



SNFI CLUSTER STRATEGIC ADVISORY GROUP (SAG) MEETING

Meeting Minutes

Date held: 7th Feb 2023

Venue: YAM Hotel

Participants: Phillip Boterere (SNFI Cluster Coordinator-IOM), Sherrie Lilian (SNFI Cluster-Co-Coordinator - NRC), Betim Madol (SNFI Roving Coordinator-ADA), Anombawa Made and Gao Jue (IOM), Sultan Mahmood (NRC), Mark Zorn (Medair), Carol Sanyu (ACTED) and Monica Berti.

Absent: UNHCR, CIDO

Time	#	Agenda item
8:30 – 9: 00 am	1	Arrival, opening remarks and introductions
9-12 am	2	Cluster Strategy: Discuss and agree on key messages and format of the 2023-2025 SNFI Cluster Strategy
12:00 – 13:00 pm	3	Cluster meetings: Agree on the nature & frequency of cluster meetings.
14:00 – 15:00 pm	4	Coordination: Revise the ToR and Position of SFPs, Roving Coordinator.
15:00 – 15:30 pm	5	AOB and Closure

Summary of action points:

Area	Action Point	Who	Deadline
Cluster strategy 2023-2025	Address the comments/feedback shared and resend to the SAG members for further review	Cluster Co-Coordinator	13/02/2020
Schedule of cluster meetings	Have one partner meeting and maintain the operation working group, which shall be shifted to UN OCHA	Cluster coordination team	Effective March 2023
National and Sub-National Coordination	<ul style="list-style-type: none"> - Revise the ToRs for both positions that are attached to the agency not individuals. - The positions are rotational with a tenure of 2 years but reviewed annually. - Send out the call for expression of interest by April 2023 	National Cluster Coordinators	April 2023
AOB	Develop and share cluster bi-annual workplan	National Cluster Coordinators	28/02/203

1. Welcome, introductions, and opening remarks

The SNFI Cluster Coordinator welcomed all members present to the first SAG meeting, which was overdue since their election. He also apologized for the many postponements due to the lack of Quora. He emphasized that SAG meetings shall be held every quarter as we advance.



2. Revision of the draft of the cluster strategy 2023-2024

With the expiry of the Cluster Strategy 2020-2022 in December 2023, it was imperative to update or formulate the strategy for the Cluster to guide its activities during the next 3 years. A draft of what the Cluster had put together was shared with all the SAG members a week before the meeting. During the meeting, members went through the draft and shared their feedback to be incorporated into the revised version that would be reshared for further review.

The key feedback to finalize the report and the next steps are the following:

- Consistency in wording and report format
- Elaboration on cluster priorities and approaches
- Inclusion of high-quality images

3. Schedule of Cluster Meetings

For the last six months, it has been observed that the turn-up of partners for cluster meetings was low. This is mainly attributed to the many cluster-related meetings and the location. The SAG members agreed to maintain the monthly Operation Working Group and Cluster partner meetings. These meetings shall be shifted from IOM to UN OCHA effective March 2023.

4. Sub National Coordination

The Cluster is supported by the State and Site Focal Points at the field level. However, the Cluster noted that the staff in these positions had not changed since 2017. This sometimes limits other partners from taking up such roles and is even worse when the staff leaves the agency (filling the gap).

Action point: The ToR for the two positions should be revised to reflect 1 year for SFPs and the Co-SFPs and 2 years for rotational roving coordinator perhaps attached to the agency, not individual staff. The Cluster Coordination team will send out the call to express interest in the positions by April 2023.

The positions will be reviewed annually and sometimes on an ad hoc basis.

5. AOB and Closure

The Cluster will develop and share the bi-annual work plan.

The next SAG meeting will be held in July 2023.

Compiled by: Sherrie Lilian R. (SNFI Cluster Co-Coordinator)