeting would be organised through a commercial provider with meeting attendees supporting associated costs
 - **Option Two:** The meeting would always be held in WFP headquarters in Rome
 - **Option Three:** Partners continue to host the meeting with dates to be confirmed as soon as possible
- SAG members recommended option three however, Cecile will draft a communication to the partners regarding the challenges faced when organising the event and collect feedback for further consideration.

- The SAG members to advocate with partners on hosting the meeting and a specific topic on hosting the Global Meeting to be included in the next Global Meeting agenda.
- The SAG to suggest ideas for themes, topics and guest speakers for the next Global Meeting and if an academic session and market place should be included in the agenda. The SAG would also liaise with partners on acquiring topics of interest.
- It was suggested to include a session on the benefits of the Logistics Cluster as a coordination mechanism and what it can bring to partners.
- An email should be shared in early June and a reminder in mid-August to request partners to share ideas for Global Meeting topics and themes for consideration by the SAG.
- It was suggested that the next Global Meeting should be two and a half days to allow for the SAG meeting to take place at the end of the event.

AOB

- The next SAG meetings will take place on 15 May and on 18 June.

Contacts

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