



SAFE Humanitarian Working Group (SAFE WG) Monthly Conference Call Meeting Minutes January 18th, 2017

*Names, acronyms, and *action items are summarized at the end of the document*

SAFE Working Group Updates

• Election of new co-chairs in February

- *Process:* Annual voting for new co-chairs of the SAFE WG will take place by next meeting.
 - *Those who wish to nominate their organization should notify the current co-chairs (WFP, FAO, and the Alliance) by email no later than **Friday, February 3rd**. Nominations will then be shared by email with the Steering Committee, who will submit votes.

- *Structure:* In the past, the SAFE WG has typically been co-chaired by two organizations for one year at a time (with the option of renewal), but other options are available. In 2016, WFP and FAO volunteered to act as a single co-chair in partnership with the Alliance, splitting their responsibilities. Other alternative structures may be proposed.
 - Optically, it is helpful if the Co-chairs include at least one UN organization and one NGO, to highlight the collaborative nature of the group.

- *Roles & Responsibilities:* Official Co-Chair responsibilities are described in the Leadership section (page three) of the SAFE Working Group [Terms of Reference](#), and include:
 - Managing and coordinating the Working Group, which includes leading discussions and organizing meetings, and drafting group documents including strategies, terms of references, agendas, and meeting minutes.
 - Managing roles and responsibilities for joint deliverables, follow up on deadlines with members, and promote information sharing among members.
 - Serve as the main points of contact for all members of the SAFE WG

Additional responsibilities filled by the current co-chairs include:

- Responding to requests in the SAFE info@safefuelandenergy.org inbox;
 - Managing and updating www.safefuelandenergy.org, including updating new resources, projects, events, and news;
 - Posting in the SAFE Twitter account @SAFEFuelEnergy;
 - Coordinating, attending, and developing the curriculum for the annual SAFE Workshop;
 - Advocating to UN agencies and other partners as needed to highlight the importance of energy in humanitarian response.
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- *Time Commitment:* Time commitment depends on how many of the above activities each Chair opts to take on.
 - Maintenance of the SAFE website, email, and social media – historically done by the Alliance – takes at least 1 day (8 hours) per week, if done consistently.



- Managing and coordinating the SAFE Workshop takes at least 1 full month of staff time, outside of simple participation (3-4 full days).
 - The remaining activities may take as little as 2 days (16 hours) per month, or more if further activities and investment is needed.
 - Former co-chairs – the Alliance, WFP, FAO, and WRC – can be consulted for further guidance.
- **SAFE Workshop**
 - Recap of 2016 workshop outcomes (captured in the Alliance’s [news article](#)):
 - Most of the 2016 workshop participants were new partners, which tells us that the sector is growing and expanding.
 - Heating and powering were included in the agenda for the first time – largely thanks to the new energy team at UNHCR.
 - While introductory training is still in demand, many participants expressed a desire for more discussion time dedicated to collaboration, problem-solving, and strategy development.
 - Other remarks:
 - WFP: There was a great deal of private sector buy-in and enthusiasm. Private sector organizations are eager to engage in this space.
 - EAPN: The most useful part was engaging all the stakeholders. We’re excited to see where this is heading. However, the current curriculum focuses more on cooking; it needs more on the lighting & powering side.
 - Alliance: Yes, that’s a result of not having enough stakeholders in these sectors on the Working Group in the past; but fortunately, that is changing. We’ll keep striving to do better.
 - Plans & action items for 2017 workshop
 - The Alliance has some funding to host this year’s workshop provided that it takes place in Nairobi, Kenya. The timing would be sometime in late June/early July, ahead of the Presidential elections when things there will be hectic.
 - ILF: Is there a particular reason why the workshops are so far are only held in sub-Saharan Africa (SSA)? There are lots of good activities happening in Southeast Asia.
 - Alliance: Largely this is because the bulk of the stakeholders we are aware of who need training are in sub-Saharan Africa. This year’s workshop is bound to Kenya due to the particular donor, but it’s definitely a possibility to have it elsewhere in future. Additionally, the Alliance’s Clean Cooking Forum will be in India this year, so there may be an opportunity to assess demand for SAFE during the pre-sessions.
 - WFP: Most of WFP’s SAFE programmes are currently in SSA.
 - ILF: The context is different in Southeast Asia, and it would be helpful for SSA stakeholders to be able to learn from those contexts. Good to also be able to learn from those contexts.



- Alliance: Agreed. If we are able to raise enough money, it might be a possibility to sponsor some southeast Asia attendees to come and provide their perspectives.
- Given the desire for a higher level of discussion among the participants at the 2016 workshop, the Alliance proposes making the 2017 workshop more of a workshop + forum. It would be something like four days – two dedicated to the same technical training and deep technology dives that we always do, and two focused more on discussing the state of the sector, all the current activities going on, identifying opportunities and challenges, and coming up with a collective vision. There would be much more time for discussion – including breakout sessions, panels, and larger group Q&A. But raising the workshop to this level would require additional funding. Thoughts?
 - GIZ: Inspiring idea. GIZ is struggling to find forums for private sector involvement in the humanitarian energy sector. There are many questions linked to this nexus, and we would be very interested to join if it was the right forum, to get the feedback.
 - Real Relief: Would be good invite donors and get their input – what are *they* interested in? What is happening in terms of funding – who is funding what where.
 - Mercy Corps: Nairobi has many businesses involved in pico-solar and cookstoves. It would be great to invite some of those players as well. Mercy Corp’s team is also active there, as well as in in Washir – not a traditional SAFE setting, it would an opportunity to talk about complex challenges.
 - Example: How do we define the parameters of “humanitarian settings?” Clarity on this within the bounds of an emergency by governments or UN system makes sense, but MC operates under a broader “crisis-affected” definition.
 - Alliance: For the purposes of the SAFE WG, we currently define “crisis-affected” people as refugees, IDPs, those affected by natural disasters, and those living in fragile states (per the World Bank’s annual list of fragile states). It’s useful to have this definition for advocacy and communication purposes, but there’s no reason why each individual member organization can’t have its own definition.
 - MC: Does it include drought and longer-term cyclic crises? This would cover work in the Middle East and North Africa (MENA) region.
 - WFP’s SAFE program WFP’s SAFE program is tailored to fit the issues in the communities we support in line with WFP’s mandate. This means that some of it doesn’t exactly match the SAFE WG’s definition as, for example, WFP focuses on cooking fuel related challenges only.



- We can consider this as a discussion topic as we get closer to the workshop.

- **Expert Roster**

- Update: In partnership with other Steering Committee members, the Alliance recruited 15 members for the SAFE Energy Expert Roster in October. The members met for an inaugural training during the SAFE workshop.
- The Alliance is in discussion with [NORCAP](#) – the Norwegian Refugee Council’s expert deployment capacity, which manages most of the expert rosters in the humanitarian sector, about the possibility of NORCAP adopting the Energy Roster within a couple of years, when additional funding can be raised to establish it.
- In the meantime, the Alliance will host the Roster on behalf of the SAFE WG and has some limited funding to do one deployment this year and one in 2018 – ideally to be used for organizations with limited resources. The Alliance will set up a request process and gather lessons learned from initial deployments.
- * If any organizations have projects that could benefit from expert consultation, please contact the Alliance.

- **2020 Advocacy plan**

- *Context for discussion:* One goal of the SAFE WG’s 2020 advocacy plan is to promote the inclusion of energy as a formal part of humanitarian system, projects, and budget allocations. In 2016 we did a lot of high level advocacy work, including proposing energy as a key topic at the World Humanitarian Summit (WHS), and applying to become a formal reference group for energy under the IASC. While we had a successful WHS side events and formed partnerships with several key donors last year who are now interested in the sector, these efforts had limited success.
- In 2017 the Alliance plans to continue to advocate to high level policymakers and UN representatives. However, given the limited reach of last year’s activities, the Alliance proposes doing more targeted advocacy, focusing on mid-level managers and coordinators within the UN and major agencies who are responsible for allocating budgets and formulating strategies.
 - Chatham House: Agree. We made good progress in our partnership with UNHCR in 2016. The Moving Energy Initiative (MEI) will focus on incorporating displaced people into Sustainable Development Goal 7 and conduct additional advocacy through its Advisory Committee and Ambassadors.
 - WFP: While the inclusion of SAFE in the cluster system can have certain benefits, it will not necessarily provide us with the results that we’re looking for. Currently, although no responsibility is officially assigned, efforts are also taken up by individual agencies.



- Alliance: Establishing a cluster is only one potential option; we considered several in previous discussions and decided to opt for application to become an IASC Reference Group for energy in 2016. Formalization is still an important goal, but certainly we don't need to keep trying the same thing.
- Comments on the SAFE 2020 Advocacy Plan
 - Re: Goal to increase internal budgetary allocations for SAFE 75% by 2020.
 - WFP: How do we measure that, or push that? Will the SAFE WG be supporting with funding? If we are speaking on mainstreaming SAFE, as we are working on in WFP, no specifically dedicated funding will be set aside for energy; however it will be included in the country programme budget.
 - Alliance: These were envisioned as goals and can be adjusted if necessary.
 - Re: Goal to have minimum standards for stoves in all institutional school feeding programs.
 - WFP: This is very context dependent. School Feeding can also entail take-home rations or vouchers. School Meals does focus on providing meals only, however do not always require cooking, and in some contexts cooking is not an issue. Suggest instead to say "Fuel-efficient institutional stoves should be considered for all humanitarian school feeding programs and hospitals," or "school meals" instead of school feeding programs.
 - *Request for all members to review the advocacy plan and consider whether it needs to be adjusted.
- **2017 Work Plans**
 - *Context for discussion:* Per the SAFE WG [Terms of Reference](#), each year the working group aims to create a collaborative work plan that incorporates the SAFE-related work of all members for the year, identifying goals, milestones, and opportunities for collaboration. The plan is built around six pillars: Coordination, Research, Technical Assistance, Advocacy, Capacity Building, and Mobilizing Resources.
 - * Request for all members to share their 2017 activities, with reference these pillars, with the Co-Chairs by February 3rd.
 - Mercy Corps: MC's fiscal year goes from July – July, versus the calendar year, so our activities are not fully planned yet. Other organizations may also have this issue.
 - Alliance: That is ok – list what you can.
- **Proposal to have Focal Points for information requests on particular topics**
 - *Context for Discussion:* The SAFE Info email (info@safefuelandenergy.org) frequently receives requests for information or contacts. When these are not related to cooking, the Alliance passes these requests on to other SAFE members better versed with the appropriate technology or issue; however, it would be useful to have members volunteer to be official focal points, as the Alliance may not always be aware of the best contacts. Is this



something people would be willing to do? This would be an interim solution while the Alliance, WFP, and FAO work with COOPI to build the ENERGYCoP online platform.

- COOPI: A good idea – hopefully there will be several responses. We are striving to build this feature on ENERGYCoP, including an Ask An Expert function.
- Mercy Corps: Is this something the Expert Roster Members could do?
 - Alliance: Yes, and we will ask them. We wanted to first put the idea to the WG, then the Roster, then (if needed) the whole community.
- Mercy Corps: Suggestion to set up a form for the SAFE WG with an existing tool, e.g [Slack](#), so that we have to rely less on email. Mercy Corps can set up the test version.
- Chatham House: Slack is a useful tool; it just depends on whether people will use it.
- The Alliance will work with Mercy Corps and COOPI to try out Slack.

Events

- [Central European Biomass Conference \(CEBC\)](#) – January 18-20,th Graz, Austria
- **2017 ETHOS Conference** – January 27 – 29, Kirkland WA, USA
- **EUEI-PDF [Enlightening the Migration Debate: the Importance of Sustainable Energy Access](#)** – January 31st, Brussels, Belgium
 - UNHCR, FAO, WFP, MEI, and COOPI are attending. GIZ is coordinating event. The Alliance cannot attend, but is helping with input into the discussions.
 - Luca Ferrini from the EU Energy Initiative Partnership Dialogue Facility (EUEI-PDF) joined the call to talk about the event.
 - Donors asked EUEI-PDF to look into the connection between energy access and migration. In doing our homework we realized that we needed more input.
 - The morning of the Summit will focus on the root causes of migration, then there will be panel(s) on energy access in refugee settings and more broadly in humanitarian settings. We will be sending out a discussion paper. Information on the EUEI-PDF website links to the agenda.
- [SET4Food Training for Innovation Brokers for Energy](#) – February 27- March 3, Milan, Italy
- Moving Energy Initiative Workshop – February, Jordan. Details TBD. (see Chatham House, below)

Organizational Updates

- **Chatham House**
 - The Moving Energy Initiative will launch pilot projects this year in Burkina Faso, Kenya, and urban areas in Jordan. These will focus on how energy interventions can be done differently, e.g. helping the host community as well as crisis-affected people.
 - MEI will launch a £200,000 UK Request for Proposals at the end of January or early February for Low Carbon Projects in the three MEI focus countries Kenya, Burkina Faso and Jordan. It



will be available in English/French/Arabic. It encourages partnerships with the private sector and specifies that projects must show both environmental and financial sustainability.

- Workshop in Jordan in late February.
- **Food and Agriculture Organization (*in absentia*)**
 - FAO will attend the EUEI Discussion Forum in Brussels. Shukri Ahmed, Deputy Strategic Programme Leader for Resilience will participate and speak in Panel 1 and I will also be there as a participant.
 - Suggestions for SAFE 2017 workshop: Suggested new topic - linking SAFE with conflict prevention and mitigation. This is linked to broader issues around conflict over natural resources (safe access to fuel can reduce competition over scarce forest resources) and the agenda on sustainable peace.
 - FAO welcomes the idea of new co-chairs should there be relevant nominees identified.
- **Global Alliance for Clean Cookstoves**
 - The Alliance will host the next Clean Cooking Forum this year, likely in New Delhi in late October. Topics are TBD, but the event will be similar to the 2015 Forum in Ghana.
 - The Alliance has hired a new Director of Humanitarian & Gender programs to replace Corinne Hart. Krista Riddley has 20 years of experience in the humanitarian and development field and joins us from USAID's Office of Foreign Disaster Assistance (OFDA), where she was a Senior Humanitarian Policy Advisor. She has held leadership positions in headquarters and the field with Oxfam America, Amnesty International, and Catholic Relief Services.
- **International Lifeline Fund (ILF)**
 - ILF's project with WFP in [Burundi](#) is going very well. Phase 4 will launch soon, with the goal to distribute low cost (below \$5) firewood stoves to 6000 households, as well as institutional rocket stoves. 2000 household stoves were produced in 2016 with the community members and over 200 Institutional stoves will be built in 2017.
 - It would be good to have further discussions with the Alliance and WFP to add a gender component to the project. The population is a very vulnerable community – people make no more than \$2.00 USD per day.

Actions Planned

Who	What
Steering Committee Members	If your organization would like to be a co-chair, email Kathleen (kcallaghy@cleancookstoves.org), Andreas (Andreas.Thulstrup@fao.org), and



	Daphné (daphne.carliez@wfp.org) by COB Friday, February 3 rd .
ALL MEMBERS (esp Steering Committee)	Provide your 2017 SAFE work plan to the Co-Chairs (see above) by COB February 3 rd .
Steering Committee Members	Provide any comments on the 2020 Advocacy plan to Kathleen by February 3 rd .
All MEMBERS	If you are interested in deploying an Expert from the Energy Expert Roster to assist with a SAFE project, please contact Kathleen.
Mercy Corps, Alliance, COOPI	Test Slack as a communication / collaboration for the Working Group

List of Participants

Meeting Chair: Kathleen Callaghy, Global Alliance for Clean Cookstoves

Organization	Name
<i>Co-Chairs</i>	
Global Alliance for Clean Cookstoves (Alliance)	Kathleen Callaghy
World Food Programme (WFP)	Daphné Carliez
<i>Steering Committee</i>	
Energy Access Practitioner Network, UN Foundation (EAPN)	Yasemin Erboy Ruff, Luc Severi
International Lifeline Fund (ILF)	Vahid Jahangiri, Allison Filler
Mercy Corps (MC)	Shanti Kleiman
<i>Associate Members</i>	
Biogas Taita Project	Fieke Geerts
Chatham House <i>*Moving Energy Initiative</i>	Glada Lahn, Owen Grafham
Cooperazione Internazionale (COOPI)	Cristina Sonzogni, Semira Tesfamicael
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)	Anja Rohde
Project Gaia	Chido Munangagwa
Real Relief	Karthik Thangavel
<i>Guests</i>	
EU Energy Initiative Partnership Dialogue Facility (EUEI-PDF)	Luca Ferrini

Apologies

Organization	Name
Food and Agriculture Organization (FAO)	Andreas Thulstrup
Energy for Impact (E4I)	Laura Patel
Women's Refugee Commission (WRC)	Sandra Krause
International Organization on Migration (IOM)	Alberto Llarío