**Strategic Advisory Group Meeting**

**Global CCCM Cluster**

**Thursday, 09 May 2019, 14:30 – 15:30 (online)**

**Draft minutes**

**Participants**: Christian Gad (DRC), Giovanna Federici (NRC), Jennifer Kvernmo (Global Cluster Support Team), Daniela Raiman (Global Cluster Support Team), Cynthia Birikundavyi (Global Cluster Support Team), Alistair Bremnath (Global Cluster Support Team), Annika Grafweg (Global Cluster Support Team), Shannon Lawrence (Global Cluster Support Team)

**AGENDA**

1. Retreat
2. Case Studies
3. Website
4. Working Groups
5. Global ToT
6. AOB

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| **ACTION POINTS** | **Focal Point** |
| 1. Send out Retreat save the date email | Alistair |
| 1. Cluster Retreat Survey | Brian |
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**MEETING NOTES:**

1. **Retreat**

* The Retreat will take place on 2nd & 3rd October (Weds & Thurs), the Friday is available for cluster coordinator meetings or to perhaps allow shelter colleagues who will be in town to join for a meeting (Shelter retreat will be 7th – 11th October), Tuesday 1st also available for possible coordinator meeting.
* Venue – CIGC, booked informally (awaiting final quote) for the two formal days of the retreat, would need to look into other venues if alternate meetings added to the schedule
* Theme – TBD
* Agenda to be set by end of June.
* ‘Save the Date’ for participants to be sent relatively soon, will go to past participants and cluster mailchimp.
* For speaker suggestions, please share with Alistair
* Speaker suggestions and agenda input from SAG by mid-June.
* Please do not send requests to speakers unless you know them personally and are only communicating informally as to their interest. HCR will coordinate all official invitations.
* Survey to be sent out by Brian
* Question regarding budget for inviting any civil society/NGO participants – TBD but unlikely and will be on a case by case basis.
* Note: SAG renewal to take place during retreat. We need to generate interest in other NGOs joining.

1. **Case Studies:**

* It was felt the timeline is too tight to produce something of quality, the decision made to send all case studies to SAG for review and determine which ones we go ahead using.
* There are 18 Case Studies. Gaziantep remote management and Afghanistan flooding to be added.
* Discussions on whether this should be 1 publication or multiple less substantial publications.

1. **Website**

* New website launch has been on hold with Brian on TDY. Planning to roll it out over June/July.
* Looking for volunteers to contribute to a few key sections (about section, global section, membership criteria etc.)

1. **Working Groups**

* ABA
  + Webinar was well attended with 30+ participants recording up on the website.
  + Interest in launching a community of practice – it was noted that if a community of practice set-up, would need a dedicated person to keep the momentum and credibility of it going; as well as defining the relationship to the WG.
  + No specific comments on what ABA should be focused on going forward. To be discussed.
  + ABA Guidance - ABA Shelter WG – CCCM is represented in the steering committee.
  + Noted at the Global ToT there was appetite for dedicated ABA focused modules.
* Women’s Participation
  + WG should collect lessons learned and best practices from a wider audience other than those involved in the toolkit project.
  + Giovanna to discuss how the WG will be wider than the project and how others can plugin.

1. **Global ToT**

* Excellent nomination of participants.
* 17 actions plans were produced.
* 1/3 gave feedback that they would to see more on Urban/UDOC/ABA.
* Other feedback included more on LGBQTI.
* Overall the main aim of the training was to reinforce operations, this was achieved.

1. **AOB**

* How to move forward with capacity building now that we have new trainers?
* Need to arrange mid-June call for the SAG.