Meeting Minutes  
FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 07 September 2021, 1100 – 1230 hrs  
Location: Microsoft Teams Meeting

Agenda:
- FSS updates  
- July 2021 Flood Joint Impact Assessment – Presentation by WFP VAM and IOM NPM  
- Presentation on Food Security Sector System in Cox’s Bazar  
- Partners’ Updates  
- AOB

Participants:
47 participants representing 26 organizations: AAB, ACF, BBC Media, BRAC, CASH-ISCG, CCDB, ESDO, FAO, HELP AGE, HELVETAS, ICCO, ICRC, IOM, IVY, MUKTI, PI, PRANTIC, RIC, SCI, SHUSHILAN, SI, SOLIDAR, UNHCR, USAID, WFP, WR

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</td>
<td>Ensure new QR passes as old QR passes will be suspended</td>
<td>Before 9 September 2021</td>
</tr>
<tr>
<td></td>
<td>(ISCG new QR pass application link here)</td>
<td></td>
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<tr>
<td>FSS/Partners</td>
<td>Share with partners the REVA 5 questionnaire for feedback, based on the REVA 4</td>
<td>By 8 September 2021</td>
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<tr>
<td></td>
<td>Provide feedback on the REVA 5 questionnaire</td>
<td>By 13 September 2021</td>
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<tr>
<td>Partners</td>
<td>Submit monthly CFW and Rohingya Volunteer information to FSS and ensure new column of “Camp Block” in FSS 5W has been updated on ‘Annual 5W 2021’ tab of the tracker</td>
<td>By 9 September 2021</td>
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<tr>
<td>Partners</td>
<td>Update gardening tracker</td>
<td>By 15 September 2021</td>
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<tr>
<td>Partners</td>
<td>Submit Livestock Survey (extended deadline for partners who haven’t submitted yet)</td>
<td>By 15 September 2021</td>
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<tr>
<td>FSS</td>
<td>Share self – reliance activities overview for partner’s feedback</td>
<td>By 19 September 2021</td>
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<tr>
<td>FSS</td>
<td>Share details for the next MEAL training (further trainings requested by MEAL training’s participants held on 31 August and 1 September 2021)</td>
<td>22 September 2021</td>
</tr>
<tr>
<td>Partners</td>
<td>FSS Deduplication exercise process is ongoing. Participate in host community deduplication exercise by filling in this template and submitting to FSS focal point <a href="mailto:ajmerry.hossain@wfp.org">ajmerry.hossain@wfp.org</a> and FSS Secretariat <a href="mailto:info.coxsbazar@fscluster.org">info.coxsbazar@fscluster.org</a></td>
<td>On going</td>
</tr>
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</table>
FSS updates

See presentation slides

General updates

- **Action point:** Latest RRRC Memo: [Partners to comply to new RRRC office directive lifting most restrictions in the camps published](#) and Quarantine requirements for persons on diplomatic missions as of 22 August [here](#).

J-MSNA

- FSS shared J-MSNA process update to partners: primary data collection will be completed by end August, sector consultation and focus group discussions will be completed by mid and end September respectively. JRP 2022 process will remain similar as in the per previous year.

Partners Capacity Building Training

- WFP and FAO jointly organized 2 days online training on Food Security Sector Monitoring, Evaluation, Accountability and Leaning (MEAL) for FSS partners. The training was held on 31 August and 1 September 2021. High number of attendees participated in the MEAL training.

Summary status of MEAL training participants:

<table>
<thead>
<tr>
<th>FSS Training on MEAL (31 August and 1 September 2021)</th>
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</thead>
<tbody>
<tr>
<td><strong>Day 1</strong></td>
</tr>
<tr>
<td>Participants 73</td>
</tr>
<tr>
<td>Female 14</td>
</tr>
<tr>
<td>Male 59</td>
</tr>
<tr>
<td><strong>Day 2</strong></td>
</tr>
<tr>
<td>Participants 60</td>
</tr>
<tr>
<td>Female 12</td>
</tr>
<tr>
<td>Male 48</td>
</tr>
</tbody>
</table>

52 participants were present at MEAL training in both two days.

As per feedback and interest of training’s participants FSS will organize more trainings on MEAL with different MEAL topics. Training plan will be shared with partners during the next coordination meeting.

Changes in vehicle access system

- Please refer to presentation slides by ISCG [here](#).
- All partners that already had old QR pass code need to collect new QR passes, Old QR pass will be invalid after this week, 9 September 2021, Therefore, partners are recommended to print the new QR code before going to the camps before 9 September 2021.
- Apply for new passes by following QR pass application [link here](#) by this week.
- For more information, contact ISCG: Gerson Bergeth, Head of Information Management and Analysis; Mobile: +880(0)1847326518; Email: gerson@iscgcxb.org

Livelihoods and Self Reliance

Self - reliance overview

- FSS to share self - reliance overview highlighting partners' activities to build the self-reliance of Rohingya refugees for partner's feedback by 19 September 2021

Livestock Survey:

- 15 responses received from 15 different partners through the online survey template. To cover all the partners who have livestock relevant activities in both Ukhiya and Teknaf deadline of Livestock Survey has been extended up to 16 September.

Gardening Tracker

- Due to recent pandemic and countrywide lock-down, many partners couldn’t implement their planned gardening activities during summer season. Partners are requested to update [gardening tracker](#) by 15 September as distributions are carried out. Provided data will help to monitor achieved summer coverage and plan for near winter season.

FSS Livelihoods and Self-Reliance Focal Point
• 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

Information management

FSS IMO provided key updates and gave an overview of FSS information management deduplication exercise status, upcoming reporting timeline and briefly oriented how to use FSS interactive dashboard both JRP and Non JRP project.

• Partners are invited to provide feedback on FSS products to IM unit: info.coxsbazar@fscluster.org, especially on the interactive dashboards.

Deduplication Exercise

• Host community deduplication exercise is continuing for 2021 COVID-19 response. As of 6 September 2021, Total 6 partners were submitted their NID for checking duplication, total 127,775 cumulative of NID cross checked by FSS, 2% unique NID found unique duplicate and 1% Cumulative number of NIDs with anomalies (e.g. NID rounded). Partners operating in host community (Ukhyia and Teknaf) who carry out cash and voucher assistance and livelihood support interventions are requested to fill in this template and submit to FSS focal point ajmerry.hossain@wfp.org and FSS Secretariat info.coxsbazar@fscluster.org.

5W Template

• As per recommendation by the ISCG, a new column “Camp Block” has been added on ‘Annual 5W 2021’ tab of the tracker. Partners are requested to provide the camp block information in existing or new entry in the ‘Annual 5W 2021’ tab. If Partners are working in multiple blocks of a camp, then need to include them with a comma separator (like- Block-A, Block-B).

CFW/ Rohingya Volunteer

• Partners to submit CFW and Rohingya volunteer database – requested by RRRC for the month of August by 9 September 2021.

Partner updates

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

AOB

• FSS Coordinator, Martina Iannizzotto will end her assignment in the middle of September 2021.
• New Deputy Coordinator Anna Rzym has joined FSS on 5 September, Email: anna.rzym@wfp.org.
• FSS Information Management Officer, Akira Kaneko ended his assignment in Cox’s Bazar on 26 August 2021. Neyamul Akhter neamul.akhter@wfp.org and Ajmerry Hossain Ajmerry.hossain@wfp.org are available and coordinate the overall information management activities until the new IMO joins the team.
• Update on FSS files: all files from 2021 have been archived here

Upcoming events

• FSS Bi - Weekly Coordination Meeting: Tuesday 21 September 2021 from 11:00 – 12:30