Chairmanship Handover Meeting

Between

WFP/FAO (2005-2006)

And

OCHA/UNHCR (2007-2008)¹

New York, USA

7 June 2007

REPORT

¹This meeting is the first formal one held under the Chairmanship of OCHA/UNHCR. It was followed by the meeting of 8 June 2007: Task Groups and Global Partner activities UNSDI Implementation priority actions.
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1. Objective of the meeting
The objective of this session was to hear from the outgoing Co-Chairs what they consider to be the key issues the incoming Co-Chairs must attend to in order to maintain the momentum that was built during the past two years and to understand the challenges UNGIWG can expect in the next two years. A transfer of knowledge and tools was also planned for the proper management of the mailing lists, the website and pending communications with members and partners.

2. Opening statement and welcome
Ms. Alta Haggarty, OCHA-UNGIWG Co-Chair, welcomed the participants and with Mr. Karl Steinacker, the UNHCR-UNGIWG Co-Chair, expressed their committed to lead through consultative, transparent and inclusive processes. Mr. David Kaatrud, former WFP-UNGIWG Co-Chair confirmed his availability to support the work of the new Co-chairs.

3. General recommendations to the new UNGIWG Co-Chairs and Secretariat

3.1. Co-Chairs
Under WFP and FAO's rule, Co-chairs have taken a resource mobilization role which should be continued so that Task Groups activities and the UNSDI implementation process are better supported.

Speaking for the former Co-Chairs, David Kaatrud advised incoming Co-chairs that strengthening the institutional legitimacy of UNGIWG should be a priority for them. David added that UNIGTG was initially formalized in the Administrative Committee on Coordination (ACC) framework, and later re-organized into the United Nations System Chief Executives Board for Coordination (CEB). As the CEB does not have this responsibility anymore, WFP/FAO urged OCHA/UNHCR to link up with CEB to learn about their plans or recommendations for working groups such as UNGIWG.

Another way to establish legitimacy will be to make the UNGIWG initiatives, and specifically the UNSDI, recognized within the UN Reform “Delivering as One”.

3.2. Secretariat
UNGIWG is a voluntary association which explains why some issues have not progressed as much as expected. As extra-curricular activities, the work of the UNGIWG Task Groups (TG) is particularly demanding. For that reason, there is a need for a critical mass of resources and a robust and energetic Secretariat to advance the UNSDI agenda.

The limitation of e-mail communications to support and facilitate the activities of the TG have been recognized by FAO/WFP, consequently on a quarterly basis teleconferences or video conferences between TG Managers and the Secretariat have to be maintained and extended to UNSDI implementation activities.
4. Pending issues

4.1. UNGIWG ToR and Membership
During the last UNGIWG Plenary Meeting held in Santiago in 2006, the possibility to open UNGIWG membership to non-UN entities like CGIAR was examined. Such an inclusion implies automatically a revision of the UNGIWG Terms of Reference through a formal process and vote. Meanwhile, entities like CGIAR must be informed of the ongoing process and that the Secretariat seriously considers their application. UNDSS, UNOPS, UNDG, WMO, IFAD have also indicated their interest to be UNGIWG members.

4.2. SALB/GAUL
It was argued that the SALB/GAUL controversy should not be allowed to linger on but brought to a closure. Co-existence is possible but modalities must be defined with the active engagement of the Secretariat.

5. UNSDI implementation: Organizational and technical framework
The participants recognized that the UNSDI implementation process has to move forward in a consensual manner and that the vision and objectives of the UNSDI already exist. It is recognized that the seeming dissonances arise due to the diversity of UNGIWG members’ mandates, capacities and visions. UNGIWG must devise UNSDI implementation modalities which encourage all members to begin taking advantage of its features while certain member’s implementations lead the way for adoption of advanced UNSDI practices.

David Kaatrud recalled that so far UNGIWG has been essentially concerned with technical issues such as TGs' work plans, but with UNSDI the strategic institutional dimension has appeared and with it a full set of new issues that need to be addressed in an inclusive and practical way before moving too quickly on a select few.

Karl Steinacker proposed that the concept needed to be developed with a few implementing options or alternatives, so that it is not a “take it or leave it” proposition. Those options must be defined with members and the governance framework has to reflect the diversity of stakeholders, with multiple bodies, as concentric circles with the UN in the centre. This would result in different types of memberships and different procedures or steps towards an efficient UNSDI. This set-up requires expertise and needs to be anchored within the UN Reform process and in coordination with other inter-agency groups.

Consequently, the development of the institutional framework of the UNSDI must remain the priority while not hampering the on-going technical components of UNSDI development.
5.1. Next steps
This prioritization will have consequences on various sides of the UNSDI implementation process as follows.

5.1.1. Institutional side
- Adopt the "Strategy for Developing and Implementing a UNSDI in support of Humanitarian Response, Economic Development, Environmental Protection, Peace and Safety" released in February 2007 considering that the main objections and discussions that took place after its release mainly relate to implementation and rarely on the stated vision and objectives. The new Co-chairs are convinced that this document can be adopted after a round of consultation and that workable solutions can be defined in a consolidate implementation plan that meets the needs of all;
- Protect the original UNSDI concept while moving it forward;
- Review the relationship between UNGIWG and UNSDI, in relation to the current oversight of UNGIWG and the need to plan a transition;
- Reconcile UNSDI and UNGIWG, maybe through consultancy;
- Optimize partnerships;
- Inform memberships that the Co-chairs will promote the strategy and make it work for all; and
- Clarify the links, the mechanisms and procedures to UNGIWG.

5.1.2. Technical
The development of the institutional framework will not create any obstacle for the progress of the technical components of UNSDI. Complementarity is important as the two provide support to each other. As a technical framework already exists, we need to define levels to which one can participate. For example, some initiatives like the East Africa SDI and the Afghanistan SDI could be fashioned after the UNSDI technical architecture and supported by UNGIWG Secretariat resources.

5.1.3. Communication
Communication mechanisms will be set by the Secretariat; however a communication policy is dependant on the institutional framework of the UNSDI. Thus, this policy will be defined as the strategy of UNSDI, the ToR of UNGIWG and membership rules are properly adopted by UNGIWG.

5.1.4. Partnership
Co-chairs will continue to facilitate external partnerships in the UNSDI framework; however, before agreeing to such collaborations, an institutional architecture has to be developed through consultation with all the UNGIWG members. It is necessary to go back to memberships, organize meeting(s) so that all are on the same page.

Once this institutional and governance framework is established, UNSDI will be able to liaise with NCOs, national and regional SDIs, etc. Meanwhile, connections with partners such as INSPIRE, existing NCOs and OGC on the institutional side need to be managed carefully considering the strategic role they could play in the process and their potential
financial implications.

5.1.5. Timeline
Before the 8th Plenary Meeting in Bangkok, the Secretariat needs to outline the institutional UNSDI/UNGIWG framework, build consensus around it and find practical and decidable options for interested parties to adopt.
ANNEXES
   I. List of participants
   II. Priority matrix
Annex I. List of Participants

New York

David Kaartrud, Former UNGIWG WFP co-chair currently seconded to UNOCHA
Alta Haggarty, UNGIWG UNOCHA Co-Chair
Karl Steinacker, UNGIWG UNHCR Co-Chair
Suha Ulgen, UNOCHA
Luc St-Pierre, UNHCR
Jeroen Ticheler, FAO
Franck Albinet, UNHCR

Rome (Teleconference)

Jelle Hielkema, FAO
UNGIWG Handover Meeting, New York, 07 June 2007

**Annex II. Priority matrix**

At the Chairmanship Handover Meeting where current and former UNGIWG Co-Chairs, Secretariat staff and invited participants discussed a number of issues, the following priority actions related to UNSDI implementation and the work of the UNGIWG Secretariat were identified:

The table shown in the following pages synthesizes these discussions.
<table>
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<tr>
<th></th>
<th>Topic</th>
<th>Required actions</th>
<th>Action by</th>
<th>Priority</th>
<th>When by</th>
<th>Comments</th>
<th>Decision</th>
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<tbody>
<tr>
<td>1</td>
<td>UNSDI Implementation Strategy and identification of priorities for the biennium</td>
<td>Consultative process involving membership.</td>
<td>Secretariat</td>
<td>1</td>
<td>Before UNGIWG 8</td>
<td>The compendium is endorsed at UNGIWG 7</td>
<td>- A consultative process that defines the governance architecture of UNSDI must be completed before the Bangkok meeting in November 2007; - The 30-page Strategy Document to be endorsed through a transparent mechanism (email?), comment period is closed on 8 June(?); - Chairs to discuss with UN Secretariat the legal context of UNSDI under the One UN umbrella (with consultancy input); - Chairs to draft Governance Framework for circulation before BKK; A consultation mechanisms will be created between now and BKK (series of teleconferences) to inform and solicit inputs from the memberships through a task group arrangement (The ToR of the Task Group to be drafted by the Secretariat).</td>
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<td>2</td>
<td>“Frascati Statement” and its timing</td>
<td>Clarify the purpose of this document with Co-chairs.</td>
<td>Secrétariat</td>
<td>ASAP</td>
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<td>3</td>
<td>Promotion of and support to MySDI projects</td>
<td>Make another push to get additional MySDI statements from members.</td>
<td>Secretariat</td>
<td>2</td>
<td>Before UNGIWG 8</td>
<td>Go beyond the survey to encourage agency-specific SDI initiative</td>
<td>- Undertake an online survey/interviews with the larger UNGIWG memberships; - Identify decision-makers in each agency for endorsement (through the One UN process); - Conduct this assessment in time to develop the ToR of the governance consultant.</td>
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| 4 | Partnerships policy (NCOs, INSPIRE, international assoc. and industry orgs., e.g. OGC, ISO, GSDI, private sector) | Differentiate between different partnership agendas. Respond to current partners 'demands in line with the policy adopted. | Secretariat | 1 | Immediately | Follow-up on the Frascati and recent communications | - Existing technical partnerships will be continued; 
- Governance proposal for UNSDI will set the framework for all types of partnerships within UNSDI; 
- There will be no formal position statement on partnership until the strategy is agreed upon. 
- In the meantime, the Secretariat will inform interested parties that UNGIWG/UNSDI is in a phase of policy development (e.g. with OGC), where UNSDI is going from a conceptual phase to an implementation phase. 
- Such partners will be part of the strategy development and consulted in the process; 
- UNGIWG's (complementary) OGC membership will be negotiated. |
| 5 | Communication policy | Establish the priority of this effort regarding UNSDI. Take a position on the momentum built with EU-centered NCO initiatives. Work with those UN agencies who have experience working with national entities. Respond to Jan Cees Venema's letter. | Secretariat | 2 | ASAP | The Secretariat should respond to Jan Cees (5 June 07) message in line with the prioritization established at the meeting. | - First step: UNSDI website, logo (design competition?), brochure - tasks for UNGIWG Secretariat. 
- UNSDI/UNGIWG communication policy needs to be more inclusive than the NCO focus of Jan Cees Venema's offer. |
### UNGIWG Handover Meeting, New York, 07 June 2007

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| 6     | Support to UNSDI-related Country Team and Regional initiatives (e.g. Afghanistan and East Africa SDI) | Discuss exploring these projects and test cases trying out UNSDI concepts and linkages | Secretariat | 1 | Some Results before UNGIWG 8 | Call for a proactive stance on UNSDI implementation | - The Secretariat to explore opportunities to test/pilot concepts of UNSDI and advise.  
1. East Africa SDI: Encourage the initiative and ask for report to UNGIWG;  
2. Afghanistan: Solicit support from East Africa for the replication of their technical solution in Kabul (with UNGIWG support/labeling?);  
- The Secretariat to draft letters of support to both. |
| 7     | Seeking a legal/organizationa l status for UNGIWG and UNSDI | Explore options. Assess their feasibility. Make a decision on the approach | Co-chairs and Secretariat | 2 | Before UNGIWG 8 | A vision may be stated by Co-Chairs at Meeting of 8 June 07. | - One UN/CEB as framework for UNSDI, towards the formulation of the Governance strategy. |

#### SECRETARIAT

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| 8     | UNGIWG ToR and membership procedure. | Endorsement of the ToR by membership. Establish a consultation process to do this. And then accept new members if that is endorsed. | Secretariat | 1 | End of the summer | Co-chairs recommend to exchange the ToR on the Web site with the previous one until the new one is fully endorsed. | - Adopt a new consultative process (with new mechanism, including voting mechanism and rules) for the endorsement of the new ToR, including articles on membership procedures and rights.  
- Meanwhile put old ToR back on the website.  
- The Secretariat will respond to CGIAR's expression of interest explaining the status of the existing ToR with regards to membership policy. |
| 9     | Support to Task Groups (funding, technical and administrative staff support). | Solicit input from Task Managers. Set priorities in consultation with all Task Managers facilitated by the secretariat. | Secretariat and Task Managers | 1 | End of the summer | Task Group 1 needs mediation. | - Co-chairs see TG leads as the key actors for UNGIWG;  
- The quarterly teleconferences will be continued to facilitate cross-fertilization among groups;  
- The Secretariat will be looking out for agency specific funding and work at developing a funding strategy under UNGIWG. |
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<td><strong>10</strong> Distribution of responsibilities between Co-chairs.</td>
<td>Get Karl and Alta to share responsibilities.</td>
<td>Co-chairs</td>
<td>1</td>
<td>Immediately</td>
<td>If decided, introduce the roles at meeting of 8 June 07.</td>
<td>- Conduct bi-weekly calls between Co-chairs on Tuesdays at 9AM (NY time) starting on 19-06 supported by the Secretariat on agenda development and reporting/follow up. - Produce a Newsletter. - Roles and responsibilities of the Co-chairs include: - Set the strategic direction for UNGIWG. - Advocate for UGIWG and UNSDI within and outside the UN System. - Lead the annual plenary and quarterly Task Manager meetings. - Engage in resource mobilization. - Recruit the next set of UNGIWG Co-chairs. - Oversee the work of the Secretariat.</td>
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<td><strong>11</strong> Secretariat staff ToRs.</td>
<td>To be discussed.</td>
<td>Secretariat</td>
<td>1</td>
<td>Immediately</td>
<td>re.: ToR Jelle (email March 07).</td>
<td>- Develop ToR for the Secretariat and ToRs for staff; - Funds for staff come from humanitarian reform budget which the ToRs should reflect (e.g. humanitarian SDI); - Obtain the IASC Secretariat ToR as an example.</td>
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<td><strong>12</strong> Establishment of the Secretariat office.</td>
<td>Office arrangements, staffing OCHA and UNHCR</td>
<td>Secretariat</td>
<td>1</td>
<td>Immediately</td>
<td>Offers received from multiple entities.</td>
<td>- Temporary desk for FA will be arranged at OCHA-FIS at Palais des Nations. - SU to contact GVA staff to arrange for a UN e-mail address for FA (e.g. <a href="mailto:FA@un.org">FA@un.org</a>) as well as a phone and a computer.</td>
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<td><strong>13</strong> Hosting and management of the website and Task Group pages.</td>
<td>Review current hosting arrangements, discuss alternatives if required and ensure transition of management.</td>
<td>Out-going and incoming Secretariats</td>
<td>1</td>
<td>Immediately</td>
<td></td>
<td>- ungiwg.org is hosted by UNEP in NY, with UNDP providing bandwidth. - Server can be kept there. - LC has the password to the server. - SU and FA need their accounts and passwords to the server. - Transfer members mailing list management from Jeroen/Valeria to SU and FA.</td>
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### UNGIWG Handover Meeting, New York, 07 June 2007

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<tr>
<td>Maintenance of mailing lists.</td>
<td>Review hosting and functioning; discuss needs to update, create groupings and migration of management.</td>
<td>Out-going and in-coming Secretariats</td>
<td>1</td>
<td>Immediately</td>
<td>- Put list of focal points on website.</td>
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<td>Linkages between GIST and UNGIWG.</td>
<td>Discuss how to maximize the synergy of having both Secretariats being run out of the same office.</td>
<td>Secretariats of both</td>
<td>2</td>
<td>Before UNGIWG 8</td>
<td>- Arrange annual meetings back to back if possible; - Connections with the GIST to be addressed under the governance structure; - The Secretariat to prepare proposal on possible relationships with the GIST.</td>
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<td>EVENTS</td>
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<td>Representation at conferences and workshops.</td>
<td>Prioritize, see who is going from other agencies, additional ones?</td>
<td>Secretariat and Task Managers</td>
<td>1</td>
<td>Immediately</td>
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<tr>
<td>Milestones and calendar of events for 2007-8.</td>
<td>Task Group meetings, Annual Plenary, UNSDI Consultations, UNSDI Partnerships</td>
<td>Secretariat</td>
<td>2</td>
<td>2007-08 planning</td>
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<tr>
<td>OCHA Symposium +5, Oct 07.</td>
<td>UNGIWG to participate, and relevant working groups to be identified</td>
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<td>- The Secretariat to prepare a presentation on Humanitarian SDI</td>
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<td>Technical framework.</td>
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<td>- See strategy and communication policy.</td>
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Co-Chairs (UN OCHA & UNHCR) 2007-2009
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<td>20</td>
<td>Establishing Agency contact points.</td>
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<td></td>
<td>- Engage in the maintenance and update of the mailing lists.</td>
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