

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Monday, 26 June 2023, 11:00 AM – 12:00 PM

Location: ISCG Conference Room (Coordination Hub)

Agenda

- Introductions & welcome
- FSS Updates
- Presentation: CCPM Validation workshop output
- Partner Updates
- AOB

Participants:

21 participants from 17 organizations and program units

In persons: 8 Organizations

ACF, FSC, FSS, ISCG, PIB, SHUSHILAN, TMSI, WFP -Gender

Online: 9 organizations

DRC, FAO, HAP, IOM, Mukti, Oxfam, SCI, WFP, WFP-SF

Find presentation slides and meeting minutes [link here](#)

Action Points:

- FSS updated the FSS 2023 workplan in accordance with the CCPM validation workshop, and FSS biweekly coordination meetings will now be held on a monthly basis.

FSS Partners' Contingency Stock for emergencies

- FSS partners will check and update the FSS Partners' Contingency Stock for emergencies through FSS provided online google sheet by 17 July 2023

Homestead gardening operational and technical guideline a minimum standard

- FAO respective colleagues will compile all respective partners inputs in draft homestead gardening operational and technical guideline by 10 July 2023.
- Compiled draft homestead gardening operational and technical guideline will shared with partners colleagues in next FSS coordination meeting.
- FSS will incorporate partners feedback from the FSS coordination meeting participants.
- FSS will share final draft to FSS partners colleagues through FSS emailing list after incorporating coordination meeting participant's feedback.
- FSS will share the final draft with ISCG by this month.

Guideline Section Specific Action points:

Compost /kitchen compost: Concern Worldwide (CWW) will incorporate compost and kitchen information through FSS provided online homestead gardening guideline by 5 July 2023

Layout: BRAC and Plan International will provide input on household adjacent layout through FSS provided online homestead gardening guideline by 6 July 2023

Nutritive value component: FAO and PIB respective colleagues will incorporate nutritive value information by 6 July 2023.

Species list: FAO respective will incorporate species list in the draft guidance by 10 July 2023

Cash for works & installing /set-up: As discussed, Cash for works & installing /set-up section will remove from the guideline.

INFORMATION MANAGEMENT

FSS Reporting Deadline | 12 July 2023

- For FSS 5W response tracker ([5W Guidance Note](#))
- [FSS 5W response tracker](#) (google sheets): The online FSS 5W response tracker in the March 2023 Tab only – (please note that this is a LIVE document and protected, therefore DO NOT try to delete fields/rows or apply filters).
- Or the attached offline 5W template. *If using the offline template, it may be convenient for you to download the above response tracker and keep your specific organization's rows only and update the monthly tab each month with your activities' beneficiary figures.*
- For Rohingya CfW/Volunteer Stipend information: attached Excel template

For any IM support, please do not hesitate to reach out to FSS:

- Neyamul Akhter | IMA | +8801313770424 | neamul.akhter@wfp.org

Partners' Update

- Partners are requested to share operational updates to FSS at info.coxsbazar@fscluster.org or coxsbazar.fss.wfp.org

AOB

- Update on FSS files: all files from 2022 have been archived [here](#)

Next Coordination Meeting

- [FSS Bi - Weekly Coordination Meeting](#) | 25 July 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)