

## Meeting Minutes

### FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 22 August 2023, 11:00 AM – 12:30 PM

Location: WFP Meeting Room (Old Building)

#### Agenda

- Introductions & welcome
- FSS general Updates
- Homestead Gardening
- Partner Updates
- AOB

#### Participants:

24 participants from 22 organizations and program units

AAB, AUW, BRAC, CODEC, CWW, DRC, EEN -ISCG, ESDO, FAO, FSS, FIVDB, HAP, HIS, LSDS, PIB, Re alliance, SHED, RDRS, SHUSHILAN, WFP – Protection & AAP, WFP – EFSN, WFP – SL

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>		
FSS and 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.)  In the month of July total 647 ration cuts related issues/calls were recorded through WFP Hotline (97) and Helpdesk (5050) channels (where Male beneficiaries was 58% and Female was 42%).	September 2023
<b>FLASH UPDATE #2 ON MONSOON RESPONSE 5-8 AUGUST 2023</b>		
FSS	Partners will share their Monsoon response plan with the FSS.	30 August 2023
Partners	FSS will record and compile partners response status	Continue
<b>FSS GENDER FOCAL POINT</b>		
FSS	FSS partners will reach to FSS gender focal points for FSS Gender, Inclusion, diversity related issues.	
<b>LIVELIHOODS AND SKILLS DEVELOPMENT SERVICE BASELINE MAPPING</b>		
FSS	Partners to completed livelihoods and skills development service baseline mapping.  Livelihoods and Skills Development Service Baseline Mapping Link: <a href="#">Baseline Service Mapping</a>	31 August 2023
<b>STANDARDIZED LIST of VOLUNTEER ROLES</b>		
Partners	Partners will provide input on Standardized List of Volunteer Roles	28 August 2023
FSS	FSS will compile standardized list of volunteer role and shared with ISCG	29 August 2023
<b>FSS FIELD VISIT WITH FSS PARTNERS</b>		

Partners	Interested partners colleagues will register through FSS provided field visit participation link.	3 September 2023
FSS	FSS will finalize site facilitation location provided by the interested partners colleagues and communicate with responsible colleagues for site finalization.	7 September 2023
FSS	FSS will organize site visit on mentioned date	13 September 2023
<b>INTERNATIONAL YOUTH DAY (GREEN SKILL CONFERENCE)</b>		
	FSS will select from the nominated colleagues for the youth development conference (green skill) and ensure participation from the FSS.	24 August 2023
<b>HOMESTEAD GARDENING OPERATIONAL AND TECHNICAL GUIDELINE</b>		
FSS	FSS will invite nominated technical colleagues for finalizing gardening guideline.	24 August 2023
Partners	FSS will organize technical expert meeting with nominated colleagues	29 August 2023
<b>HOMESTEAD GARDENING RESEARCH</b>		
FSS	FSS will prepare and share the research objective to FSS partners.	4 September 2023
Partners	Partners will provide their inputs as per research requirement	17 September 2023
<b>FSS INFORMATION MANAGEMENT</b>		
Partners	<b>REMINDER   FSS REPORT (August 2023)</b> <ul style="list-style-type: none"> <li>For FSS 5W response tracker (<a href="#">5W Guidance Note</a>) <a href="#">FSS 5W response tracker</a> (google sheets): 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).  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></li> </ul>	13 September 2023
Partners	<ul style="list-style-type: none"> <li>For Rohingya CfW/Volunteer Stipend information: Excel template</li> </ul>	
<b>For all your Information Management needs please contact:</b> ➤ Neyamul Akhter   IMA   +8801313770424/ <a href="mailto:neamul.akhter@wfp.org">neamul.akhter@wfp.org</a>		
<b>Next FSS coordination meeting   26 September 2023, 11:00AM – 12:30PM   Location: ISCG Meeting Room (Coordination Hub)</b>		

## 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.

FSS lead agencies, WFP has 4 different types of Complaint and feedback mechanism process to collect the complaint and feedback from the beneficiaries. In the month of July total 647 ration cuts related issues/calls were recorded through WFP Hotline (97) and Helpdesk (5050) channels (where Male beneficiaries was 58% and Female was 42%).

Therefore, FSS requested partners to share their ration cuts impact or any challenges they faced to implementing their activity due to ration cuts.

### Flash Update #2 on Monsoon Response of 5-8 August 2023

- WFP and its partners lead the emergency food assistance, distributing 458 cartons of fortified biscuits and 6,135 hot meals (2,514 for lunch and 3,621 for dinner) to 478 households (2,396 individuals) across the camps.
- MSI provided 1500 hot Meal (Birani) at Camp 10 and planning to response Coxsbazar upazila (except Ukhiya and Teknaf)
- WFP DRR team distributed BDT 4,100 to 5,343 HH of at Teknaf Upazila (3 Union: Teknaf poursova, Sabrang and Nila) through Mobile money transfer (Bikas) as Anticipatory Action.
- The Sector is closely coordinating with resilience and livelihood partner organisations to monitor 832 fully damaged homestead gardens and 3,541 partially damaged gardens in the camps.
- AAB, OXFAM, Helvetas, assted the vulnerable affected beneficiaries at host and camp beneficiaries in the Ukhiya and Teknaf Upazilas.

### FSS | Gender Focal Point

During the coordination meeting, FSS introduced with the FSS selected gender focal points.

FSS has been carefully reviewed interested partner colleagues submitted Expressions of Interest (EOI) before selecting and nominating FSS GFP. The main responsibility of the GFP is to

- Act as the point of contact for FSS sector and the GiHA WG.
- Be a main actor on the ground to support the roll out of the Sector Gender Tipsheets, IASC GiHA handbook guidance, IASC Gender with Age Marker, etc.
- Be a catalyst within the sector on GEEWG (include raising awareness, advocating for resources, etc. rather than assume total responsibility for all gender-related acXons).

### FSS Gender Focal Point Contact Details:

- Name of the GFP: **Fariha Hossain**
- Designation of the GFP: **Project Manager**
- Organization Name: **ActionAid Bangladesh**
- Contact Number: **01748273812**
- Email: [fariha.hossain@actionaid.org](mailto:fariha.hossain@actionaid.org)

### J MSNA

During the coordination meeting, FSS briefly discussed about the upcoming Joint Multisectoral Need Assessment (JMSNA) survey preparation and timeline. As part of the survey, FSS has been facilitated (with JMSNA responsible) 3 separate sessions to 100+ JMSNA Enumerator in separate date.

The MSNA data collection is scheduled from 27 August to 12 September, and data cleaning is expected to be completed by 29 September 2023.

Sector	16 August	17 August	20 August
FSS + Cash and Markets	3:00-4:45 pm UKHIA	11:00 – 1:00 am CXB 3:00-5:15 pm CXB	8:45 – 10:45 am CXB (LSDS)

### AAP Training

AAP Technical Working Group, in collaboration with BBC Media Action, has been organized a workshop on 21 and 22 August focused on AAP for all sector partners. The workshop is developed based on the identified priorities of previous AAP workshop, aiming to integrate collective AAP practices across sectors. The goal is to offer strategic and technical assistance to the sector partners in different sectors, fostering a shared comprehension of AAP principles and empowering them with tools to incorporate these practices effectively. Moreover, enhance the integration of AAP within individual sectors. FSS nominated 6 FSS partners colleagues from the FSS partners for the workshop.

### LSDS

LSDS representative briefly discussed the ongoing Livelihoods and Skills Development Service Baseline Mapping and highlighted, If the partners do not have any skills development activities, they can fill in section regarding the current volunteer engagement and anticipated needs for 2024 from their respective organization, which will help us better match the skilled volunteer pool with the needs/demand across the board.

**Livelihoods and Skills Development Service Baseline Mapping Link:** [Baseline Service Mapping](#)

### Standardized List of Volunteer Roles | August 2023

During the coordination meeting, FSS shared the list of volunteer designation which FSS recorded last year. Now FSS is going to review the volunteer roles and will prepare standard list of volunteers. So FSS will share the recorded list of volunteer database to the FSS email list and requested partners to update their information.

### FSS Field Visit with FSS partner colleagues

FSS is going to organize a FSS field visit with FSS partners colleagues. During the coordination meeting, FSS briefly discussed the site facilitation details provided by the FSS partners. The tentative date of the field visit was 30 August 2023, Due to partners request, FSS reschedule the previously proposed date of field visit from 30th August to Wednesday, 13<sup>th</sup> September 2023.

Therefore, FSS will reshare again the field visit participants link to FSS email list and will request all interested partners colleagues to register (who have not sign up yet) in joining with FSS partners field visit team.

**Register through this [link](#) latest by COB 3<sup>rd</sup> September 2023.**

### International Youth Day (Green Skill Conference)

YWG in collaboration with its partner is aiming for a two-day conference inspired by International Youth Day, which is dedicated to empowering youth and humanitarian agencies in Bangladesh and to discovering this year's theme "Green Skills for Youth: Towards a Sustainable World".

**Title:** Green Skills for Youth: Towards a Sustainable World

**Date & Location:** August 28 and 29, Ocean Paradise Coxs Bazar

**Target Demographic:** 40 Youth (host and refugee) + 30 participants from partners and Sector

Considering the conference, FSS invited interested partners colleagues to nominate for facilitating the FSS decided 3 sessions on the conference organized by YWG. 4 FSS partners colleagues from the coordination meeting participants were showed their interest to join the conference as FSS representative. Among them FSS will nominate and communicate with 2 persons from the 4 FSS partners colleagues and request them to facilitate the session on behalf of FSS.

Proposed partners: **AAB, BRAC, DCA, PIB**

## **28 August (DAY 01):**

Cross-Sectoral Dialogue: Advocating for Youth Engagement on green skills (3:00pm to 4:30pm)

## **29 August (DAY 02):**

Session: Sustainable Agriculture and Food Security (2:00pm - 3:00pm)

Panel Discussion: Gender Equality and Green Skills (3:00pm - 4:00pm)

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

Firstly, FSS thank to all technical colleagues who dedicate their time and provided their expert inputs on developing the draft homestead gardening guideline version 2.

Now FSS is going to finalize the compiled draft gardening guideline as a final draft, therefore FSS is planning to set a meeting with 3 technical colleagues for final review of the gardening guideline. During the coordination meeting, FSS requested to the coordination meeting participants to nominate 3 colleagues' technical colleagues for the meeting.

Proposed interested colleagues for final review (Colleagues -3) : BRAC, FAO and Helvetas.

Partners are also requested to provided gardening relevant picture to FSS for guideline uses.

### **Homestead Gardening Research**

During the coordination meeting, FSS briefly discuss on upcoming Homestead gardening research which will be carried out by the Rohingya students from AUW resident in the camps, and in close consultation with members of the FSS and Energy Environment Network (EEN). They research will be funded by Re-Alliance with a grant from the JAC trust.

The scope of the research is planned to include.

1. Some initial desk-based research into project documents from key project implementers and to include a range of International Agencies, INGOs and NGOs (we are dependent of members of the sector being willing to share reports and budgets). We hope this will yield
  - The size of projects and costs per head
  - Whether gardens used chemical or organic inputs
  - Type of gardens implemented, home, school, community, rooftop etc
  - National or heritage seeds, advice given on seed saving
  - Length, scope and content of training offered (regenerative, permaculture, climate resilient etc), designed and delivered by resident, national or international personnel)
  - Training approaches used, and type and availability of training material
  - Follow up support offered
  - Records kept of yields Kcas/month??
  - Records kept of foods produced and consumed
  - Comparisons of costs and approaches with range of foods produced and consumed and amounts of water used.

The research would hope to carry out this desk-based research during September, October and November 2023, depending on availability and accessibility of reports shared. Empirical research is planned to take place during the December break when it is hoped that, post elections students will be able to return to the camp. Permission will be sought for this early in November. This will include individual interviews with households participating in selected projects and transect walks to observe which gardens are still in operation, what they are producing and what sources of water will be used.

Semi structured interviews with participants will cover areas such as:

- 1) What have been the benefits of having a garden?
- 2) What different foods have you grown this year?
- 3) How much of this have you eaten? Your family eaten?
- 4) What difference has this made to food availability? Household budgets?
- 5) Do you notice any difference to your energy and health, or that of your family?
- 6) What (if any) new approaches did you learn from the training?
- 7) Which of these are you still using?
- 8) What if any follow up support have you received?
- 9) What are the main problems you have encountered in the garden?
- 10) How have you dealt with these

Therefore, FSS will send a email to the partners email list requesting for their consent to contribute to the research and provide research relevant information to us.

## INFORMATION MANAGEMENT

FSS IM team thanks to partners for their timely submission of monthly report to FSS.

### FSS Reporting Deadline | 12 September 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](mailto:neamul.akhter@wfp.org)

## Partners' Update

---

### AAB

- AAB has distributed 10,000 agriculture inputs items in May and production has started, based on last month July production report in total 7203 Kg at different camp.

### CWW

Update from Concern Worldwide:

- Concern Worldwide Provided Agriculture inputs among - 20,700 beneficiaries both camp & Host communities. For Kharif – 2 seasons.
- Concern Highly interest to involve & Support upcoming Research initiative.
- Concern Worldwide ready to show Homestead gardening to FSS Partners Upcoming visit on 13<sup>th</sup> September 23.

### FAO

- In response of cyclone MOCHA, FAO has a plan to distribute winter vegetable seeds and Micro Gardening Kit (MGK) to 15,000 Rohingya households in the camp of Ukhiya and Teknaf sub-districts. For beneficiary selection, FAO is

communicating with UN agencies (WFP) for ongoing or leftover or affected households list and it will verify and finalize the list for the input's distribution. The inputs will be distributed in October 2023 in the camps with orientation.

#### HELVETAS

- Helvetas implemented SHINE project by the implementing partner (Uttaran & Prottyashi)
- Working area 5 unions & 10 camps of Teknaf & Ukhiya Upazila
- 500 Commercial farmers (Household) received paper voucher for input purchase from the local seed vendor/retailers of Hinal & Whykong union under Teknaf Upazila for commercially vegetable production.
- 290 Household received agricultural input support for homestead vegetable cultivation at Halodiapalong union under Ukhiya Upazila.
- 1800 Household received agricultural input support for homestead vegetable cultivation at camp 8W.

#### PIB

- 10 Female beneficiaries received security loss fund through mobile money transfer for strengthening her exiting business mainly agro based.
- **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

---

- EEN coordinators thanks to partners colleagues for their inputs on the Awareness Messaging and Guidance Notes document to be integrated in the overall FSS Homestead Gardening Guideline. Energy environment network will share the document to FSS colleague through FSS mailing list for their final review and inputs.
- Protection and AAP team is drafting Protection and AAP action plan, after finalizing this document, they will organize a meeting with FSS partners colleagues.
- Update on FSS files: all files from 2022 have been archived [here](#)

#### Next Coordination Meeting

- **FSS Bi - Weekly Coordination Meeting** | 26 September 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)