



Shelter/NFI Cluster
NW Syria - XB Hub
ShelterCluster.org
Coordinating Humanitarian Shelter

SAG Retreat Summary Report

28- 29th November 2023

Venue: Divan Hotel, Gaziantep Türkiye



Report compiled and reviewed by:
SNFI Cluster Coordination Team

1. Introduction:

The Strategic Advisory Group (SAG) serves as the strategic representative body of the Cluster. It is essential for all active partners to align their strategies with identified humanitarian needs, operational priorities, and humanitarian standards. The SAG supports the development of a common operational strategy, technical guidelines, work plan, preparedness/response plan, reporting, monitoring and evaluation, and fundraising approach. The SAG also develops and guides on resource mobilization and fund-raising strategies beside advising the cluster coordinators on the priorities of the pooled funds standard and reserve allocations.

Through 2023 the SAG contributed to review, advise on and seek endorsement on SNFI relevant key guidelines and policies, and ensure their consistent dissemination, promotion and use among the cluster members.

The SAG works in conjunction with Cluster Coordination and is chaired by the Shelter Cluster Coordinator & Co-Coordinator. Regular updates are provided during Cluster Meetings, with the frequency of meetings determined by need. The SAG includes members from Violet, IYD, UNHCR, GOAL, HIH, IOM, Global Communities, BINAA, Mercy-USA, Shafak, and SARD organizations. The recent retreat focused on reviewing the cluster strategy for 2023 and setting the direction for the cluster in the new strategy for 2024-2025.

The SAG retreat were attended by all members with the exception of two that can't make it physically to the event due to their other own commitments. The event has been led/ facilitated by the cluster coordination team and opening remarks have been delivered by representatives from UNHCR and Care International co-leading the Shelter NFI Cluster for NWS.

2. Summary of SAG discussions and recommendations



No.	Topics Discussed	Recommendations and Action Points
1	Strategy 2024-25: Group discussions and brainstorming on successes, challenges and changes from 2023 going into 2024.	<p>a) Incorporate timelines for dignified shelter into the Dignified Shelter Action Plan. This includes setting yearly targets and working towards them.</p> <p>b) Update the Response Plan section with the final figures for the Humanitarian Response Plan (HRP) and Humanitarian Needs Overview (HNO) 2024 once they are available.</p> <p>c) Include baseline data based on the Site Selection Analysis and ISIMM Plus indicators.</p> <p>d) Review achievements against these indicators during the evaluation process.</p>
2	<p>Dignified Shelter & Living Conditions</p> <ul style="list-style-type: none">• Future of Dignified Shelter & Living Conditions• Discussion/Review of practice• Site prioritization criteria	<p>a) The SNFI Cluster coordination team will analyze all the sites based on ISIMM Plus and assign them to their respective phases.</p> <p>b) Once the data analysis is complete, it will be shared with SAG members to propose a way forward for prioritizing the sites across different phases or on a step-by-step basis (Phase 1, 2, 3, etc.).</p> <p>c) It has been proposed that once the analysis and proposed prioritization are ready, they should be shared and presented to the local authorities.</p> <p>d) The analysis of ISIMM Plus data will also be used to establish baselines for various indicators for 2024.</p> <p>e) The site prioritization data will be regularly updated when new data is available through ISIMM Plus.</p> <p>f) The site prioritization is based on the severity of the sites. Partners will be required to formulate shelter and site solutions for the prioritized sites separately.</p> <p>g) Encouragement to continue making the change of the response in NWS through longer term solutions of the dignified shelter approaches as part of the dignified living conditions. It is important to keep communicating it as a main top priority when communicating donors and other stakeholders.</p>
3	<p>Review of the Shelter NFI Cluster Framework and the Cluster Membership Policy</p> <ul style="list-style-type: none">• Emergency scope intervention• Inter-cluster linked activities• HRP, HNO and JIAF	<p>a) The document "CCCM and S/NFI Joint Operation Modalities in Northwest Syria 2024" will provide guidance to partners on cross-cutting issues and activities.</p> <p>b) The draft document will be shared with the SAG for their review and comments.</p>



	<ul style="list-style-type: none"> Review and discuss the cluster membership policy. SNFI Cluster Focal Points 	<p>c) A smaller group will be formed between the two clusters to develop Standard Operating Procedures (SOPs) for incident reporting.</p> <p>d) The final/proposed figures for the Humanitarian Response Plan (HRP) and Humanitarian Needs Overview (HNO) will be shared in the next cluster meeting. A dedicated workshop and induction to HRP and HNO to be conducted for the cluster members. More seriousness is required by the members when submitting their plans of HRP.</p> <p>e) It was agreed to include cluster membership attendance at field level cluster meetings as one of the criteria for active participation. This means that new members should attend at least 1 meeting during the first 3 months, and old members should attend at least 2 meetings during the last 6 months.</p> <p>f) New organizations should share their agency profile with the cluster for review and endorsement by the SAG.</p> <p>g) Cluster members must adhere to the 12 minimum commitments for participation in clusters, as outlined in the IASC guidelines for cluster coordination at the country level.</p>
4	<p>Protection Mainstreaming in Shelter:</p> <ul style="list-style-type: none"> Groups work discussion on further steps for protection mainstreaming in shelter. Groups presentations 	<p>The gender focal person facilitated the discussions with the SAG and presented few slides on protection mainstreaming in shelter and how the dignified shelter is ticking the protection lens when delivering. It was agreed that the cluster should organize a session on protection mainstreaming for partners in the first quarter of 2024.</p>
5	<p>Information Management</p> <ul style="list-style-type: none"> Revisit IM tools, products & approaches. Revisit resources on cluster website. Assessments 	<p>a) Due to the various challenges in quality reporting, several ideas were proposed to mitigate these issues. These include revamping capacity building models for reporting 4Ws, plans, and stocks; alerting management of organizations that repeatedly make errors in reporting; and tracking indicators that can measure an agency's quality of reporting to show improvements.</p> <p>b) The SAG will review any changes in the quality of reporting after 6 months and consider including the quality of reporting as a criterion for active membership if there are no positive improvements.</p> <p>c) To track the actual funding received by partners, it was agreed to add a tab in the Plans template for partners to report any additional funding received during the month, including the project details.</p> <p>d) Advise on coordination mechanisms that improve the effectiveness of the cluster and encourage partners' participation in the SNFI NW Syria XB hub.</p>
7	<p>Advocacy</p> <ul style="list-style-type: none"> Advocacy for winter 	<p>a) It was proposed to organize project sessions between the SAG and donors for advocacy and to address any questions the donors may have.</p>



<ul style="list-style-type: none">• Advocacy for Dignified Shelter & Living Conditions	<p>b) It is necessary to discuss with SCHF about the deliberate exclusion of recent allocations by the UN.</p> <p>c) The cluster should form a task force to provide guidance and propose ideas for revamped advocacy.</p> <p>d) The task force that has been formed should develop an advocacy plan for 2024 and review advocacy messages</p> <p>e) it is essential to use the same language and follow the cluster terminology while communicating donors and engaging with high level humanitarian stakeholders.</p>
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3. Conclusion

The SAG retreat was successful with very good ideas and strategy discussions covered. The members of the SAG received certificates of service for their contribution to the strategic direction of the cluster in 2023. They were encouraged to nominate themselves for the 2024 SAG to ensure continuity of the good work that has been done so far.

Acknowledgment: The S/NFI Cluster would like to thank UNHCR for their support in providing the workshop venue and refreshments.