

**Meeting Minutes**

**FSS Bi-Weekly Coordination Meeting**

Date: Tuesday, 25 July 2023, 11:00 AM – 12:30 PM

Location: ISCG Conference Room (Coordination Hub)

**Agenda**

- Introductions & welcome
- FSS general Updates
- Financial Analysis exercise | June 2023
- Partner Updates
- AOB

**Participants:**

23 participants from 18 organizations and program units

**In persons:** 15 Organizations

AAB, CWW, DCA, DRC, ESDO, FAO, FSS, MUKTI, PIB, OXFAM, RDRS, SCI, UNICEF, WFP – Gender & Inclusion, WFP - SL

**Online:** 3 organizations

UNHCR, Uttran, WFP - RH

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

**Action Points:**

Who	Action	When
<b>FOOD SECURITY SECTOR</b>		
<b>IMPACT ON FSS DUE TO RATION CUTS</b>		
Partners	FSS will continue recording of partners inputs regarding the impact of the food ration cuts on partners programming (where, when, # of beneficiaries, what activity etc.)	August 2023
<b>SECTOR FINANCIAL ANALYSIS</b>		
FSS	<ul style="list-style-type: none"> <li>• FSS will finalize FSS financial analysis and share with ISCG.</li> </ul>	30 July 2023
Partners	<ul style="list-style-type: none"> <li>• FSS partners will provide feedback on FSS activity categorised if they have any concern.</li> </ul>	27 July 2023
<b>FSS HOMESTEAD GARDENING (WINTER AND SUMMER SESSIONS)</b>		
FSS	<ul style="list-style-type: none"> <li>• FSS will incorporate homestead gardening guideline’s narrative parts.</li> </ul>	7 August 2023
Partners	<ul style="list-style-type: none"> <li>• FSS will conduct a meeting with EENC</li> </ul>	9 August 2023
<b>CONTINGENCY STOCK FOR EMERGENCIES   QUATER 2</b>		
FSS	<ul style="list-style-type: none"> <li>• Partner will provide input on online contingency stock for emergency (If they did not provide yet)</li> </ul>	2 August 2023
<b>FSS FIELD VISIT WITH FSS PARTNERS</b>		

	<ul style="list-style-type: none"> <li>FSS is planning to organize a FSS field visit with partners. The proposed tentative date for the field visit will be end of August 2023.</li> <li>FSS will share the facilitation registration link to FSS partner colleagues.</li> </ul>	<p>End of August</p> <p>2 August 2023</p>
<b>FSS INFORMATION MANAGEMENT</b>		
Partners	<ul style="list-style-type: none"> <li>FSS IM team will prepare Six monthly Dashboard and shared with Partner by 31 July 2023</li> <li>FSS partners will check their status and provide feedback to FSS.</li> </ul> <p><b>REMINDER   FSS REPORT (July 2023)</b></p> <ul style="list-style-type: none"> <li>For FSS 5W response tracker (<a href="#">5W Guidance Note</a>) <a href="#">FSS 5W response tracker (google sheets)</a>: The online FSS 5W response tracker in the July 2023 Tab only – (please note that this is a LIVE document, therefore DO NOT delete fields/rows or apply filters).</li> </ul> <p>Or use the attached offline 5W template. <i>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.</i></p> <ul style="list-style-type: none"> <li>For Rohingya CfW/Volunteer Stipend information: Excel template</li> </ul>	<p>2 August 2023</p> <p>8 August 2023</p> <p>13 August 2023</p>
Partners		
<p><b>For all your Information Management needs please contact:</b></p> <p>➤ Neyamul Akhter   IMA   +8801313770424/ <a href="mailto:neamul.akhter@wfp.org">neamul.akhter@wfp.org</a></p>		
<p><b>Next FSS coordination meeting   22 August 2023, 11:00AM – 12:30PM   Location: ISCG Meeting Room (Coordination Hub)</b></p>		

## FSS GENERAL UPDATES

### FSS Ration Cuts Impact:

During the coordination meeting FSS discussed with partners about General Food Assistance (GFA) ration cuts impact in the Refugee community. WFP has 4 different types of Complaint and feedback mechanism process to collect the complaint and feedback from the beneficiaries. As per last WFP CFM June monthly report the complaint were so high as compared with previous month.

Total 5,551 ration cuts related issues/calls were recorded through WFP Hotline (340) and Helpdesk (5211) channels (where Male beneficiaries was 51% and Female was 49%) out of total 11,994 complaints/issues were recorded through four different CFM channels in June 2023.

Therefore, FSS requested partners to share their information to FSS, if they face any challenges to implement their activity in the camp.

### ISCG Funding Analysis

ISCG was conducted a financial analysis by the support of sector partners. FSS thanks all partners for providing their funding information to ISCG. FSS categorised FSS activity based on the ISCG financial analysis. During the

coordination meeting, FSS briefly discussed and explain about FSS activity categories with coordination meeting participants and gather FSS partners colleague's concern.

Types	Categories	Activity details
	Firewalled	E-Voucher Assistance, Fresh Food Voucher, Rapid Food Assistance
Refugee	Critical Priority	Cash for Work, Conditional Cash, Crop Agricultural Support, Fisheries & Livestock Support, School feeding
Host	Critical Priority	School feeding
Refugee	Priority	Awareness Raising, Food Assistance, Food Processing, Natural Resource Management, Services
Host	Priority	Awareness Raising, Cash for Work, Conditional Cash, Crop Agricultural Support, Fisheries & Livestock Support, Food Assistance, Food Processing, Natural Resource Management, Services, Unconditional Cash

### Join Multi sectoral Need Assessment (J-MSNA)

ISCG is going to conduct J-MSNA from next month. FSS already revised and finalized sector J-MSNA indicator and questionnaire as per 2023 JRP activity matrix and with consulted with Reach initiative. Few FSS core impact level indicator will feed by the J-MSNA analytical report. J -MSNA report will also provide idea about how ration cuts impact in the Rohingya community.

### ECHO consultation with FSS Sector

As part of the Humanitarian Implementation Plan (HIP), ECHO has organized sector consultation meeting with FSS and LSDS sector on 19 July at ECHO Office. Few FSS partners, LSDS sector and FSS were participant.

Major discussion points from the meeting:

- Food Security Sector priority of activity focusing on ration cuts impact.
- Food Security Sector achievement and gaps
- Identify FSS priority activities.
- ECHO Funding: will revised based on meeting discussion with another sector and Prioritise activity

### ISCG Rationalization Workshop

ISCG conducted rationalization workshop on **20 July at ISCG conference room**. The rationalization workshop mainly focusses on sector rationalization progress.

During the coordination meeting, FSS shared FSS progress, challenges, and best practices with coordination meeting participants.

### FSS Progress, challenges, and best practices

- FSS harmonizes partners' presence by cross-checking partners' proposals as per sectors developed rationalization process criteria (15 criteria).
- Over-coverage addressed by diverting partners' activities to different camps (during partners planning to intervene activity)
- All FSS partner activities need sector endorsement before CiCs endorsement.
- FSS developed Minimum standards, SOPs (gardening, rapid response, Ramadan, etc.), checklists, tips to coordinate and harmonize partners.

- FSS is quarterly updating availability of Contingency Stocks and ad-hoc coordination meeting.
- FSS regularly shared & updated FSS Information products (Interactive dashboard, Maps, Factsheet, etc.) to know camp-wise presence and activity details.
- Since 2020, FSS is continuing deduplication for host and local community (Cash assistance support)

#### **Progress, challenges, and best practices**

- FSS referred partners to coordinate other FSS partners operating in the same geographical area.
- FSS works closely with other working groups, e.g. Energy & Environment Network (EEN), Protection, gender, age, disability and inclusion group for cross cutting issues
- FSS prepares, updates and shares activity-wise partners contact details.
- Partners are getting approval from the CiC, without knowing Sector. FSS developed different SOPs (gardening, rapid response, Ramadan, etc.), checklists, tips to coordinate and harmonize partners activity.
- As per partners request, FSS is continuing providing support to FSS partners by providing partners plan and presence, camps wise service gap information to prevent more partners present in the same location and minimize beneficiaries is receiving same services from the partners.
- Updated availability of Contingency Stocks, Emergency contact focal and ad-hoc coordination meeting, guide FSS to better response plan and rationalize partners during emergency.
- Block-wise information is not available ( JRP Partners Project proposal and FSS report)

#### **How the agencies can support**

- All relevant agencies should take part in the Sector JRP process.
- Partners should engage in the sector relevant meeting, workshop, events.
- Consult with relevant Sectors/Working Groups before engaging in an activity.
- Ensure partners meet basic requirements for the beneficiaries.
- Improve relations with Beneficiaries, the Government and other partners in the camps.
- Partners should follow the sector developed ToR, SOP, Minimum standard guideline etc.
- Partners need to provide real-time, accurate information to the sector.
- Partners need to regularly update their revised plan to sector.
- Partners need to share their own organization need assessment or other assessment report for sector review.

#### **Goals/ideas on where to rationalize.**

- Rationalize Rapid Food distribution and resilience activity.
- Unconditional & Conditional Cash, Crop Agricultural
- Support, Fisheries & Livestock, Services, Awareness Raising
- Cash for Work, Natural Resource Management etc

#### **CCPM validation workshop**

FSS has been conducted Cluster Coordination Performance Monitoring (CCPM) validation workshop on Sunday, 25 June 2023 at Long Beach Hotel, Kolatoly.

**Total 31 colleagues from 27 Organizations were participant in the validation workshop.**

**Good Practice:**

- Regular coordination meetings, shares key messages SOP, strategic plan, guidelines etc.
- Effective coordination meeting at Camp level to minimize duplication and FSS took initiative.
- Draft plan has been shared with SEG members for their feedback which helped to get suggestions from the management of each organization(donor/partner/sectors)
- SOPs are working good (homestead gardening, cash distribution, input distribution)
- Volunteer payment guideline endorsed by RRRC helped

Based on CCPM workshop participants feedback, FSS shifted Biweekly coordination meeting to monthly basis.

**Updating | FSS Partners' Contingency Stock for emergencies | Quarter 2**

FSS was updated the FSS partners contingency stock for emergencies, the deadline for updating by the FSS partners were 17 July 2023. As the deadline for updating of FSS partners contingency stock for emergencies has over, then also FSS requested those partners who did not update their contingency stock yet to update their information by following FSS provided online google sheet.

The online google contingency sheets are available: [HERE](#)

**Homestead gardening operational and technical guideline a minimum standard**

Homestead gardening technical team were compiled Homestead gardening operational and technical guideline a minimum standard and shared with FSS, Now FSS is incorporating FSS feedback and preparing narrative part. After completing the narrative part, FSS will sit with energy environment respective focal for their inputs. FSS thanks all technical partners for their inputs and support to prepare the version 2 guidance note on Homestead gardening operational and technical guideline.

**FSS Field Visit with FSS partner**

FSS is planning to organize a FSS field visit with partners coming month. Then proposed tentative date for the field visit will be end of August 2023. Therefore, FSS will send a invitation to register interested partner for showcasing their homestead gardening relevant intervention sites and also sign up for joining in the site visit team.

FSS would like to request interested partners colleague to register **their site details and activity by following [THIS LINK](#)** by COB Monday, 7 August 2023

**FSS Gender, Diversity and Inclusion**

As part of the FSS partners capacity enhancement initiative plan, FSS will organize Gender, Diversity, and inclusion training to enhance the capacity of partners colleagues on Gender, Diversity, and inclusion.

**INFORMATION MANAGEMENT**

FSS IM team thanks to partners for their timely submission of monthly report to FSS. Then FSS shared FSS six monthly compiled activity wise information to the coordination meeting participants. Based on the below report, FSS will prepare and share FSS half yearly progress dashboard for partners review as FSS did previous.

Quarter 2	JRP	Refugee			Host			Local		
	Grand Total	Total	Cash	Kind	Total	Cash	Kind	Total	Cash	Kind
CFW	25400	21350	21350		4050	4050				
MPC	3045				3045	3045				
Home Gardening	335000	266020		266020	68980		68980			
Livestock	13064				13064		13064			
Fisheries	11450	8676		8676	2774		2774	4595		4595
forestry (Horticulture)	18230	1050		1050	17180		17180	31175		31175
MPCG	3045				3045	3045				
vatenery	377				377		377			
Farmers training	28913	17598		17598	11315		11315			
FSS Training status	99	99		99				99		99
IGA	2512				2512		2512	3638		3638
Awariness Raising	133200	43865		43865	89335		89335			
Cash Support - Conditional	71095	6340	6340		64755	62405	2350			
CASH support -Unconditional (IGA+MPCG)	5557				5557	4250	1307	3638	3638	
NRM activity	1715				1715		1715			
Disaster Risk Reduction	9875	5890	5890		3985	3985				

### FSS Reporting Deadline | 13 August 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:

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### Partners' Update

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#### CWW

Update from Concern Worldwide:

- 20,700 beneficiaries received agriculture inputs for Seeds, fertilizer, bamboo, net, Sac bag etc. for kharif -2. 10 camp & Host community.
- 50 goats distributed among the host community beneficiaries.
- Concern Worldwide organize visit for FSS sector for the month of august 2023.

#### FAO

- FAO distributed Micro Gardening Kits (MGK) to 1000 Rohingya HHs for vegetable gardening purposes in the camp 4E, Ukhiya and Camp 24, Teknaf on the 1st week of July. The MGK included 05 items eg. Watering can-1, sack-4, vermicompost 10 kg, rope 1 kg, and muli bamboo 10 pieces. The items were distributed in Camp 4E 400 HHs and 600 HHs in camp 24. A brief orientation was provided to 1000 HHs by implementing partner Mukti. This input is supported in both camps under the project of under SAFEPlus –ii and ILO-supported project.

- FAO has another plan to distribute vegetable crates (baskets) to the 2700 host community farmers to collect and carry vegetables from the crop fields/gardening plots and support to safely carrying fresh vegetables to the local market and higher prices. It will reduce post-harvest loss of crops and management support. This will be distributed in mid-August in the Kutubdia and Ukhiya sub-districts under the project of UN-UN collaboration of WFP (school feeding project).

## DRC

Under MOCHA response DRC provides-

- Vegetables and cash crop seeds and gardening tools to 400 HHs ( camp8E: 100; Host Jalilapalong 300),  
**Multipurpose cash assistance to 100 host hh ( BDT 5500/hhs)**
- Engage 100 CFW from cycling affected HHS to repair damaged LLH assets and land and soul stabilization works (camp8E 40; Host Jaliapalong 60) for 16 days / cfw.

## OXFAM:

- As per our previous post MOCHA response plan, Oxfam will go MPCG distribution at saint martin island.
- As per recommendation of Deputy commissioner and UNO of tekna upazila OXFAM will provide Multi-purpose cash grant another 11000 BDT among 200 HHs approximately those who are mostly affected and shelter has fully damaged and
- also OXFAM are planning to provide Multi-purpose cash grant another 660 HHs (Tentative) and they will get 5500 BDT
- **Partners are requested to share operational updates to FSS at [info.coxsbazar@fscluster.org](mailto:info.coxsbazar@fscluster.org) or [coxsbazar.fss.wfp.org](http://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](#) | 22 August 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)