**PROPOSED PROCESS FOR SELECTING SAG MEMBERS - 2018**

1. **Call for Expressions of Interest**
2. A Global Update will be sent in early August explaining the criteria to be a SAG member and encouraging cluster partners who fulfil the criteria to apply and submit Expressions of Interest (EoI).
3. The EoI should include a short paragraph where applicants explain their contributions to the GSC so far and the contributions they will make and issues they will pursue as SAG members.
4. **Review of Expressions of Interest**
5. The GSC Support Team will review the EoI to ascertain that they fulfil the criteria.
6. A list of applicants fulfilling the criteria will be shared through a Global Update.
7. GSC partners will have one week to present any objections to the list of applicants.
8. The objections will be addressed by the GSC Support Team who will request electronic approval from the SAG.
9. **Presentation of candidates and electronic voting ahead of the meeting**
10. Once the objections are resolved, a final list will be shared through a Global Update with a link to a website including all EoI and a summary of the attendance of SAG members to the year’s SAG meetings. There will also be an explanation on how the electronic voting will happen.
11. Using an **electronic voting system**, voting codes will be sent to all the available contacts in each organization who is a cluster partner [(at the bottom of this page)](https://www.sheltercluster.org/about-us) explaining that only one person from each of the organizations will be able to vote and that they should decide among themselves who that person will be. The deadline to vote will be 2 weeks before the GSC meeting.
12. Organization representatives will have the opportunity to vote for a full SAG (10 members). This does not include IFRC and UNHCR as cluster lead agencies they are permanent SAG members.
13. **Counting of votes and selection of SAG members**
14. The GSC Support Team will count the votes through the online application.
15. In case of draw of some organizations in the voting the priority will the following:
    * Organizations which have never been SAG members but have actively[[1]](#footnote-1) participated in the GSC.
    * Organizations which have not been SAG members in the previous year but have actively participated in the GSC.
    * Organizations which have been SAG members in the previous year and have actively participated in the GSC.
    * Organizations which have never been SAG members and have had some participation in the GSC.
    * Organizations which have not been SAG members in the previous year and have had some participation in the GSC.
    * Organizations which have been SAG members before and have not actively participated in the GSC.
    * Organizations which have not been SAG members and have not actively participated in the GSC.

1. The results will be announced for objections one week prior to the GSC meeting.
   * Anyone will have the opportunity to express objections to the GSC Coordinators on the results of the list presented by the Support Team. The GSC Coordinators will have the prerogative to accept or reject the objections presented.
   * At the end of the first day of the GSC meeting, the GSC Coordinators will present the final list of SAG members.
   * A Global Update will be sent announcing the composition of the new SAG.

**Annex 1: Tentative Schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Sat** | **Sun** |
|  |  | 1 **August** | 2 | 3 **Global Update**: Apply before 6 Sept | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 **Global Update**: reminder to apply before 6 Sept | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 **September** | 2 |
| 3 **Global Update**: reminder to apply before 6 Sept | 4 | 5  Set up the voting system and test it. | 6  **Deadline for application** | 7 **Global Update**:  Publish list of applicants for objections | 8 | 9 |
| 10 | 11 | 12 Deadline for objections to list of applicants | 13 **Global Update**:  Final list of candidates  **Voting starts** | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 **Deadline for voting** | 21  **Review the votes** | 22 | 23 |
| 24 **Global Update:** **Announce results** Objections until 1 Oct | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 October  Deadline for objections to results | 2 | 3: GSC meeting **Announce SAG** | 4 |  |  |  |

1. Actively participate in this document means: leading a GSC WG, or contributing to several WGs more than by participating in calls. [↑](#footnote-ref-1)