

Meeting Minutes  
FSS Bi-Weekly Coordination Meeting

**Date:** Tuesday, 25 January 2022, 11:00 a.m.– 12:30 p.m.

**Location:** Microsoft Teams

**Agenda**

- FSS Updates
- FSS JRP update 2022
- Fire updates
- IM
- Livelihood/Self-Reliance
- Presentations:
  - Digital Partnerships in humanitarian assistance (WFP)
  - Vitamin-A Enriched Orange Fleshed Sweet Potato for Smallholders’ Nutrition and Income: A Preliminary Results from the Farmers’ Practices in Cox’s Bazar (FAO/CIP)
- Partners’ Updates
- AOB

**Participants:**

54 participants representing 28 organizations:

AMAN, BRAC, CAB, CGIAR, CODEC, CWW, DRC, FAO, GIZ, Helvetas, ICCO, IOM, ISCG, IVY Japan, NGO-Platform, PIB, Population Council, Prantic, RIC, SCI, SS, Shushilan, UNHCR, VSO, WFP, WR, WVI, YPSA

Find [Presentation Slide](#) and recording [here](#)

**Action points:**

Who	Action	When
Government Circular on Covid 19	<ul style="list-style-type: none"> <li>– RRRC message on Covid-19 restriction   <a href="#">To comply with government decisions in light of COVID-19 pandemic situation. No-432</a>   25 January 2022</li> <li>– <a href="#">GoB (Cabinet Division) Circular on Restrictions of overall activities/movement</a>   <a href="#">Unofficial Translation</a>   on 23 January 2022</li> <li>– <a href="#">Latest Cabinet Division circular on nationwide COVID19 restrictions to movement from 13 January 2022</a>   <a href="#">Unofficial Translation Here</a></li> </ul>	
FSS	FSS JRP 2022 update	<p>JRP process is ongoing, Comments from ISCG, RRRC and Donors comments were incorporated in FSS JRP 2022 and submitted to MOFA.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>✓ 25 Jan – MOFA, Dhaka</li> <li>✓ JRP Launch – End of February</li> </ul>

FSS	FSS to collect reusable Mask production capacity by the partners and stock status	✓ 31 January 2022
Partners	Partners to provide status on Reusable mask production capacity and stock	✓ 31 January 2022
Partners	Partners to fill and submit Country Cluster Performance Monitoring Survey (CCPM) conducted by the gFSC  Only one survey questionnaire should be submitted per partner organization  The survey can be accessed through the following link: <a href="https://survey.sic1.qualtrics.com/jfe/preview/SV_38Er3silxF3j94?Q_CHL=preview&amp;Q_SurveyVersionID=current">https://survey.sic1.qualtrics.com/jfe/preview/SV_38Er3silxF3j94?Q_CHL=preview&amp;Q_SurveyVersionID=current</a>	✓ 4 February 2022
FSS	FSS to develop partners training plan and share with FSS partners	✓ 3 February 2022
FSS	FSS to incorporate and finalize livestock activities in FSS 5W response tracker, service mapping template and dashboard for the livestock initiatives to be shared with FSS partners	✓ Mid-February 2022
FSS	FSS to organize partners activities visit on Aggregation Centers and Farmers Groups  Interested partner colleagues to register for joining FSS site visit team through this <a href="#">link</a> .	✓ 9 February 2022  ✓ 3 February 2022
FSS	FSS to organize partners' site visit follow-up workshop	✓ 14 February 2022
FSS	FSS to share latest FSS 5W Response tracker, monthly and interactive dashboard	✓ 31 January 2022
Partners	Partners to provide NID to FSS for checking duplication ID, Deduplication exercise <a href="#">template</a> with 2022 target beneficiaries' NID - see <a href="#">SOP and concept note</a>	Continue

## FSS updates

### General Update:

Latest GoB Cabinet Division Circular on restrictions of overall activities/movement has been release by the Cabinet Division of BD Government on 23 January 2022 FSS advised and suggested Partners to adhere government circular on restriction of overall activities/movement.

[GoB \(Cabinet Division\) Circular on Restrictions of overall activities/movement | Unofficial Translation | Latest Cabinet Division Circular and RRRC letter | 21, 23 and 25 January 2022](#)

### Key points of overall Cabinet Division Circular:

- All government/semi-government/autonomous/private offices should be run with half number of officers/employees following hygiene rules. Other officers/employees should stay in their respective duty station and perform their duties virtually (through e-nothi, e-tender, e-mail SMS, WhatsApp and other platforms) | 23 January 2022
- All trainings sessions/community gatherings shall be conducted with not more than 50 individuals including the service provider. Implementation of COVID-19 protocols must be ensured by the respective agencies.

- All schools, colleges and equivalent educational institutions will remain close from 21 January 2022 to 6 February 2022

### **FSS JRP 2022 update**

JRP process is ongoing, Comments from ISCG, RRRRC and Donors comments were incorporated in FSS JRP 2022 and submitted to MOFA.

### **Next Steps:**

- ✓ 25 Jan – MOFA, Dhaka
- ✓ JRP Launch – End of February

### **Fire Response Update (Camp 5) | 18 January 2022**

UNHCR reported a fire broke out in Camp 5, Blocks B and D, in the early hours of 18 January 2022. Total 25 affected HHs (135 individuals) were received rapid response support (Fortified biscuits, Hot Meals) from WFP/YPSA.

### **Fire in Camp 16 | 9 January 2022**

IOM reported a large fire in Camp 16 (Potibonia/Bagghona) of the Cox's Bazar Rohingya camps on Sunday 9 January 2022 at 5pm. Total 1988 individuals affected by the fire in camp 16. Fire in Camp 16 destroyed 358 shelters, partially damaged 44 shelters and 229 facilities – including 2 learning centers, 1 distribution point, 188 WASH facilities.

FSS partners responded immediately to the needs of populations affected by providing fortified biscuits, breakfast and hot meals (WFP/RIC/WVI distributed fortified biscuits, lunch and dinner and Multi Serve International [MSI] distributed breakfast). Emergency hot meals distribution was completed on 14 January 2022 as E voucher transaction was put back in place.

### **Country Cluster Performance Monitoring Survey (CCPM)**

The Country Cluster Performance Monitoring (CCPM) 2021 survey has been launched to enable Food Security Cluster/Sector partners to evaluate to what extent their Cluster/Sector has achieved its core functions between the period of January-December 2021. Only one survey questionnaire should be submitted per partner organization and will take no longer than 10 minutes to complete the survey. The CCPM survey is anonymous but not all comments will be reported. Partners need to choose "Bangladesh – COX'S BAZAR" in the question of your Country and Cluster/Sector that you are engaged of the CCPM Survey and also choose "Sub-National" under level of coordination structure. Like Below Sample template:

Country

Choose your Country

Bangladesh – COX'S BAZAR

Does your organization/agency participate in the national or sub-national Cluster level coordination structure?

National  Sub-National  Both

Which type does your organization belong to?

UN Organization  IN  ICRC /IFRC /National

The survey can be accessed through the following link:

[https://survey.sjc1.qualtrics.com/jfe/preview/SV\\_38Er3silxF3j94?Q\\_CHL=preview&Q\\_SurveyVersionID=current](https://survey.sjc1.qualtrics.com/jfe/preview/SV_38Er3silxF3j94?Q_CHL=preview&Q_SurveyVersionID=current)

Deadline for partners to submit your feedback is February 4<sup>th</sup> COB.

### FSS Training Needs Assessment Survey

[The FSS Training Need Assessment Survey](#) was being conducted to assess the partners capacity on FSS specific topics including FSS cross cutting topics, Monitoring & Evaluation and Information management.

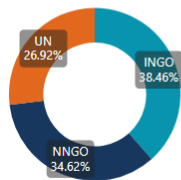
26 respondents completed the survey: among them 38% were from INGO, 35% were from INGO and remaining 27% were from UN organizations.

### Training Needs Assessment Overview

Number of responses

26

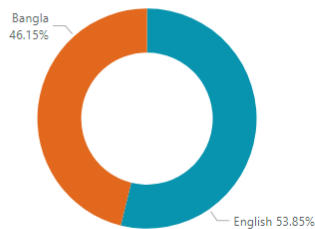
Organization Types



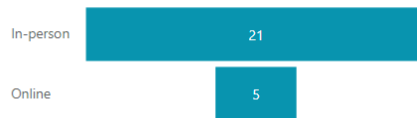
Most Interested Training Topics

Most Interested Training Topics	%	Relevant Designation
Emergency Preparedness and Response	92.31	DRR
Integrating Nutrition into Food Security and Livelihoods	84.62	Cross Cutting
Report Writing	84.62	Reporting
Writing Project Proposals	80.77	Reporting
Climate Smart Agriculture	76.92	DRR/Livelihood
Accountability to Affected Populations (AAP)	73.08	Cross Cutting
IM - Microsoft Excel	73.08	IM/MEAL
Monitoring Evaluation Accountability and Learning (MEAL)	73.08	IM/MEAL

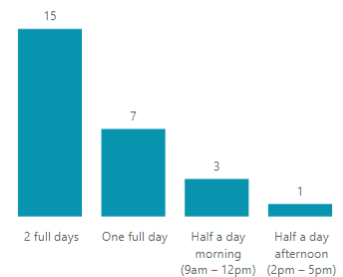
Preferred Language



Preferred Training Modality



Preferred Duration of Trainings



### Reusable Mask Distribution (Round 3)

Due to country wide rapidly spreading COVID-19, Health & Food Security Sectors are planning to distribute 3<sup>rd</sup> round of reusable masks to the refugee beneficiaries in Ukhiya and Teknaf camps. Total 1.5 million of reusable masks will need to cover all 192,908 households in the 33 camps (8 masks per HH - 6 adult size and 2 child size). Therefore, FSS has developed a reusable mask tracker and requested partner to provide their production capacity and update their information on how many reusable masks are available or in their stock. This week FSS team reached several partners and updated the information through mobile call. According to mobile call with partners total available stock by the partners is at 226,500 reusable masks (FSS + WHO) and partners have the capacity to produce 150,000 masks per month.

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### EETWG Update

Information Request from EETWG from FSS Partners engaged

- Energy and Environment Team of UNHCR conducting a study (in partnership with communities, GoB agencies and academic institutions) on bamboo demand since 2018.
- The study aims to understand the amount of bamboo used for different purposes and ultimately identify any gaps in the value chain from a more 'supply-demand' driven approach.
- Request the partners who have used bamboo in their operations to complete the below information
- UNHCR is already in communication with IOM therefore those partners funded by IOM or UNHCR need not fill in the information.

The deadline for submission of this information is **31 January 2022**.

### Skill Development Technical Working Group (SDTWG) update

- Skills Development Activities Mapping: SDTWG is going to develop Kobo form to collect information on skill development activities information from the partners by next week and after that SDTWG will circulate requesting mail to partners to fill required information through provided Kobo link.
- If interested in SDTWG mailing list, reach out Zolboo Bold-Erdene | FSS IMO – [zolboo.bold-erdene@wfp.org](mailto:zolboo.bold-erdene@wfp.org)
- Next SDTWG Meeting will be held on Monday, 31 January 2021

### Livelihood & Self Reliance

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#### Livestock

FSS is updating livestock activities details in FSS 5W response tracker and will develop service map and dashboard for the livestock initiatives and share with FSS partners.

**Monthly FSS Livestock Meeting with partners:** held on Wednesday, 26 January 2022 at 1100-1200 hrs.

Agenda for the Livestock Meeting. 26 January 2022

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- Review of last meeting minutes and action points
  - Documents Exchange by partners
  - Livestock mapping: Update on 5W reporting & Mapping for the livestock partners.
  - Partner's presentation on Livestock by SHUSHILAN
  - AoB
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## Aggregation Centers and Farmer Groups Meeting | 12 January 2022

To update the aggregation centres and farmer group information for the year of 2022, FSS conducted Aggregation centers and farmer groups meeting on 12 January 2022, from 2-3 PM. The meeting modality was hybrid, In person and online

## FSS Field Visit Update

### Field Visit - Homestead Agriculture | 13 January 2022

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FSS organized field visit on 13 January 2022 joined by 20 individuals from 10 different organizations. Field visit provided insights into implementation of homestead gardening and pond fish culture activities. UNHCR/ Mukti Cox's Bazar, WFP/BRAC/, WFP/ActionAid, WFP/CODEC, CWW presented their project sites in 5 camps (4E, 5, 11, 12, 15), sharing their lessons learnt and best practices.

### Upcoming Field Visit | Aggregation Centers and Farmers Groups | 9 February 2022

FSS is planning to organize next monthly field visits on Wednesday 9<sup>th</sup> February 2022, Therefore FSS requests interested partner colleagues to register their name through FSS provided [registration link](#) by end of this month. Team will visit Aggregation Centers and Farmers Groups in the host community and total visitor will be maximum 20 and 4 Sites from different FSS partners organization were being visited:

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- DCA
- FAO/ Shushilan
- UNHCR/ CNRS
- WFP/ Shushilan

### FSS Partners' Site Visit | Follow up workshop | 14 February 2022

FSS is planning to organize a follow up workshop on partners site visit on 14 February 2022, Location of workshop venue to be confirmed to partners. Total maximum participants for the workshop will be 35 from UN, INGOs, NNGOs, government counterparts.

Tentative agenda for the Partners Site Visit workshop:

Time	Agenda
8:30 – 9:00	Registration
9:00 – 9:30	Opening remarks
9:30 – 11:00	Session I Aggregation centers and farmer groups – field visit Good practices and lessons learned: Planning and assessment Design Availability of additional services Social safety nets
11:00 – 11:15	Coffee/tea break

11:15 – 13:00	Session II Market linkages Available channels Challenges Opportunities
13:00 – 14:00	Lunch
14:00 – 15:30	Session III Improved production
15:30 – 15:45	Coffee/tea break
15:45 – 17:00	Way forward

#### Upcoming Site visit Plan (tentative key focus area):

- March 9: Self-Reliance NFI Production (Camps)
- April 13: Livelihoods NFI Production (Host Communities)

#### FSS Information Management

FSS IM team is reviewing and incorporating partners, gFSC and ISCG recommendation on FSS 5W response template, interactive and monthly dashboard and will share the revised final product to partners withing this month. December Static Dashboard has been shared by the FSS on 24 January 2022 and Interactive dashboard is updated.

FSS IM team thanks the partners for providing their Aggregation Centre/Farmer Group information. Next week FSS IM team will produce the Map and share with partners.

FSS team has analyzed the FSS training need assessment survey. Based on the survey analysis, FSS IM team will prepare and develop FSS training plan for 2022. Additionally, FSS IM Team will continue other FSS information relevant trainings such as 5W response tracker, PowerBi etc throughout the year.

Beneficiaries' deduplication exercise is continuing; therefore, partners are requested to provide the beneficiaries NID number to FSS to avoid duplication of beneficiaries. FSS Deduplication exercise [template](#) with 2022 target beneficiaries' NID - see [SOP and concept note](#)

#### Presentation:

Digital Partnerships in humanitarian assistance (WFP): WFP digital partnership team briefly presented the Multi-Wallet WFP's partner services presentation and FAO shared a preliminary results of "Vitamin-A Enriched Orange Fleshed Sweet Potato for Smallholders' Nutrition and Income" study.

For further queries for WFP digital partnership in humanitarian assistance, feel free to reach with [clara.ogando@wfp.org](mailto:clara.ogando@wfp.org) or [umme.khadiza@wfp.org](mailto:umme.khadiza@wfp.org)

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## Partner updates

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- Concern Worldwide has distributed clothes to fire victim's male, female, and child (Lungi, Shawl, women's cloth, sweater for Child and sandal) with consultation with respective CiC.
- WV Bangladesh provided skill development training on Machinery and bamboo concentric to 595 Rohingya youth under community service program in Catchment-C and provided homestead gardening training to 440 beneficiaries under emergency food security program, establishment of Multipurpose facilitation center is ongoing.
- Partners were requested to share operational updates to FSS at [info.coxsbazar@fscluster.org](mailto:info.coxsbazar@fscluster.org)

## AOB

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- Update on FSS files: all files from 2021 have been archived [here](#)
- Next FSS coordination meeting modality is hybrid, (in-person in ISCG conference room or online)

## Upcoming events

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- Next SDTWG Meeting | 31 January 2022 | 3:00 – 4:00 pm
- EETWG monthly meeting | 1 February 2022 | 15:30-17:00
- FSS Bi - Weekly Coordination Meeting | Tuesday 8 February 2022 from 11:00 – 12:30
- Livestock Partners Monthly Meeting | Wednesday, 23 February 2022