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<b>LOCATION</b>	Teleconference
<b>DATE</b>	29 August 2019
<b>CHAIR</b>	Bruno Vandemeulebroecke
<b>PARTICIPANTS</b>	Fabrice Perrot, Jakob Kern, Sue Hodgson
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• Fabrice and Sue to prepare content for SAG update at forthcoming Global Meeting</li><li>• GLC to share draft Global Meeting agenda with partners one week before the event</li><li>• Sue to send draft Working Group ToR to Global Meeting mailing list for comments</li><li>• SAG focal points to contact relevant Working Group leads regarding requirements for Global Meeting</li><li>• Bruno to confirm final list of candidates for SAG vacancy</li></ul>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Upcoming Global Logistics Meeting</li><li>2. Finalisation of SAG and Working Group Terms of Reference (ToR)</li><li>3. Candidates for the SAG vacancy</li><li>4. Spring 2020 Global Meeting</li></ol>

## 1. Upcoming Global Logistics Meeting

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- A draft agenda was shared with SAG members and a brief explanation was provided of the planned sessions.
- A discussion was had regarding the SAG update to be provided at the upcoming meeting and it was agreed that Sue and Fabrice would take the lead on preparing the content. The session will include a discussion on the updates made to the SAG terms of reference for endorsement by the plenary.
- It was agreed that going forward, a draft agenda will be shared in the week before the meeting to encourage attendance at the whole event, rather than partial attendance by participants.

## 2. Finalisation of SAG and Working Group Terms of Reference (ToR)

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- Both the SAG and Working Group (WG) draft ToR are close to being finalised before and are expected to be shared with other partners shortly and both will be discussed at the upcoming Global Meeting.
- It was decided that the WG ToR would be shared as soon as possible via the Global Meeting mailing list, with comments accepted for two weeks after which the ToR would be considered validated by partners. Sue agreed that she would send this out on behalf of the SAG. The WG session at the upcoming Global Meeting was also discussed with SAG members agreeing that this would be a good time to reassess the current working groups. SAG

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focal points will contact the leads of their relevant working groups to explain the purpose of the session and what is required.

### 3. Candidates for the SAG vacancy

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- Bruno confirmed that he will contact those who have expressed interest in standing as candidates for the SAG vacancy to finalise the list ahead of the GLM.

### 4. Spring 2020 Global Meeting

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- Potential themes or areas of focus discussed were standardisation and capacity building.
- SAG members discussed the possibility of holding another academic marketplace, following the one held at the Washington DC meeting. It was agreed that there needs to be some analysis to confirm the value of this type of session given the work involved in organisation. It was also agreed that contact should be made with presenters from the last academic marketplace to see if their participation in the event impacted on their research, changed their methodology, etc.
- Bruno also confirmed that he will be participating in forthcoming academic research regarding how relevant humanitarian logistics research is to the humanitarian community so this could also feed back into planning around an academic marketplace.
- MSF Brussels are in talks to potentially host the Spring 2020 Global Meeting.

### Contacts

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