# IASC Gender SWG – Monthly Meeting

# Wednesday, 5 December 2012, 9:30-10:30 NYT

# Draft Minutes

**Meeting Chair:**

Emily Romero, Relief International

**Participants:**

Galit Wolfensohn, UNICEF

Nurten Yilmaz, UNICEF

Kate Burns, OCHA

Julie Lillejord, OCHA

Siobhán Foran, UN Women

Puk Ovesen, UN Women – minute taker

Elizabeth Cafferty, WRC

Luisa Cremonese, UNHCR

Nora Malikin, InterAction

Jahal De Meritens, UNDP

Katharina Samara-Wickrama, ICVA

Jamie Leadens Johnson, IASC

Bethany Brown, HelpAge

Delphine Brun, GenCap

Kristy Baughman, GenCap

Joyeta Goswami, Habitat for Humanity

# INTRODUCTION

Welcome and introductions by the Chair as well as a reminder of the objective of the meeting: To wrap up pending issues from 2012 as well as to plan for 2013 including ratification of the final NGO co-chair of the group. The items of the shared agenda were subsequently discussed.

# DEBRIEF ON FACE TO FACE MEETING

The report of the face-to-face meeting was circulated prior to the monthly meeting. The draft report was kept short as it is planned to upload supporting documents from the meeting to the group website. The annual work plan (AWP) 2013 will be included as annex upon its finalisation (further on the AWP under point 5 below).

Members were given the opportunity to provide comments to the report during the meeting. The report circulated is the first draft so it was agreed that members could submit written comments after the meeting.

**Decisions:**

* The group agreed to a short version of the report

**Action points:**

* Members can submit comments with suggested language for any changes to the report until COB on Friday 7 December 2012. Comments should be provided directly to Galit Wolfensohn, UNICEF (gwolfensohn@unicef.org), who will then consolidate and re-circulate final draft by 14 December 2012. Final draft will be on the agenda for approval on next monthly meeting 9 January 2013.

# CALENDAR OF PROPOSED MEETING DATES IN 2013

The draft calendar was circulated prior to the monthly meeting. It was suggested that the regular meetings take place the first Wednesday of each month and will last one hour: from 9.30 to 10.30 in New York and 15.30 to 16.30 in Geneva. As far as possible the regular meetings will be hosted by UN Women in New York, InterAction in DC and UNHCR in Geneva.

**Decisions:**

* The calendar was adopted by the group with flexibility on a case-by-case basis.

# NGO CO-CHAIR POSITION RATIFICATION

Following a request for nominations of the NGO co-chair seat to be vacated by Relief International in December, one nomination was received for International Council of Voluntary Agencies - ICVA. ICVA, a Geneva-based global network of over 70 non-governmental organisations advocating for effective humanitarian action, was briefly presented. Katharina Samara-Wickrama, representing ICVA, participated in the monthly meeting.

**Decisions:**

* Members were asked to endorse ICVA as the new NGO co-chair. The group approved unanimously and welcomed ICVA as the new NGO co-chair, replacing Relief International.

# RATIFICATION OF ALL STRATEGY AND GUIDANCE DOCUMENTS FROM 2012

A number of documents previously discussed and reviewed in 2012 were circulated prior to the monthly meeting with the view to have them ratified during the meeting.

The list of the documents suggested for ratification was as follows:

* Gender Tip Sheet for Cash Transfer Application in Crises
* Guidance note on Disaster Preparedness – Entry Points for GenCap Advisors
* Gender and Resilience
* Strategy for promoting the IASC Gender Marker with Donors
* Strategy for promoting the use of the IASC Gender Marker with NGOs
* Guidance note on Gender ABCs/Gender Alerts

Members had particular comments for specific documents as well as suggestions concerning formatting including uniform inclusion of logo, author details and date, as well as an endorsement statement. In addition, it was discussed if there is a need to distinguish between internal reference documents for the group and technical guidance for external actors.

**Decisions:**

* All documents with the exception of the Gender Alert/ABC Guidance Note were endorsed under the following conditions:
	+ References to UNHCR is removed from the Donor Strategy document
	+ Language included in Gender and Resilience document to reflect also slow onset disasters
	+ Uniform formatting for all documents.
* The Gender ABCs was renamed Gender Alerts at the Face-to-Face Annual meeting in Oct. 2012.
* Both final internal reference documents as well as technical guidance documents for external actors endorsed by the group will be uploaded to the website.

**Action points:**

* UNHCR to share revisions to Donor Strategy with UN Women by COB 7 December 2012
* UNDP to provide language change to Gender and Resilience Document by EOB 7 December 2012 (done immediately after the conclusion of the meeting)
* Members to provide concrete language changes to the Gender Alert /ABC Guidance Note by COB on Wednesday, 12 December 2012. Comments should be provided directly to Luisa Cremones at UNHCR (cremones@unhcr.org), who will then consolidate and re-circulate final draft by 19 Dec. 2012. Final draft will be on the agenda for approval on the next monthly meeting 9 Jan. 2013.
* UN Women to make revisions referred to above, proofread, re-format and include logos and preamble on the endorsed documents and re-circulate to the group by Wednesday, 12 Dec. 2012
* UN Women, in collaboration with OCHA, to develop document name code for endorsed documents and upload on website. Due to rotation of responsibility for administration of the website of the group as well as an ongoing migration process between various websites, UN Women will provide a status on document uploading at the next monthly meeting on 9 Jan. 2013.

# REVIEW AND ADOPTION OF THE 2013 WORK PLAN

The draft AWP 2013 was circulated several times for comments prior to the monthly meeting. Members were again given the opportunity to provide comments during the meeting. However, due to time constraints, the process for finalisation of the AWP will be extended with one more round of inputs.

**Decisions:**

* An additional teleconference meeting on the AWP 2013 will be held on Wednesday 12 December at 9.00 New York time/15.00 Geneva time.

**Action points:**

* Members to provide any additional comments with concrete language suggestions in track changes in the draft AWP 2012 to Siobhán Foran and Puk Ovesen, UN Women (siobhan.foran@unwomen.org; puk.ovesen@unwomen.org ) as soon as possible and no later than COB Tuesday 11 December.
* Members that wish to participate in the teleconference on 12 December should register their interest with Siobhán Foran and Puk Ovesen as soon as possible so that the NY venue and call in details can be arranged.

# UPDATE FROM INTERACTION:

InterAction provided a debrief of the work that its members agreed to do to help achieve the 2013 results of the IASC Gender SWG Work Plan, as well as an update on the progress on French translation of the E-learning tool. The commitments of InterAction and its members will be included in the AWP 2013. On behalf of the sub-sub group working on the French translation, InterAction solicited native French speaking volunteers to support on the review of the draft French script of the e-learning tool.

**Action points:**

* Commitments of Inter Action and its members to be included in the AWP 2013 by Siobhán Foran, UN Women, by 11 December 2012
* Native French speaking volunteers to support the review of the French Script of the IASC E-learning tool are to contact Nora Malikin, InterAction, directly (nmalikin@interaction.org), as per Nora’s email.

# UPDATE ON RECONFIGURATION OF SUBSIDIARY BODIES

On 1 November, the co-chairs were asked to provide comments on an initial draft for reconfiguration of IASC. Due to the tight deadline for comments, the co-chairs were unable to engage the entire group and so, in committee, drafted a response that raised concerns about and sought clarity on the proposal. They submitted their comments on Monday, 5 November.

The IASC confirmed receipt of the SWG’s comments. They also confirmed that, if the proposal proceeds, there will be further opportunities for more elaborated consultation and input. If this should happen, the co-chairs will seek the views and inputs of the entire SWG.

**Action Points:**

* Co-chairs to follow up on any opportunities to give further feedback and to share with the group. In the case of any new developments in this regard, the co-chairs will consult with the group. .

# AOB

* 1. **E-learning tool:**

The E-learning tool is currently managed by OCHA. Until now, OCHA has covered the yearly cost of USD 5000 for hosting services. However, they will not be able to continue to carry this cost nor to manage the tool (admin, trouble shooting, issuing certificates, etc.) and are looking for another member to take over this responsibility.

**Action Point:**

OCHA to provide a hand-over note by 12 December 2012, stating the scope of the responsibility, cost, etc. for the group’s consideration of and decision-taking at the next monthly meeting on 9 January 2013.

* 1. **Annual Report:**

Galit Wolfensohn, UNICEF, is leading the drafting of the 2012 Annual Report of the group. However, inputs are needed from focal points on the various activities of the group over the past year.

**Action point:**

Galit to share request to group for input needed to finalise the 2012 Annual Report.

# NEXT MEETING

The next meeting of the SWG will be on 9 January 2013, 09.30-10.30 NY/15.30-16.30 Geneva. Teleconference dial-in information and face-to-face meeting arrangements in NY, DC and Geneva will be shared prior to the meeting.

# ENCLOSED DOCUMENTS FOR REVIEW AND COMMENTS

* Guidance note on Gender ABCs (Gender Alerts)
* Draft AWP 2013
* Draft Report of Face-to-Face Annual Meeting of the IASC Gender SWG