LOCATION: HNPW – Geneva, Switzerland
DATE: 8 February 2018
CHAIR: Stephen Cahill
PARTICIPANTS: Jean-Baptiste Lamarche, Rebecca Lewin, Cesar Arroyo, Didier Merckx, Cecile Terraz, Stephane Arnaud (partial), Bruno Vandemeulebroecke (observer)

AGENDA:
1. Airbus Memorandum of Understanding (MoU)
2. Agenda and theme for Washington GLM May 2018
3. Attendance criteria for GLM
4. Streaming of GLM
5. Evaluation of Logistics Cluster Strategy
6. Fundraising and Advocacy
7. Outstanding action points from last SAG meeting
8. AOB

ACTION POINTS:
• GLCST will investigate options for live streaming the sessions of the event.
• GLCST to refine the GLM draft agenda and share it with the SAG for feedback.
• The GLCST to resend feedback from previous GLM to SAG members for review.
• SAG members to reach out to partners to identify how to address the localisation topic suggested as a GLM topic in the post GLM partner feedback survey.
• GLCST to share contact details for working group leads so SAG members can support and monitor progress of working groups.
• GLCST to develop criteria for accepting topics as Market Place presentations to be tested for the upcoming GLM.
• Rebecca Lewin to develop a set of questions for to be shared with Cluster Coordinators for an operational video to be shown during the GLM.
• GLCST to investigate options for streaming the sessions of the GLM.
• GLCST to develop GLM participation guidelines to be shared widely.
• Rebecca Lewin to re-share examples of TORs for a fundraising and advocacy specialist and a dedicated call will take place on 28 March at 11am to discuss the topic.
• GLCST to share dashboard reflecting progress on the strategy and finance (as previously shared during the GLM) during SAG meetings.
• Fiona Lithgow to continue to follow up on an operational feedback mechanism.
• GLCST to work on updating the SAG TORs and share with SAG for endorsement.

1. Airbus MOU
• The chair provided a brief background on the relationship between the Global Logistics Cluster and Airbus who have offered to support the Global Logistics Cluster with in-kind donations of cargo airlift via Airbus flights (including ad-hoc and planned flights as part of Airbus testing schedule), helicopters, satellite imagery data, expertise, innovation and drones.

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• In order to ensure existing relationships between Airbus and Logistics Cluster partners are not affected, discussions have taken place and an agreement reached whereby a set of common Standard Operating Procedures (SOPs) for the different parties will be developed.

• It was clarified that apart from the Logistics Emergency Teams (LET), there are no additional formalised relationships that exist at the global level between the Global Logistics Cluster and the private sector. Smaller project based relationships exist, primarily focussed on preparedness.

• **Decision taken:** The SAG will review the relationship in 12 months’ time to access if they are fit for purpose and if they should be amended or refined based on the initial 12 month test period.

• **Decision taken:** Relationships between private sector partners and the Global Logistics Cluster to be a standing agenda item for SAG meetings. In addition, potential relationships with members of the private sector who reach out to the Global Logistics Cluster to be discussed during SAG meetings.

2. **Agenda and theme for Washington GLM May 2018**

• A draft agenda for the upcoming Logistics Cluster Global Meeting (GLM) was shared with SAG members. The agenda, developed based on feedback from the previous global meeting includes localisation and a significant period allocated to discussing the strategy.

• SAG suggested to include a session focused on current academic projects and a ‘share and re-apply’ session whereby partners can share and discuss issues.

• It is critical to discuss the current strategy, the outcome of the strategy review expected to take place before the GLM, the key priorities for a possible extension of the strategy and the next steps. Considering the focus on the strategy, the theme of the meeting could be ‘The Changing Context of the Humanitarian Sector’, for which a guest speaker would be invited.

• **Action Point:** GLCST to refine the GLM draft agenda and share it with the SAG for feedback.

• **Action Point:** The Global Logistics Cluster Support Team (GLCST) will resend feedback from previous GLM to SAG members. SAG members will review feedback and reach out to partners to identify how they would like to address the localisation topic suggested as a GLM topic in the post GLM partner feedback survey.

• **Action Point:** A dedicated session for the working groups to present back on their activities and achievements will feature in the agenda. Each SAG member should support and monitor the progress of a working group (GLCST to share working group lead contacts with SAG members):
  
  o Preparedness – Cesar Arroyo
  o Sphere – Cecile Terraz
  o KPIs – Didier Merckx
  o Lessons Learned – Stephane Arnaud
  o Service Provision – Jean-Baptiste Lamarche
  o Cash - Rebecca Lewin

• **Action Point:** The operational session could feature videos from the current Logistics Cluster operations. Rebecca Lewin will develop a set of questions including intended outcome and expectations to be shared with Cluster Coordinators. The GLCST will share the example video presented during the Copenhagen Global Meeting.

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• **Action Point**: GLCST to develop criteria for accepting topics as Market Place presentations to be tested for the upcoming GLM.

3. **Attendance criteria for GLM**

• As per the standard procedure, a maximum of one focal point from each organisation (or organisational family) will be able to attend the upcoming GLM.

• **Decision taken**: Based on previous discussions, feedback from partners and considering the increasing number and variety of entities in the humanitarian space that are not implementing humanitarian operations (e.g. networks, associations), it was agreed that only humanitarian organisations implementing humanitarian operations in the field will be able to attend the GLM. Organisations who do not meet the criteria but are relevant for and can engage with a specific theme, topic or session can attend on an invitation basis. The decision on invitees will be overseen by the GLCST in collaboration with the SAG.

• **Action Point**: A revised GLM attendee guidelines will be developed by the GLCST and shared with all the Global Logistics Cluster partners via the mailing list and on a dedicated GLM webpage. In addition, partners will also be reminded of the need to engage in the working groups and the GLM.

4. **Streaming of GLM**

• Considering a number of partners are unable to attend the next GLM taking place in the USA, in order to ensure the regular, high level of engagement is maintained, the GLCST will investigate options for live streaming the sessions of the event.

• **Decision taken**: It was agreed that if a vote should take place during the GLM, only those partners physically present at the meeting are able to cast a vote.

5. **Evaluation of Logistics Cluster Strategy**

• Based on discussions and action point from the previous SAG meeting and GLM, a mid-term evaluation of the current 2016-2018 Logistics Cluster Strategy, its relevance to the current humanitarian context and the status of activities will take place. The main findings are expected to be shared at the next GLM.

• Four evaluation companies with relevant experience and with Long Term Agreements with WFP have been approached and two have submitted proposals.

• The scope of the evaluation is being further defined and scaled down by the GLCST and Plan International in accordance with WFP standards for evaluations to ensure value for money.

• An Evaluation Reference Group (EFG) consisting of GLC staff, field staff, and representatives from the SAG and different sectors (NGO, UN, and Civil Protection) will support the evaluation process to ensure the quality, independence and validity of the evaluation. Specifically, the EFG will comment on the Inception report and draft findings, and support the evaluation with access to information and stakeholders as relevant.

6. **Fundraising and Advocacy**

• **Decision taken**: The GLCST will work on developing a draft Terms of Reference (TOR) to support the possible identification of a Fundraising and Advocacy specialist. The SAG to support reviewing the TOR, the methodology and resources to support the role.
• Rebecca Lewin to re-share examples of TORs and a dedicated call will take place on 28 March at 11am to discuss the topic.

7. Outstanding action points from last SAG meeting

Previous Action Point: A dashboard to be developed to track and report back on funding progress.
• The SAG confirmed that the dashboard should reflect progress on the strategy and finance as per the presentation during the previous GLM. It will be presented and discussed during SAG meetings.

Previous Action Point: Fiona Lithgow agreed to look at options for implementing an operational feedback mechanism
• Fiona Lithgow to continue to follow up on an operational feedback mechanism.

Previous Action Point: SAG TORs to be updated as per the agreed five points
• GLCST to work on updating the SAG TORs and share with SAG for endorsement.

8. AOB

• The lack of official cluster de-activation guidelines and criteria was raised. Although the SAG does not have the mandate to address issues concerning individual operations, it was agreed that the group could look at identifying criteria for overall operations and policy.
• It was agreed to update the TORs for voting of SAG members, the vote will now take place 12 months after the current voting date as stated in the TOR.
• Decision taken: Two weeks prior to SAG meetings, SAG members will share an email with partners to request inputs for SAG discussion.
• It was agreed that the SAG meeting schedule will be as follows:
  o 28 March 2018 (11am) - SAG teleconference to discuss fundraising and advocacy role
  o 29 May 2018 - Washington, DC - Face-to-face meeting (GLCST to follow up regarding the time and location)
  o 12 July 2018 (11am) - SAG teleconference
  o 19 September 2018 (10am to 4pm) – Brussels - Face-to-face meeting
• Following the recent session during the Humanitarian Networks and Partnerships Week (HNPW) which involved partners and the Global Logistics Cluster, a call will take place 16 February 2018 at 2pm to discuss follow up actions.

Next teleconference to take place on 28 March 2018 at 11am.

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