

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 17 October 2023, 11:00 AM – 12:30 PM

Location: WFP Meeting Room (Sunrise Bay)

Agenda

- Introductions & welcome
- FSS general Updates
- FSS JRP 2024
- **CYMMYT**: Presentation on CYMMYT Initiative.
- Partner Updates
- AOB

Participants:

32 participants from 23 organizations and program units

AAB, ACF, BRAC, CIYMMYT, CODEC, CWW, DRC, ESDO, EEN, FIVDB, FSS, HEKS/EPER, HELVETAS, HAP, Mukti, PIB, RDRS, RIC, SHED, UNHCR, YPSA, WFP – EFSN, WFP – SL

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

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
FSS JRP 2024		
FSS and Partners	FSS will share latest JRP 2024 calendar to partner's email.	19 October 2023
	FSS will share final FSS strategic objectives, activity matrix to ISCG	23 October 2023
	FSS will share Final JRP project template to FSS partners	2 November 2023
	FSS will organize online Project template orientation for partners colleagues	8 November 2023
	FSS will circulate Peer Review Team (FSS) registration link to partners email for their nomination as a PRT member.	5 November 2023
	Partner will provide nomination through FSS provided registration link.	9 November 2023
	FSS will finalize PRT team and shared with partners colleagues in next coordination meeting	14 November 2023
	Partner will attend town hall meeting on 2 nd November 2023	2 November 2023
	Partners will share final project template to FSS	14 November 2023
	FSS will organize 2 days PRT workshop with selected PRT team	21 -22 November 2023
	FSS will organize SAG meeting	28 November 2023
	FSS will finalize partner JRP 2024 proposal	24 – 25 November 2023
	Partners will submit final revised proposal through HPC	3- 5 December 2023
FSS will finalize and approved partners proposal through HPC	6-7 December 2023	

FAO BENEFICIARIES LIST		
FAO	FAO will communicate with respective partners for further processing	November 2023
FSS FIELD VISIT WITH FSS PARTNERS		
Partners	FSS will share the registration link to the FSS partners for site facilitation registration	5 November 2023
FSS	Partner will provide site facilitation site information through FSS provided link	18 November 2023
HOMESTEAD GARDENING RESEARCH		
Partners	Remaining Partners will provide their inputs as per FSS provided template	19 November 2023
FSS INFORMATION MANAGEMENT		
Partners	FSS will update FSS interactive and static dashboard based on partners provided information through FSS 5W report	26 November 2023
For all your Information Management needs please contact: ➤ Neyamul Akhter IMA +8801313770424/ neamul.akhter@wfp.org		
Next FSS coordination meeting 14 November 2023, 11:00AM – 12:30PM Location: ISCG Meeting Room (Coordination Hub)		

FSS GENERAL UPDATES

FSS Field Visit

FSS jointly with FSS partners conducted a site visit on **13 September 2023**, the purpose of the FSS partners site visit is to showcase and learn from FSS partner organizations about home gardening related activities. Total 19 participants from 14 organizations were join in the field visit and visited 4 (BRAC, CWW, Mukti, Protyashi) implementing agencies site (Camp 2W Camp 4, Camp 4 extension, and Camp 15). Based on the site visit FSS prepared a site visit report and published on gFSC website. [Website link Here.](#)

FAO beneficiaries request

As per requested by the FAO, FSS shared a common email to FSS partners colleagues to collect those beneficiaries list those are or will not getting homestead gardening support by their organizations for distributing vegetable seeds, Micro gardening tools and Homestead-gardening training in the camp. **Total 21000+** beneficiaries' details were collected from 11 different partners organizations. FAO will communicate with the respective organization and will share the selection process and next course of action. FAO already circulate an express of interest (EOI) for selecting an organization to support FAO for selecting beneficiaries and to also support to provide mentioned items to the respective beneficiaries.

Partners Input | Homestead Garden Research

Firstly, FSS thanks to those partners colleagues for providing their homestead gardening information to FSS. FSS still waiting to response from few organizations whose did not provide their information yet to FSS. During the FSS coordination meeting, FSS requested those partners to share their information by COB 19 October 2023.

CWW (CWW, SARPV), ESDO, FAO (Mukti), FIVDB, Helvetas (Protyashi, Uttran), Mukti, PIB (FIVDB, YPSA, BITA)

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.

FSS JRP 2024

During the coordination meeting, FSS briefly discussed the JRP 2024 details schedule with coordination meeting participants.

Tentative date	Key activity	Main actor(s)
05-Sep	ISCG shares template for response plan with sectors	ISCG
10-Sep	Rationalization workshop instead of inter-sector meeting (with UN RC)	Sectors/Programme
21-Sep	Townhall on JRP process and timeline	All partners
24-Sep	Preliminary response plan, including narrative with Objectives, Activity Groups with Unit Costs, PiN & Targets, Budget estimate to be shared with SEG Co-Chairs	Sectors
05-Oct	ISCG to circulate draft project template and guidance notes (incl. cross-cutting) for Sector feedback	ISCG
12-Oct	Sector feedback on draft project template and guidance notes	Sectors
12-Oct	Sectors receive MSNA Preliminary analysis	REACH
15-Oct	REACH run through of MSNA Preliminary analysis format	REACH
19-Oct	Sector workshop on MSNA findings	REACH
23-Oct	Sectors submit final strategies (narrative with Objectives, Activity Groups, PiN & Targets revised budget estimate) validated by MSNA	Sectors
30-Oct	Sectors present strategies to ROCT, invite SEG Co-Chairs	Sectors
27-Oct	2024 GH0 inputs due	ISCG
29-Oct	ISCG sends final Project template to Sectors for final check	ISCG
31-Oct	ISCG sends final project template to Sectors for forward sharing with partners	ISCG/Sectors
Beg. Nov	ISCG reaches out to non-JRP partners on planned 3W	ISCG
02-Nov	Townhall for partners on template and cross-cutting themes, including GAM	ISCG/All partners
Wk of 05 Nov	Presentation to RRRC	ISCG
14-Nov	Deadline project submissions	Appealing partners
16-Nov	0 draft JRP narrative (including chapeau, no numbers), share with SEG CC, ROCT and sectors	ISCG/Bhasan Char
19-23 Nov	Peer Review Teams per Sector to review proposals	Sectors
26-Nov	Selection of partners communicated	Sectors/Partners
27-30 Nov	Final project adjustments	Sectors/Partners
30 Nov	HPC Townhall	ISCG/Partners
3-5 Dec	HPC submissions + clinics to support partners in submission	Partners/ISCG
6-7 Dec	Final check HPC submissions by Sectors	Sectors
10-Dec	JRP draft with numbers ready, to be shared with ROCT and Sectors for red flags, and SEG Co-Chairs	ISCG
14-Dec	Draft shared with GOB	SEG Co-Chairs

For the JRP 2024 planning, FSS will form a Peer Review Team (PRT) committee by following ISCG provided guideline and will organize a nomination process to select PRT team member from the partners. Therefore, FSS will circulate a EOI for PRT team member by the first week of next month. After selecting PRT team member, FSS will hold a workshop with PRT team member for reviewing the partners proposal on 21 and 22 November 2023. Workshop details to be shared by the

FSS. In addition, FSS is planning to organize Orientation sessions on JRP Project Template and Q&A Before 14 November 2023, depending on Partners requirement.

INFORMATION MANAGEMENT

FSS IM team thanks to partners for their timely submission of monthly report to FSS. Based on the partners provided information FSS will update FSS interactive and static dashboard.

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

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

Partners' Update

Helvetas

Under the emergency recovery project, to response the cyclone MOCHA effected population, Helvetas distributed agriculture kits to the 3335 beneficiaries in both Rohnigya and host community. The project will be end by this month.

Energy Environment Network

As part of the rationalization plan, EEN is working on a watershed management plan in the camps. it's a lot of different activities related to slope stabilization, plantation etc. That's relevant with FSS sector, but EEN are considering also agricultural activities in the camps would be part of a watershed.

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

AOB

- Field Visit: FSS Jointly with partners will organize 2nd partner field visit on 2nd week of December.
- FSS partner will communicate with FSS for partners organization visit.
- Update on FSS files: all files from 2022 have been archived [here](#)

Next Coordination Meeting

- [FSS Bi - Weekly Coordination Meeting](#) | 14 November 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)