

**SAG Meeting**

**Date: 23<sup>rd</sup> July, 2015**

**Time: 11.00 – 12.00 pm**

**Venue: UNHCR, Sub Office Peshawar**

## Minutes of the meeting

**Participants: UNHCR, UN-Habitat, FRD, SRSP, Acted**

**FDMA & IOM were absent.**

**1) First Agenda point: SAG ToR discussion and endorsement**

The Following are the bullet points that were discussed during the meeting and decisions made:

- The point regarding Technical Working Group in the draft ToR has to be amended. A Technical Working Group has to be established on permanent basis instead of need basis to provide feedback on all technical aspects of various projects. **(Action: Silva)**.
- Monitoring and Evaluation (M & E) plan: There should be a proper Monitoring and Evaluation (M & E) plan for projects. FRD mentioned that there was an M & E plan in the past which was implemented by the shelter cluster. FRD & SRSP volunteered to work on the M & E plan and submit a draft of the M & E plan within a week to be discussed and endorsed by the SAG. **(Action: FRD & SRSP)**.
- It was brought to the table that some of the partners have shelter projects/funding but they do not report it to shelter cluster or report it very late. Their proposal are submitted and approved by the donors without being endorsed by shelter cluster, the issue need to be addressed to the donors, PDMA & FDMA. Clause will be added to the ToR to clear this point, the ToR will be shared also with donors including this point.  
Check with OCHA to confirm with FDAM and PDMA the needs for projects vetted by cluster before approval, since this point was discussed with OCHA before **(Action: Silva)**

The changes will be made on the ToR share with the SAG member for final review and endorsement. **(Action: Silva)**

**2) Second Agenda point: General update about few points in process for the cluster:**

- **Reporting:** The 4W matrix does not provide much information in terms of distribution figures, project progress etc and is not much effective for shelter cluster. UN-Habitat & Acted volunteered to work out a simple reporting format and share it with SAG members. This reporting will be done by on monthly basis. **(Action: UN-Habitat & Acted)**
- **Training & Capacity Building:** mail will be send to all shelter cluster members to request their feedback about the training they need for their staff and to provide information about any expertise within their organization who can provide training for others. **(Action: Silva)**



- **Shelter Cluster survey:** preparation is on-going, draft will be shared with the SAG members before uploading on the website to be shared with all partners for their feedback. **(Action: Silva)**.
- **Shelter Cluster website:** Shelter cluster have pages on global shelter cluster website and OCHA website,. These page will include any link, document, training ...etc. that could benefit other partners, donors or anyone, the link will be shared as soon as it's finalized. **(Action: Silva & Fayaz)**.

DRAFT