

LOCATION: Teleconference

DATE: 19 December 2018

CHAIR: Bruno Vandemeulebroecke

PARTICIPANTS: Cécile Terraz, Didier Merckx, Fabrice Perrot, Stéphane Arnaud, Susan Hodgson

AGENDA:

1. Role of the SAG
2. Working Groups
3. Strategy Implementation Plan
4. AOB

ACTION POINTS:

- SAG members to provide comments on the current Terms of Reference for the group.
- Susan Hodgson to develop Terms of Reference for Working Group leadership and membership.
- SAG to review existing Working Groups once Terms of Reference have been developed.
- GLC to advise partners about extension of current Logistics Cluster Strategy.
- Didier Merckx to share ECHO assessment report once available.

1. Role of the SAG

- An overview of what was presented regarding the SAG at the last Global Meeting was given for those SAG members who weren't able to attend. Slides from the presentation can be found [here](#).
- A discussion was had as to whether the Terms of Reference (ToR) for the SAG need to be adapted. It was agreed that all members would be provided with a copy of the SAG ToR to comment on prior to the next call in January.

2. Working Groups

- The SAG members discussed the need to streamline working groups to focus on how they can contribute to operational excellence.
- It was agreed that a ToR for Working Group leadership and Working Group membership should be developed and published on the Logistics Cluster website. Susan Hodgson agreed to develop these and share with the group. It was agreed that by providing clear objectives and requirements, this will allow people to know whether they can actually commit to what is required.
- It was also agreed to review existing working groups once the ToRs have been created.
- It was also discussed that groups can be formed for the purpose of discussion and information sharing on a particular topic, however a group will only be considered a Working Group if a clear ToR is developed and the SAG believes it meets the operational excellence criteria.
- It was agreed that SAG members will provide guidance to Working Groups, but will not take on any kind of leadership role.
- The SAG also discussed that Working Group updates at the Global Meetings should only occur when there is a need to raise an issue with the plenary for discussion and decision, otherwise updates should be provided via a one to two page document to be shared on the website.

3. Strategy Implementation Plan

- A brief update was provided on the Strategy Implementation Plan Working Group's latest activities. It was advised that the group has compiled the work completed at the last Global Meeting, and is working towards having Goal Three ready to present at the next meeting. The group will also commence working on the other goals, most likely starting with Goal One. At this stage, the group is on track to meet the original timeline.
- It was raised that there needed to be a decision regarding how long the current strategy would be extended for as this would impact the writing of the plan. The SAG members agreed that the current strategy would be extended until 2020, with a review to take place in late 2019/early 2020 to see if any adjustments needed to be made. It was agreed that this would be communicated to all partners via the GLC.
- It was advised that while the implementation plan is being created, the KPI Working Group has been temporarily suspended as their work will be dependent upon the results of the work done to create the plan.
- It was confirmed that Dorte Friis will continue to act as a resource throughout the process.

4. AOB

- It was advised that the locations are still being explored for the next global meeting.
- It was requested that Didier Merckx share the results of the ECHO assessment report with SAG members once available.
- It was agreed that the next call will be held on January 16 at 11:00 Rome time, with the next face-to-face meeting planned to occur during HNPW in February.

SAG
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