# IASC-SWG-Gender-Banner

**IASC Sub-Working Group on Gender and Humanitarian Action**

## IASC GENDER SWG - MONTHLY MEETING, 9 JANUARY 2013, 9:30-10:30 NYT

## DRAFT MINUTES

**Meeting Chair**

Siobhán Foran, UN Women

**Participants**

Puk Ovesen, UN Women – minute taker

Nurten Yilmaz, UNICEF

Elizabeth Cafferty, WRC

Luisa Cremonese, UNHCR

Nora Malikin, InterAction

Angela Wiens, IMC

Jahal De Meritens, UNDP

Martijn Dalhuijsen, IASC

Frank Elbers, HREA

Delphine Brun, GenCap

Piero Calvi-Parisetti, Consultant

Mark McCarthy, OCHA

Morgane Caujolle, OCHA

Anne Hoseth, NRC

(Please let us know if we left someone out)

**Introduction**

Welcome by the chair and introduction of participants.

**Approval of minutes of meeting of 5 December 2012 and follow up to action points**

The chair gave a brief overview as well as status on the action points in the draft minutes shared prior to the meeting. There were no additional comments from the participating members.

**Decisions**

* The minutes were approved by the participating members
* The approved minutes will be posted on humanitarianresponse.info

**Endorsement of Annual Work Plan (AWP) 2013 and follow up on Annual Report 2012, and Face-to-face meeting report**

The chair briefed on the meeting held on 12 December to finalize the AWP 2013. All comments received subsequently have been incorporated into the final version.

There were no comments to the Annual Report 2012, circulated prior to the meeting.

The final report on the annual face-to-face meeting in October, 2012 has not yet been circulated. It will be circulated for approval at the February meeting.

**Decisions**

* The AWP 2013 was approved by the participating members on the condition that an amendment to Activity 2.1 to be provided by UNDP is included
* The Annual Report 2012 was approved by the participating members and will be submitted to the IASC by the co-chairs by the deadline, 14 January.

**Action Points**

* UNDP to provide an amendment to Activity 1.2. of the AWP 2013 to UN Women
* Co-chairs to submit Annual Report 2012 (14 January) and AWP 2013 (14 February) to the IASC
* UN Women to circulate Report on annual Face-to-Face meeting, October 2012 with minutes

**Cross-cutting Issues’ study - draft inputs**

Piero Calvi-Parisetti presented a short progress report on the *Coordination and Funding of Cross-cutting Issues in Humanitarian Action: A Review and Recommendations* and provided feedback on the comments provided by members of the SWG.

UNDP, UNHCR and the GenCap Advisor with the Global Clusters provided further comments during the meeting. Further comments from the SWG can be submitted to Piero up until the end of January. Piero will prepare a more formalized draft for further dissemination and commenting from additional stakeholders. A final report is expected by mid-February.

**Action points:**

* Members to provide further comments by 18 January to UN Women, who will consolidate and share with Piero.

**Prioritization and updating of SWG websites**

UN Women summarized the note on the SWG websites shared prior to the meeting. There was agreement on using the gender-page on *humanitarianresponse.info* as the main website of SWG and including a standard text and link to this site on the SWG’s page on the IASC *humanitarianinfo.org* site.

However, to ensure resources for finalizing humanitarianresponse.info as well as further maintenance, UN Women suggested that the issue of resource mobilization for the work of the SWG should be added as an agenda point for the next meeting in February. Resource mobilization is also relevant to the e-learning hosting and other issues.

**Decisions**

* The participating members agreed that humanitarianresponse.info will be the active internet platform of SWG for posting documents and information and a standard text and a link should be posted on humanitairaninfo.org
* Recourse mobilization will be included as an agenda point for the next SWG meeting in February.

**Action points**

* UN Women to provide a standard text and link for the humanitarianinfo.org website to

be uploaded by the IASC Secretariat before the next meeting.

**E-learning hosting service and payment**

UN Women summarized the note prepared by OCHA on the e-learning hosting service and payment. OCHA will not be able to continue to manage and carry the cost for the learning management system set up to collect data on users. The data currently available through the learning management system does not provide readily useable information on users (agency, country, etc.). HREA generously offered to host the course and provide the necessary statistics and technical support. The Task Team for the French version of the e-learning course currently being developed has USD 5000 in their budget for learning management service, which could also be used for the English version.

**Decision**

* It was agreed to explore the HREA solution and how to coordinate with the French e-learning development.

**Action points**

* UN Women to arrange a call with InterAction, OCHA and HREA to discuss the practical arrangements concerning a transfer of hosting, data collection and tech-support to HREA. Suggested solution will be presented for approval at the February meeting.

**Support to task team for French Translation of e-learning tool**

The Task Team for the French translation of the e-learning course gave an update on the progress of the translation. Extensive quality assurance of the script is needed and Task Team is requesting support for the remaining 50% so the workload will not fall on only a few members. UNDP confirmed their willingness to support and it was agreed that the Task Team will coordinate with UNDP bi-laterally.

**Action points**

* Task Team to contact UNDP regarding offer to assist in translation
* Additional native French-speaking volunteers to contact Nora Malikin, InterAction, directly ([nmalikin@interaction.org](mailto:nmalikin@interaction.org)).

**Suggestions for regular updates from the field**

UN Women followed up on an idea raised at the previous SWG meeting suggesting that GenCap and other Gender Advisors be invited to provide brief presentations on their work in the field. In order to facilitate this on a regular basis, the members were asked to consider the possibility of extending the monthly meetings by 30 minutes (from 1 hour to 1 ½ hour meetings) to allow for presentations at the end of the meetings, following AOB. In the interests of time, it was agreed that this issue would be discussed by email.

**Action points**

* UN Women to circulate an email to the members requesting their views on the suggestion to extend the meeting by 30 minutes to allow for regular field briefings following some SWG monthly meetings. (This would allow members not able to dedicate more than one hour to the monthly meeting to leave the call before the presentation).
* Members to provide suggestions for GenCap and other Gender Advisors that the SWG could invite to brief the SWG.
* Members’ views on the issue will be discussed at the next SWG meeting.

**AOB**

**Members list:** Currently, the SWG does not have a formal list of member organisations and focal points but only a list of email addresses of people who are members of the SWG Google Group. To facilitate an overview of members**,** including telephone numbers and alternates, etc., UN Women suggested to circulate an email to all members to request them to re-confirm their interest in the SWG. This would allow us to remove the names of members that are no longer active and to revise email addresses.

**Decisions**

* Participating members agreed to UN Women circulating an email requesting reconfirmation of interest of members to participate in the SWG

**Action points**

* UN Women to circulate email before next SWG meeting in February

**ODI paper contribution:** Piero advised that HelpAge International is looking to update a 2005 landmark paper on older people and humanitarian action (Jo Wells), to include a chapter/section on age and gender. He asked for volunteers from the SWG to support the revision/update. Once completed, a draft version could be circulated to the broader SWG membership for further comments.

**Action points**

* UN Women, UNDP and UNHCR volunteered and Piero will follow up and share a draft.

**Next meeting**

The next meeting of the SWG will take place on 6 February. Information on call-in details and face-to-face locations will be shared prior to the meeting.

**Suggested agenda points for the February meeting:**

* Resource mobilization
* e-learning hosting and management
* Briefings from the field