

## SAG Minutes of Meeting

### A. Meeting Information

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Date: 4 March 2019

Location: skype call

Opening Time: 03:00pm

Closing Time: 4:10pm

Called By: SAG Group

Chaired by: Bruno Minjauw

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### B. Attendees

- Bruno Minjauw, gFSC
- Cyril Lekief, ACF
- Angela Hinrichs, FAO
- Carine Malardeau, IFRC
- Elisa Persico, WFP
- Emilie Poisson, Impact
- Philippa Young, OXFAM

### C. Agenda

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1. Next gFSC Partner's meeting;
2. Questionnaire for the Cluster Coordinators;
3. Mid-term review;
4. Email address SAG; and
5. AOB.

### D. Points discussed and decisions taken

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#### 1. Next gFSC Partners' Meeting

As per Bruno's request, Cyril is inquiring about the possibility of having Paris as venue for the next Partners' meeting (21-23 May 2019). He is waiting to receive more information regarding the availability of meeting rooms (in ACF building or WFP Paris)– he will revert asap.

During the last Partners' Meeting Welthungerhilfe also volunteered to host it: Bruno will contact Barbel Mosembach to further inquire.

#### 2. Cluster Coordinators' survey

- Inputs:

Comments from SAG members were received, discussed during today's conference call and approved. Bruno will include all of them and share the amended version for final approval by the SAG.

The results of the survey will be used (1) as point of discussion during the next Partners' Meeting, (2) as key element for the strategic plan and (3) to develop the working groups.

- Schedule of interviews:
  - 25 countries to be interviewed. Beside the Cluster Coordinator, it's highly recommended to also invite co-coordinators and IMOs (if possible).
  - Random allocation of countries to each SAG members except for francophone countries were French speaking members will have priority. Bruno will share the final list including the name of the interviewer and contact details for each country.
  - Each interview is organized and lead by one SAG member – the schedule of all interviews will be shared with all members in case anyone wants to join.

### **3. Mid-term review**

Approved by all SAG members. It will be uploaded on the gFSC website and shared using the infocluster email address.

### **4. Email address SAG**

A dedicated email address has been created for the SAG: [sag@fscluster.org](mailto:sag@fscluster.org). Explore the possibility to set up an automatic forward of emails received to the SAG members' email.

Pending the above-mentioned set up, all emails received will be shared will all SAG Members either forwarding it or discussing about it during the next SAG conference call.

The following procedure will be used to send out messages on behalf of the SAG:

- a) Draft message will be shared with all SAG members;
- b) SAG members approve it; and
- c) Message is sent by the gFSC team using the above-mentioned email.

As general rule:

- This email address is before all for increased communications amongst global members, between 2 partners' meeting; particularly between SAG members and other global members. Global members are thus invited to share any information related to humanitarian coordination in FSL throughout this email address and made requests to SAG members.
- No invitations regarding the Cluster's activities will be sent from the SAG email address
- The Minutes of the SAG's meetings/conference calls will be shared with Partners' using the SAG email address.

### **5. AOB**

- a) FAM meeting in Washington DC last week: SAG will share the minutes as soon as available.
- b) gFSC Annual Report: the person in charge of finalizing it had health problem: it will be done asap.