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<b>LOCATION</b>	Teleconference
<b>DATE</b>	13 December 2019
<b>CHAIR</b>	Athalie Mayo
<b>PARTICIPANTS</b>	Didier Merckx, Katja Hildebrand, Mary Jelliti, Sue Hodgson, Bruno Vandemeulebroecke (observer)
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• Support Team to share an updated version of the SAG infographic with SAG members for feedback.</li><li>• Support Team to confirm booking of location for Spring GLM.</li><li>• Support Team to share draft SAG feature for 2019 Annual Report with SAG members for feedback.</li><li>• Fabrice to examine composition of other cluster Strategic Advisory Groups.</li><li>• Support Team to provide information regarding breakdown of partners by organisational category.</li></ul>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Previous Action Points</li><li>2. Infographic</li><li>3. WG ToR Template</li><li>4. GLM Spring 2020</li><li>5. GLC Update</li><li>6. Annual Report</li><li>7. AOB</li></ol>

## 1. Previous Action Points

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- SAG members had reviewed the draft version of the infographic and the matter was discussed further during the meeting (see agenda point 2).
- SAG members had reviewed the draft Working Groups Terms of Reference Template (see agenda point 3).
- The Global Logistics Cluster Support Team had explored options for location for the Spring GLM and presented them for decision in the meeting (see agenda point 4).
- Pending action points:
  - Fabrice to examine composition of other cluster Strategic Advisory Groups.
  - Support Team to provide information regarding breakdown of partners by organisational category.

## 2. Infographic

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- The SAG discussed the feedback on the draft infographic and the proposed visual mock-up with icons.
- The new layout was found to be helpful but it was agreed to try a vertical layout of the icons to the right-hand side in an A4-format.

- The narrative should be further aligned with the SAG ToRs. To the extent that content in line with the ToRs was found not to be appropriate, a note was made that this would require a review of the ToRs themselves to address.
- It was agreed to remove the word “broader” when speaking about the partner community to make it punchier and shorter.
- It was clarified that SAG advocacy is not only intended to target partners to encourage active participation but is also referring to advocacy for initiatives and the role of logistics in a humanitarian response. This should be reflected in the infographic.
- The Support Team agreed to update the infographic to reflect the discussion and revert with a new version to the SAG for feedback.

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## 3. WG ToR Template

- The proposed Working Group Terms of Reference Template was found to be good and to the point and would be ready to go live once typos are corrected.

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## 4. GLM Spring 2020

### Academic Market Place

- The Support Team briefed the SAG on the positive feedback received from both GLM meeting participants and academia on the past academic market place in Washington DC 2018, noting that the role of research has since evolved, that new studies have been published and that many partners are engaging bilaterally with researchers.
- As agreed in previous SAG meetings, the Support Team had launched a survey for the academics that had presented in the GLM in Washington DC to capture the long-term impact of their participation in the academic market place.
- The SAG agreed that an academic market place should be organised as part of the next GLM.

### Location and Dates

- The Support Team had explored options for the location of the Spring 2020 GLM in Belgium. The SAG discussed the advantages of each location and agreed to host the meeting 31 March – 2 April in an academic institution, considered to be advantageous for an academic market place. An associated cost within available budget was determined to be acceptable in order to meet the objectives of the meeting and to secure facilities with a capacity for an estimated 90-100 participants in connection with the market place.
- Until confirmation of the facilities is obtained, ECHO kindly agreed to book alternative facilities with capacity for somewhat fewer participants in Brussels for the same dates.

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## 5. GLC Update

- The Support Team updated on assessments and activities linked to Bangladesh, Burkina Faso, Haiti, Libya, Nigeria, Syria, Venezuela, Yemen and Zimbabwe. They also briefed on the upcoming launches of the revamped Logistics Cluster website and preparedness platform, the finalisation of the 2020 training agenda and the Support Team's planning retreat/workshop in Rome 16-17 December.
- Sue informed the SAG that Save the Children is taking a regional approach to compile an operational assessment for the Horn of Africa and asked if the cluster had a similar study or would be interested in taking a similar regional approach. Athalie stated that the cluster did not have material on the Horn of Africa as a region but that the approach could be discussed further to see if it would be of interest. Athalie added that a regional approach is, however, used for information on the Sahel.

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## 6. Annual Report

- The Support Team asked if the SAG wished to have its own feature in the 2019 Logistics Cluster Annual Report. The SAG confirmed that it did and it was agreed that the Support Team would revert with a first draft to the SAG for feedback.

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## 7. AOB

- The SAG confirmed that early heads up for SAG-meeting times was helpful with a general preference expressed for Fridays and the latter half of the week at 14:00 Rome time. The Support Team took note and would revert with invitations for upcoming meetings.
- Didier, Mary and Sue confirmed their availability over the holiday period in case of need.

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## Contacts

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