**AD HOC MEETING ON AGRICULTURAL INITIATIVES**

 **(DRAFT)**

Location: Virtual meeting using Microsoft Teams

Date: 13 May 2020

Time: 11:00 AM

* [**link to draft SOP for agricultural interventions and projects in Cox's Bazar**](https://drive.google.com/open?id=1_hRbjUCsthtZk7VEXXibltlztMYFRsw5)
* [**link to table with partners’ feedback compiled**](https://drive.google.com/open?id=1AGIOc3NadeHr5t8Tqk-Fv7XNk2x-ZaJO)

**PARTICIPANTS**

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| **12** Organizations (**26** individuals) in attendance; |
| ICCO | DCA | FAO |
| WVI | BRAC | UNHCR |
| HSI | AAB | SI |
| IOM | LoCOS | WFP |

**AGENDA**

* Introductions​
* Objective of the Agriculture SOP​
* Review of the Agriculture SOP​
* Coordination on agricultural activities moving forward​
* AOB

**Summary of Action points**

* Partners to conduct needs assessments to clearly identify needs on the ground to support concept note
* Partners to maintain operational coordination at early stages of planning process with FSS facilitation
* FSS to share existing information products and 5Ws info on agricultural activities with Department of Agricultural Extension, Department of Fisheries, Department of Livestock, and Department of Forestry
* FSS to maintain list of contacts to facilitate timely technical guidance and information sharing
* FSS and partners will discuss the adverse climatic concerns in Cox's Bazar context in the next agricultural meeting
* FSS to provide available information, including need assessments, with partners
* FSS to hold a dedicated meeting/mini-workshop for agricultural interventions in host communities and camps

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| **No** | **PROCEEDING** | **ACTION POINTS** |
| **1** | **Welcome and Introduction*** This meeting was held on Microsoft Teams platform, participants were requested to introduce themselves by entering their name and organization name in the chat box
* Partners were briefed on the purpose of the meeting
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| **2** | **Review of "Draft Standard Operation Procedure (SOP) for Agricultural Interventions/Projects in Cox's Bazar" – (**[**link to the SOP**](https://drive.google.com/open?id=1_hRbjUCsthtZk7VEXXibltlztMYFRsw5)**) (**[**link to a table with partners’ feedback compiled**](https://drive.google.com/open?id=1AGIOc3NadeHr5t8Tqk-Fv7XNk2x-ZaJO)**)****Proposed actions*** Due to the impact of COVID-19 on farmers in Cox’s Bazar, stronger, coordinated response between partners and the line departments of the Ministry of Agriculture is required. FSS will play a stronger liaison role between the government and partners.
* FSS will share information on partners’ activities through 5Ws tool will be shared with the DAE through dashboards and newsletters.
* The SOP is more digestible being more agriculture focused for the specific gaps that will eventually facilitate the links later
* To collect and address feedback from partners to ensure that partners’ needs are met

**Objective of the SOP*** Information sharing to enable coordination – target locations, types of assistance, target population​
* Ensure operational coordination of agricultural activities among actors ​
* Ensure coordination to support beneficiaries identified by DAE as in need of agricultural support​
* Support partners to speed up the existing approval process with the DC and UNO with FAO/FSS as facilitators​
* SOP’s objective is not to add another layer of bureaucratic process

**Updates on SOP*** SOP is a pilot in response to COVID-19 outbreak to strengthen coordination and information sharing among FSS partners and DAE
* Discussion with DoFisheries and DoLivestock has begun and this SOP may be adopted for additional agricultural activities
* Timeline of each step is dependent on the urgency based on cropping seasons and partners’ capacity – ultimate goal is to provide timely, quality agricultural support with sufficient quantity
* Application for the approval from the NGOAB is now available online and is shorter
* Separate concept note is not required, partners’ planned and actual activities will be shared using information on FSS 5Ws tracker
* Strong coordination with private organizations is also necessary
 | * Partners to conduct needs assessments to clearly identify needs on the ground to support concept note
* Partners to maintain operational coordination at early stages of planning process with FSS facilitation
* FSS to share existing information products with Department of Agricultural Extenstion, Department of Fisheries, Department of Livestock, and Department of Forestry
* FSS to maintain list of contacts to facilitate timely technical guidance and information sharing
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| **2** | **Q&A***Pending comments and questions are highlighted in yellow*Q: Was it only FAO who has submitted a proposal for agriculture as part of COVID-19 Response Plan?A: There are 5 partners with agricultural components in their project (CAID, BRAC, FAO, WVI, and LoCOS) Q: Complication of the process is that the activities/plans can't be changed after approval. Then?A: SOP is not for only ongoing activities but for planning the activities as well.For the concept note, it's a really 2 stages process, you will require the needs assessment first. But after final approval, there is no way really to go back, so we need to align this with the guideline always.Q: For the concept note development, need contact person/s specifically for the overall guidanceA: Regular ad hoc meeting will be placed and also contact list will be maintained.Q: There are ongoing approved livelihoods projects. New Project (taken to address COVID-19 response), it could make some overlap. Coordination may avoid this overlap.A: Christian Aid, BRAC, LoCOS and World Vision also has agricultural support components in their COVID-19 Response PlanQ: In relation to replacing the existing authorization process for new projects, is it really possible to go through this process for project approval instead of the FD7 process for emergency and FD6 for host community?A: Clarification- this SOP process is NOT replacing the FD7 and FD6 process. Please make sure this is clear and understood. Organizations need to obtain FD7 and FD6 from NGOAB.Q: What we can do for operational coordination, what FSS did for home gardening early this year?A: This is an agenda point for this meeting/group is to see what other information/coordination gaps partners are facing so we can support in facilitating (possibly through ad hoc meetings) on these points.Q: HELVETAS has selected host community 7000 HH in 15 wards of all five unions of Ukhia. During selection we coordinated DAE, FAO and other organizations for avoiding overlap. We are supporting these HHs for agriculture production. New project by new organization on COVID-19 response may do the overlap if not strongly coordinated. These organization needs support for selecting their beneficiaries. DAE could be invited in FSS coordination meeting. FSS can share agriculture related progress from the 5Ws to DAE every month. (proposal)A: That is the objective of this SOP  | * FSS to provide available information, including need assessments, with partners
* FSS to hold a dedicated meeting/mini-workshop for agricultural interventions in host communities and camps
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