LOCATION: Logistics Cluster - Rome, Italy
DATE: 6 June 2017
CHAIR: Stephen Cahill

PARTICIPANTS: Stephan Arnaud, Cesar Arroyo, Jean-Baptiste Lamarche, Rebecca Lewin, Fiona Lithgow, Didier Merckx, Bruno Vandemeulebroeke

AGENDA:
1. Announcement of new Deputy Global Logistics Coordinator
2. Dates and location for next Global Logistics Cluster Meeting
3. Communication plan
4. Develop a workplan for 2017

ACTION POINTS:
1. Include NGO SAG member election in the agenda of the next GLM
2. Send the Save the Date for Autumn GLM
3. Share the Survey on USA GLM with partners
4. Set the date for the next SAG meeting

1. Announcement of new Deputy Global Logistics Coordinator

- The Vacancy Announcement for the position of Deputy Logistics Cluster was advertised on the WFP career website, 90 applications were received and reviewed by the selection committee composed by Stephen Cahill (Global Logistics Cluster), Rebecca Lewin (PLAN International) and Theo Lingens (THW), from a longlist of 14 candidates, 6 were interviewed (1 selected pulled out). The interviewed also included a test. Results were scored based on a marking system agreed among the members of the selection committee. The selected candidate is Bruno Vandemeulebroeke.

- Following his new assignment, Bruno will resign from SAG and a new NGO member will have to be elected.

- It was agreed that the SAG will continue with its current members until the next GLM, when the new NGO member will be elected (the option of remote voting was also explored).

- It was agreed that, since the current SAG has now only two NGO members, at least one will have to be present at the following SAG meetings to ensure representation.

2. Dates and location for next Global Logistics Cluster Meeting

- The Global Logistics Cluster explored date options for the next GLM taking into consideration, major events and trainings, as well as international holidays. The week of 27 November 2017, specifically 28-30, was proposed to members who agreed on the option. A save the date message will be sent to partners in the following days.

- The location of the next GLM is to be determined. Offers include Leysin in Switzerland, which would be sponsored by MedAir, and Bordeaux, by MSF. These two options are being considered.

- Airlink has also offered to host the GLM in the US and maybe sponsor some participations through corporate donors.

- The prospect of holding a GLM in the US was discussed and members expressed their agreement, as it would provide an opportunity to listen to the US NGOs that are currently not attending the GLM, as well as to involve the US donors. It was further suggested that a convenient location in the US should be considered every few years for the GLM.
The Global Logistics Cluster will send a survey to partners to seek their opinion on holding a GLM in the US and if this should be arranged in conjunction with other major events (e.g. Global Disaster Relief & Development Summit). The survey will include questions on possible constraints (budget, visa, etc...).

3. Communication plan

- Members agreed that the SAG will define a communication plan to ensure that discussions are communicated back to partners, ensuring transparency, engagement and that the value of the group is clear to partners.
- It was suggested to minute the SAG meetings. Notes will be circulated among members.
- Members will decide whether to share the minutes with partners, or produce an external copy for circulation.
- More decisions on communication with partners were deferred to after the election of the new NGO member.

4. Develop a workplan for 2017

- Members discussed the need for developing a workplan for the SAG. Activities will include:
  - Revision of SAG ToR;
  - Implementation and monitoring of the Logistics Cluster strategy;
  - Funding strategy paper (funding for special projects);
  - Revision of GLM NFRs;
  - Financial transparency;
  - Review of the working groups and members ensuring they remain active if required.
- It was suggested to also include as a placeholder in the workplan, the representation to some events on behalf of the Logistics Cluster.
- It was suggested that organisations not members of the SAG could be called upon to contribute to specific activities.
- It was decided that the workplan will be communicated to partners, but that endorsement is not required.
- The Global Logistics Cluster will propose a template for the workplan to members (one member suggested to use a Gantt chart).
- Members agreed to set a calendar of SAG meetings and to set dates in advance to allow for planning.
- It was further agreed to organise the next SAG meeting in person. Members will meet for a full day to define the ways of working together and set the ground for the group.
- Members agreed to meet the second week of July. A doodle will be circulated together with the meeting minutes to choose the exact date. Venue options are Paris and Brussels.
- It was further decided to hold one or two meetings per year in person, possibly in conjunction with the GLM. A detail agenda will be shared so that those who will not be able to participate in person will call at specific times to contribute to the discussion.

Contacts

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