Meeting Minutes
FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 24 August 2021 1100 – 1230 hrs
Location: Microsoft Teams Meeting

Agenda:

- FSS updates
- ISCG presentation on vehicle access
- FSS presentation on Food Security Cluster system
- AOB

Participants:
36 participants representing 20 organizations: BBC Media Action, BRAC, CBM, CWW, DRC, FAO, HELVETAS, ICCO, ILO, iMMap, ISCG, IVY, RIC, SCI, SHUSHILAN, UN Women, UNDP, UNHCR, USAID, WFP

Find presentation slides and recording here

Action points

<table>
<thead>
<tr>
<th>Who</th>
<th>Action</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners’ M&amp;E staff</td>
<td>Confirm participation in FAO-WFP training on MEAL for food security here</td>
<td>31 August - 1 September</td>
</tr>
</tbody>
</table>
| All | Partners to adhere to latest directives on:  
- nationwide movement restrictions [Bangla](#) | [English](#)  
- overall activities and movement in Camp [Bangla](#) | [English](#)  
- Quarantine requirements for persons on diplomatic missions as of 22 August [here](#) | |
| FSS | Share with partners draft self-reliance overview output for review | By end-August |
| FSS | Circulate survey on livestock initiatives with partners | By 26 August |
| Partners | Confirm renewal of QR vehicle pass with ISCG | By 2 September |
| Partners | Contact Skills Development TWG Co-chairs Joseph Falcone ([joseph.falcone@wfp.org](mailto:joseph.falcone@wfp.org)) and Immad Ahmed ([immad@hap.consulting](mailto:immad@hap.consulting)) to participate | |
| Partners | Participate in host community deduplication exercise by filling in this [template](#) and submitting to FSS focal point [aimerry.hossain@wfp.org](mailto:aimerry.hossain@wfp.org) and FSS Secretariat [info.coxsbazar@fscluster.org](mailto:info.coxsbazar@fscluster.org) | |
| Partners / FSS | Ensure the [gardening tracker](#) is updated  
FSS to send reminder email | As plans are finalized and activities are completed |

FSS updates
See presentation slides

General updates

- **Action point:** Partners to adhere to the latest Cabinet Division circular on nationwide movement restrictions [Bangla](#) | [English](#) and RRRC letter on restrictions on overall activities and movement in Camp [Bangla](#) | [English](#) .

Cox’s Bazar Food Security Sector
Shaibal Luxury Cottage, Motel Road, Cox’s Bazar Sadar, Cox’s Bazar, Bangladesh

[https://fscluster.org/rohingya_crisis](https://fscluster.org/rohingya_crisis) | [coxszbazar.fss@wfp.org](mailto:coxszbazar.fss@wfp.org)
J-MSNA

- FSS shared J-MSNA process update to partners, J-MSNA process is ongoing, primary data collection will be completed by end August, sector consultation and focus group discussions will be completed by mid and end September respectively.

FSS Monitoring, Evaluation, Accountability and Learning (MEAL) training

- Partners refers to participants, FAO and WFP will jointly organize 2 days long online training on monitoring, evaluation, accountability and learning (MEAL) for Food Security. Training will be held on 31st August and 1st September.
- Date, time and platform of online participation
  - Day 1: Tuesday 31 August, 0900-1300 hrs - Click here to join the meeting
  - Day 2: Wednesday 1 September, 0900-1330 hrs - Click here to join the meeting
- Action point: interested partner to confirm participation partners are requested to fill in the following form: https://forms.gle/Q45s7X1NZxYS8d7KA

Food assistance

- There will be no major changes in September for general food assistance. Provision of live chicken and fish will scale up to 1 new location (Camp 1E) and rapid response for displaced households inside the camps is ongoing

Livelihoods and Self Reliance

- FSS will circulate an online survey to better understand partners’ livestock initiatives throughout the district as well as the needs of partners
- FSS to share draft self-reliance overview - information provided by the partners which will highlight key activities in camps - for partners’ review by end of August 2021
- FSS to circulate a reminder mail to ensure the gardening tracker is updated as distributions are carried out
- FSS will continue discussion on Sector Focal Point at field level for self-reliance activities in the next meeting for partners recommendation
- FSS focal point for Livelihoods and Self-Reliance: FSS Co-Coordinator, H. R. Raiyan, Cell&Whatapp: 01844559309, Skype: h.r.raiyan, E-mail: hossain.raiyan@brac.net

Skill Development TWG

Partners interested in joining Skills Development TWG to contact focal points Joseph Facone joseph.falcone@wfp.org and Immad Ahmed immad@hap.consulting copying FSS Secretariat info.coxsbazar@fscluster.org

Information management

- FSS IMO provided key updates and gave an overview of FSS information products.
- Partners are invited to provide feedback on FSS products to IM unit: info.coxsbazar@fscluster.org

Action point: Partners to participate in host community deduplication exercise by filling in this template and submitting to FSS focal point ajmerry.hossain@wfp.org and FSS Secretariat info.coxsbazar@fscluster.org

Reminders for upcoming reporting deadlines

- 5W reporting deadline for August activities by Sunday 5 September COB
- Cash for Work/Volunteer data requested by Thursday 9 September COB

Changes in vehicle access system

Please refer to presentation slides by ISCG here.

All partners that already had a QR code have been contacted by ISCG to confirm the continuation of vehicle request.

- If partners do not confirm, the QR code will be discontinued by 2nd September.
- Partners that need to request new vehicle pass (new QR code for new vehicle not already included) please use the portal.
- For more information, contact ISCG: Gerson Bergeth, Head of Information Management and Analysis; Mobile: +880(0)1847326518; Email: gerson@iscgcxb.org

Partner updates

Partners were requested to share operational updates to FSS at info.coxsbazar@fscluster.org
AOB

- FSS Information Management Officer, Akira Kaneko will end his assignment in Cox’s Bazar on 26 August 2021. Neyamul Akhter neamul.akhter@wfp.org and Ajmerry Hossain Ajmerry.hossain@wfp.org will lead and coordinate the overall information management activities until replacement joins the team.
- FSS Coordinator, Martina Iannizzotto will end her assignment early next month.
- Update on FSS files:
  - All files from 2021 have been archived here.

Upcoming events

- FSS MEAL Training
  - Day 1: Tuesday 31 August, 0900-1300 hrs - Click here to join the meeting
  - Day 2: Wednesday 1 September, 0900-1330 hrs - Click here to join the meeting
- FSS Bi - Weekly Coordination Meeting: Tuesday 7 September 2021 from 11:00 – 12:30