LOCATIONS: Logistics Cluster Global Meeting – Leysin, Switzerland

DATE: 30 November 2017

CHAIR: Stephen Cahill

PARTICIPANTS: Jean-Baptiste Lamarche, Rebecca Lewin, Cesar Arroyo, Didier Merckx, Fiona Lithgow, Cecile Terraz,

AGENDA:
1. HNPW Geneva
2. Future Logistics Cluster Strategy
3. Standing SAG Agenda Items

ACTION POINTS:
- Jean-Baptiste Lamarche to join the HNPW weekly calls and draft a brief for the Logistics Cluster presentation during the event.
- The Global Logistics Cluster support team (GLCST) to share a list of global partners with SAG members.
- Chair to share a list of participants who attended the HNPW event last year.
- Rebecca Lewin to draft TORs for an external evaluation of the Logistics Cluster strategy.
- GLCST to publish dedicated working group webpage on the Logistics Cluster website.
- SAG TORs to be updated as per the agreed five points.

HNPW Geneva

- The OCHA Humanitarian Networks and Partners Week (HNPW) focal point, Virginie Bohl updated SAG members on the agenda for the event and the opportunities for the Logistics Cluster to present. The SAG email will be added to the mailing list for information on the HNPW.
- During the HNPW 2018, an Interactive Day will take place on Wednesday 7 February. This full day event will aim at fostering inter-network collaboration and identifying solutions to cross-cutting issues in humanitarian response.
- The SAG is invited to submit suggested topics for the interactive day, SAG members agreed that localisation would be a good option as it is not yet included on the topic list for the event.
- SAG member Jean-Baptiste Lamarche agreed to join the HNPW weekly call Friday’s at 14h00 to learn more on the event. In addition, Jean-Baptiste will share a draft of the ‘About Us’ brief for the Logistics Cluster and an overall objective and four line agenda as required for submitting a request to present in the event.
- SAG members agreed that Logistics Cluster organisations should be encouraged to share a list of participants that would be relevant to invite to the event, the GLCST will share a list of global partners. As guidance, the chair will share the list of participants who attended the event last year will be shared.
- SAG members were reminded that the next SAG meeting will take place during the HNPW in the morning of Thursday, 8 February 2018, the exact location to be confirmed.

Future Logistics Cluster Strategy

- As agreed and endorsed by the GLM plenary, the existing 2016 – 2018 Logistics Cluster strategy will be extended and a review of the activity status and alignment with global context will be completely before the next global meeting in May 2018. Following the review, activities will be adjusted where necessary to ensure relevance.
- The SAG members will investigate options of doing a review of the strategy using an external, independent organisation. SAG member Rebecca Lewin to draft TORs for an external evaluation that include the requirements,

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external changes, internal achievements (how and what). The review should be completed in time to be shared at the GLM in May 2018.

### Standing SAG Agenda Items

- SAG members agreed a standing agenda items should be used during SAG meetings. Agenda items should include progress against the strategy, working group updates, finance, strategic partnerships, service provision and advocacy/fundraising.

#### AOB

- SAG members raised the need to review attendance for the GLMs. An observer system could be introduced for attendees who do not wish to participate in discussions or do not have decision making power within their organisations.
- An official document clarifying GLM participation guidelines and expectations to be drafted and shared with invitees to would enhance participation and engagement at the GLMs.
- As per the discussion in the previous SAG meeting, SAG members agreed to engage more with working group leads. As endorsed by the plenary during the GLM, the dedicated working group webpage will be published on the Logistics Cluster website.
- SAG members will also reach out to the NGO community to increase communication and engagement, in particular with small and medium NGOs who benefit from the support of the Logistics Cluster.
- The current process for re-election of SAG members from the NGO community. SAG members suggested that considering the group is in the early stages of the collaboration, an extension to the re-election date should be considered.
- Fiona Lithgow offered to support with making the required changes to the SAG TOR as agreed in the previous SAG meeting.
- SAG members approved with the request from the chair for the Deputy Global Logistics Cluster Coordinator to join the SAG meetings as observer to ensure he is aware of SAG developments should the function be deputised.

SAG ToR’s to be amended to reflect the following:

1. Election rules will remain as per the existing process stated in the TORs.
2. The Deputy Global Logistics Cluster Coordinator will join the SAG as an observer.
3. Re-inforce the SAGs role in consulting and advising on strategic partnerships between the Logistics Cluster and corporate service providers.
4. How the plenary will be informed where SAG advice to the GLC is not adopted.
5. An extension to the re-election date of SAG members.

Next teleconference to take place on 8 February 2018, time and location to be confirmed.

### Contacts

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<thead>
<tr>
<th>SAG</th>
<th>Global Logistics Cluster Coordinator</th>
<th>IM Support – Rome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Cahill</td>
<td><a href="mailto:sag-logs@logcluster.org">sag-logs@logcluster.org</a></td>
<td><a href="mailto:HQ_IM_Rome@wfp.org">HQ_IM_Rome@wfp.org</a></td>
</tr>
<tr>
<td>HQ_IM_Rome</td>
<td><a href="mailto:stephen.cahill@wfp.org">stephen.cahill@wfp.org</a></td>
<td><a href="mailto:HQ_IM_Rome@wfp.org">HQ_IM_Rome@wfp.org</a></td>
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