

Minutes of

IASC AGRICULTURE & LIVELIHOODS CLUSTER MEETING

Tuesday 28th April 2009 from 09.30am to 01.30pm

Jacaranda Hotel, Pizza Garden Conference Center, Westlands

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Agenda

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| <ol style="list-style-type: none"> 1. Opening Remarks, Introduction and Review/Endorsement of Minutes. 2. Discussion on Developing Ground Rules/Code of Conduct for the IASC Agriculture & Livelihoods Cluster meeting. | <ol style="list-style-type: none"> 3. Identification of Strengths and Weaknesses of the IASC Agriculture & Livelihoods Cluster. 4. AOB |
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1. Opening Remarks, Introduction and Review/Endorsement of Minutes

- The meeting was chaired by Massimo Castiello the FAO Somalia Livestock Coordinator on request by Dr Graham Farmer the OIC for FAO Somalia. Dr Farmer was supposed to chair the meeting but sent his apologies as he had to travel urgently.
- There was a round of introductions.
- Minutes of the meeting that was held on 27th March were reviewed and amended as follows:
 - Page 7 bullet 3 was amended to read: *'Abdi Raghe: The Agriculture and Livelihoods cluster proposal review process is time consuming. The HRF is an emergency fund but the process is very bureaucratic. He said that the FAO Emergency Coordinator takes months to review'*.
- After the amendments, the minutes were endorsed as a true reflection of the discussions.

2. Discussion on Developing Ground Rules/Code of Conduct for the IASC Agriculture & Livelihoods Cluster meeting.

Guide questions

Q1. Who should participate in the IASC Agriculture and Livelihoods Cluster Meetings? This question will enable us to narrow down the Cluster members those who are working and specialized in Agriculture and Livelihoods Sectors.

- Following discussion, it was agreed that the meeting should be open to all organizations which are interested in attending (local and international NGOs, UN bodies) including coordinating bodies such as OCHA. Some members can attend on an ad hoc basis depending on agenda items prepared for specific meetings. People who are members of other clusters can attend the meeting if there are cross cutting issues being discussed.

Q2. Is the time allocated for the meeting adequate? Which day of the week is the most convenient to hold the IASC Agriculture & Livelihoods Cluster meetings?

It was agreed that:

- The meeting time should depend on the agenda of a specific meeting.
- Meetings should be managed by the chair so that they are held within a reasonable time. The chair should have a clear idea of the expected outcome of the meeting so that by the end of the meeting, the outcomes are achieved.
- It is also the responsibility of the members to limit interventions in number and length as a matter of respect for others to talk and in the optimization of time. People should be self-conscious and avoid repetition and personal confrontations.
- The agenda should have an indication of time allocated for each agenda item.
- Meetings should not be held on a Friday.

Q3. How many participants from each member organization should attend and represent their organization in the cluster meetings? What level of authority should each participant have?

- Following discussions, it was agreed that participation should be restricted to 1 person per organisation and in circumstances where more than one person should attend, 2 people can attend. This will ensure that organizations are not over represented during meetings. As a result, meetings will be managed in a better manner.
- The level of knowledge of meeting participants should be at the discretion of the organization that is sending the participant. However, it is preferable that meeting participants be decision makers within their organization.
- Massimo Castiello explained that FAO Somalia will be represented by more than one staff member during all meetings. This is because FAO is the cluster lead therefore staff will attend the meeting to chair and to take minutes. In addition, a National Cluster Support Officer and a Cluster Technical Support and Monitoring & Evaluation Officer have been hired and are dedicated to the cluster therefore they will attend all meetings.

Q5. In order to reduce if not totally eliminate the likelihood of disturbances by participants of the IASC cluster meetings, which are the appropriate house/ground rules for conducting cluster meetings?

- It was agreed that there should be respect between meeting participants even in instances where they have divergent views. All participants have a right to speak but the chair should appropriately guide the contributions in a neutral manner.

3. Identification of Strengths and Weaknesses of the IASC Agriculture & Livelihoods Cluster.

Strengths	Weaknesses	Recommendation
Many participants	Structural weakness of the cluster leadership (Chair / Co chair).	Review TORs of the cluster chair and co chair
Discussions and contributions are open and free for every one.	Lack of a link of the cluster at Nairobi and field level.	
Outstanding meeting venue	Too many participants.	See Q3, 1-2 per institution.
Strong sharing of information	Lack of Fund Raising.	
Large local NGO representation	Lack of clarity on how the agenda is set. Agenda is not circulated early enough.	Agenda should be circulated one week before the meeting.
Possibility of accessing funding.	In adequate process/mechanism for reviewing proposals.	A committee to review proposals to be selected. Committee to have chair, co chair, 2 cluster support staff, representatives of 1 local and 1 international NGO
Cluster has a co chair from a local NGO.	Lack of transparency in the cluster.	
Diversity of issues of coverage and areas of coverage	Duplication of efforts and initiatives.	
Prepares high quality proposals	Cluster raises a lot of expectations.	
Cluster gives a clear picture of the presence of Somali NGOs to implement on the ground	Disparity/Discriminatory treatment of partner NGOs e.g. proposals from Local NGOs are circulated to cluster members for review while proposals from international NGOs are not circulated ¹ .	All proposals should be circulated in an agreed manner.

¹ the proposals from Muslim Aid and Vet Aid were circulated to the cluster on 13.12.08 together with two proposals from national NGOs

	Absence of International NGOs in the cluster.	
Potential to build the capacity of local NGOs	Setting of the agenda for cluster meetings is not consultative.	
FAO has institutional and technical capacity to lead the A & L cluster	Lack analysis of cluster achievements.	
The cluster provides NGOs working in Somalia a forum to share experiences and exchange information.	Provocative communication / Use of disrespectful language.	
	The cluster is not gender sensitive: The chair and co chair are men.	
	Slow response to emergency situations.	
	Lack of bench marks for reviewing proposals (High quality English required).	
	Need new chair and co chair of the cluster.	
	Obsolete TORs.	Circulate and Review TORs of the cluster

Discussion

- The issue of having Agriculture and Livelihoods cluster coordination meetings in Nairobi was discussed at length. This is to ensure that information is decentralized and information that is in Nairobi is also available at field level. It was proposed that the cluster considers having focal points in the field or working with umbrella organizations to enforce information dissemination mechanisms which are one of the tasks of the local NGOs representatives. It was reported that the WASH and Nutrition clusters are already having meetings at field level. It was agreed that the Cluster Technical Support and Monitoring & Evaluation Officer and the Cluster Support Officer will learn from other clusters what they are doing in terms of coordination at field level and see what is applicable for the Agriculture and Livelihoods cluster.
- Local NGOs are also considering forming a network for information sharing among them.
- Minutes of a meeting held by Somali NGOs were read out during the meeting. The Chairman pointed out that the incorporation of recommendations produced by a separate sessions could not be incorporated directly into the present meeting recommendations without wide discussion and validation
- Some of the recommendations from the meeting were incorporated in agenda item no. 3 after point by point discussion and endorsement.

- Abdi Raghe remarked that only proposals from Local NGOs are circulated to cluster members for review and INGOs proposals are not subject to the same procedure.
- There was a discussion on the composition of a committee for reviewing proposals to the HRG. It was agreed that the composition should be such that it doesn't take too much time reviewing proposals. Proposals should be reviewed within 5 working days.
- Members proposed that there be elections for a chair and a co chair of the cluster. Massimo Castiello explained that FAO is mandated to lead the Agriculture and Livelihoods cluster. Internally, FAO will decide on the person who will chair the cluster selecting him/her among the best human resources available. The chairperson will be availed with the full technical support of the FAO Somalia technical expertise. A co chair will be elected during the next meeting.

Action points

- Ibrahim Dagane will circulate the TORs of the cluster to cluster members.
- Ibrahim Dagane will include the election of a co chair of the Agriculture and Livelihoods cluster in the agenda for the next meeting.
- The Cluster Technical Support and Monitoring & Evaluation Officer and the Cluster Support Officer to find out what other clusters are doing in terms of coordination at field level and report to cluster members on what is applicable for the Agriculture and Livelihoods cluster.

4. AOB

- Alexina Rusere informed meeting participants that gender mainstreaming is being done at CAP level. Partners should have gender disaggregated data as an indicator.
- There are plans to establish a gender network so that clusters can share ideas among themselves. Each cluster will have 2 people who are gender experts or have an interest in gender representing it in the network. Raghe Abdi from AFREC and Zahra Mohamed Abtidon from GELO volunteered to represent the Agriculture & Livelihoods Cluster in the network. A first meeting will be held on 8th May 2009.