

Strategic Advisory Group Minutes of Meeting

August 24, 2022

Strategic Advisory Group Meeting

Global ETC Teleconference: Microsoft Teams

Date: 24/08/2022 Time: 15:00-16:00 CET

Attendance

ETC – SAG Chair

WFP

Government of

Luxembourg

Ericsson Response

UNHCR

NetHope

CDAC Network

Brent Carbno

Oscar Caleman

Gilles Hoffmann

Lars Ruediger

Nizar Zeidan

Dag Brynjarsson

Fanman Tsang

Montreal, Canada

Bangkok, Thailand

Germany

Germany

Copenhagen, Denmark

Reykavik, Iceland

London, UK

Agenda

- Introductions
- Overview of SAG ToR
- Expectations from group members
- Ways of Working (meeting frequency, formalities, etc)
- Managing organizational representatives
- AOB

Minutes

Introductions

- All SAG members introduced themselves and their organizations. As many members already know one another, this was a rather quick process.

- AOBs were discussed and highlighted – gender and diversity in SAG membership (details below in AOB section).

Overview of SAG

- The SAG ToRs were reviewed for feedback.
- Discussions focused on member participation, possible alternates for absences, and replacements of members within organizations.
- It was decided that some amendments are needed to the SAG ToR to address consistent absences and/or non-commitment to SAG participation. Such an amendment could include missing a specific number of meetings (2-3?) without reasonable cause.
- Language needs to be added to the ToR to address how a new member is introduced when a current member can no longer participate in the SAG. The ToR will include a point around the process for a quick turnaround to bring in a new member when there is a pending SAG member departure within their term period.

Expectations from Group Members

- All SAG members are representing their organizations and partner focus areas (i.e. government, private sector, etc.), but act in the best interest of the ETC using their personal experience and knowledge.
- SAG members are elected as individuals and as such cannot delegate their membership to another within their organization without going through the membership criteria outlined in the SAG ToR.

SAG Ways of Working

- All SAG members will attend planned meetings to the best of their ability. The SAG will plan meetings well in advance so that attendance can more easily be guaranteed.
- We will consider a minimum of 5 SAG members (including chair) of the 7 to have a quorum for decision making and to hold the meeting.
- The SAG will meet in person prior to the ETC plenary in order to plan for the next year and consolidate updates for partners in the plenary.
- The SAG will meet twice annually in person and host virtual meetings at least quarterly.
- For this first iteration of the SAG the members will meet every 2 months until momentum and consistent ways of working are established.
- The meetings will be planned in advance with a “living agenda” of priorities and topics for discussion so that members can better prepare for discussions.

Managing Organizational Representatives

- NetHope has highlighted that they may consider replacing their current representative (Dag B) with a more senior staff representative from their organization.

- It was decided, based on the ToR and spirit of the SAG that any new member must be personally vetted according to the membership guidelines in the ToR, regardless of their organizational affiliation.
- Guests from organizations can be invited to SAG meetings in advance with the consent of SAG members.

Any Other Business (AOB)

- Gender diversity is an issue that has been highlighted within the SAG membership. Every effort will be made to ensure that any new members better represent the diversity of the ETC partners and the sector. Stronger language will be introduced into the ToR to address this issue.
- The SAG chair will actively pursue diverse membership from ETC partners as the term of membership expires, or when SAG members leave in advance of their term.
- The SAG chair will draft new language and amendments to the SAG ToR to ensure the noted topics are properly addressed. This will be shared with the SAG members for their endorsement.

Acronyms

ETC	Emergency Telecommunications Cluster
SAG	Strategic Advisory Group
ToR	Terms of Reference