LOCATION: Logistics Cluster - Rome, Italy
DATE: 25 October 2017
CHAIR: Bruno Vandemeulebroecke (OIC)
PARTICIPANTS: Jean-Baptiste Lamarche, Rebecca Lewin, Didier Merckx, Cesar Arroyo (partial attendance)

ACTION POINTS:
- Global Logistics Cluster Support Team (GLCST) will share the list of potential keynote speakers with SAG Members for review.
- SAG members to have a specific call to discuss the changes in finance and accounting practices within the WFP.
- Session to be added to GLM agenda to discuss standard process to ID and select cluster/sector service provider.
- GLCST will identify and share potential SOPs to govern engagement/participation in future Global Meetings by 3 November 2017. The SAG will discuss a specific SOP during the next SAG meeting to be adopted and implemented for the next Global Meeting in 2018.
- SAG to provide content inputs for the SAG session during the Logistics Cluster Global Meeting.
- The SAG chair will reach out to individual members to reiterate the importance of preparing for and attending the SAG monthly calls and meetings.
- SAG to provide input to the agenda for the next SAG meeting (28 Nov).
- SAG members to follow up with partners and operations to collect information on technological developments at the field level. (Action point carried over from meeting held on 12 September).
- GLCST to review and propose amendments to the election criteria in the SAG TORs for the SAG to review. (Action point carried over from meeting held on 12 September).
- GLCST to decide on the new strategy development process and share with the SAG for endorsement before communicating with partners in the GLM. (Action point carried over from meeting held on 12 September).
- SAG members to reach out to partners to encourage candidates for the vacant NGO member position on the SAG. (Action point carried over from meeting held on 27 September).

AGENDA:
1. Review minutes of last meeting and action points.
2. Suggestions for keynote speaker
3. Update on WFP financial remodelling and possible impact on Logistic Cluster
4. Services facilitated through Logistics Cluster
5. Global Meeting Attendance
6. AOB

1. Review minutes of last meeting and action points
- SAG members approved and endorsed the minutes from the previous meeting held on 27 September 2017.
2. Suggestions for keynote speaker

- Ideas for keynote speakers include representatives from the World Economic Forum (WEF), WFP Innovation Accelerator and a speaker to present on Blockchains, speakers are yet to be confirmed.

- SAG members expressed concern over the time limitations to secure a speaker before the Global Meeting which takes place from the 28 to 30 November. The Global Logistics Cluster Support Team (GLCST) will share the list of key note speakers with SAG Members for review.

- In preparation for the spring 2018 Global Meeting, key note speakers should be discussed during the SAG meeting taking place immediately following the Global Meeting in November.

3. Update on WFP financial remodelling and possible impact on Logistic Cluster

- Following developments within WFP, a process to review their finance and accounting practices is underway which is expected to have an impact on the Logistics Cluster.

- In order to keep partners informed, time has been allocated in the agenda of the next Global Meeting for the WFP Supply Chain representative to present the changes.

- The SAG members advised, if the changes impact on the Logistics Cluster then the SAG should be informed. Before the session at the Global Meeting, SAG members agreed to have a specific call to discuss the changes.

- The GLCST will share background information on the changes and will collect feedback from SAG members to share with WFP.

4. Services facilitated through Logistics Cluster

- Since the last meeting, the SAG has received a query regarding clarification on the process to identify candidates as cluster / sector service providers. SAG members agreed that the discussion on the process should be included in the next Global Meeting agenda.

5. Global Meeting Attendance

- Recently, caps have been imposed on attendance levels for the Global Meeting. However, there needs to be broader discussions regarding the presence of non-operational humanitarian partners.

- It was agreed that the issue will be discussed during the next SAG meeting. In preparation, GLCST will identify and share potential SOPs to govern engagement / participation in future Global Meetings by 3 November 2017.

- The SAG will discuss a specific SOP during the next SAG meeting to be adopted and implemented for the next Global Meeting.

2. AOB

- A structure and clear framework should be drafted for private sector partnerships existing with members of the Logistics Cluster who are willing to share the connection. This should be discussed in the next SAG meeting which will be held face to face immediately before the Global Meeting.

- The process for responding to email queries received through the dedicated SAG email address was discussed. The GLCST will send an initial acknowledgment of receipt of the email. The emails will be discussed during the SAG meetings therefore, in the acknowledgment of receipt email, the date of the next SAG call will be included so senders are aware of the timeline for a response.

- All participants reiterated the importance for SAG members to prepare for and join the monthly calls, as per the commitments made upon accepting appointment to the SAG.

- The SAG chair will reach out to individual members to reiterate the importance of attending the SAG monthly calls and meetings.

http://www.logcluster.org/strategic-advisory-group
• All participants raised the need to plan the Global Meeting session to be presented by SAG members during Day One of the next Global Meeting. A dedicated call will be scheduled for all SAG members to discuss and plan the content of the session.

• As an action point from the last meeting in Bonn, the SAG-led session should present achievements since creation of the SAG. In addition, during the session, the appointment of a new SAG member to fill the vacant NGO seat should be finalised (voting / voting system to be clarified).

• The minutes of all SAG meetings are available on the dedicated SA page on the Logistics Cluster website: [http://www.logcluster.org/strategic-advisory-group](http://www.logcluster.org/strategic-advisory-group)

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*Next teleconference to take place on 28 November 2017 at 9am*

**Contacts**

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