Meeting Minutes
FSS Livestock Partner’s Coordination Meeting

Date: Wednesday, 24 November 2021, 11:00 a.m.– 12:00 p.m.
Location: Microsoft Teams Meeting

Agenda

• Preview of last meeting minutes and action points
• Department of Livestock Services (DLS) presentation: strategic directions & priorities for the partners
• Livestock mapping: discussions on upcoming 5W reporting for the livestock partners
• Livestock Partner’s Focal Point Selection
• Partner’s presentation on Livestock by ACDI/VOCA
• AoB

Participants:
25 participants representing 17 organizations:

Find presentation slides and recording Here

Action points:

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<tr>
<th>Who</th>
<th>Action</th>
<th>When</th>
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<tr>
<td>FSS</td>
<td>A criteria has set to nominate and identifying livestock partner’s focal point. A survey link has generated and circulated with partners to input. FSS will organize a two hours webinar for livestock focal points for livestock activities monthly reporting in existing 5W template. To enrich and strengthening partners coordination, Department of Livestock Services (DLS) officials will included from upcoming meetings. Will develop a common pool for the livestock service providers. Will generate livestock partner’s activity tracker and dashboard. Will compile related documents in google drive for all partner’s access. Livestock distribution guidelines.</td>
<td>- 9th December - By December - Ongoing - Ongoing - Ongoing - Ongoing</td>
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Livestock Meeting Action Points

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<th>Who</th>
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<tr>
<td>FSS Partners</td>
<td>Will attend livestock focal points for the 2 hours session on 5W template for monthly livestock activity progress update reporting</td>
<td>By December, 2021</td>
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<tr>
<td>FSS Partners</td>
<td>Nominate livestock Focal Point from each partner</td>
<td>09 December, 2021</td>
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<tr>
<td>FSS</td>
<td>Create and share a Livestock folder with existing documents on Google Drive</td>
<td>By December, 2021</td>
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FSS updates
Presentation from Department of Livestock Services (DLS) and ACDI/VOCA:

District Livestock Officer Dr. Jotirmoy Bhoumik presents strategic position and overview of livestock activities on behalf of Department of Livestock Services (DLS) for the year 2021 and for the next. This strategic presentation urges livestock data, on-going projects, and challenges with future planning for coming days. During his presentation, DLO recommends for the improvement of service delivery by the partners, to provide better services for the fodder increasing, disease controlling by community approach and target set up for well coverage.

During this meeting, partners shared different gaps and limitations linked with the livestock interventions in Cox’s Bazar. They provided recommendations to overcome which might take a short to long term to be incorporated. To get a clear information, FSS will take the lead to develop a livestock intervention tracker and information dashboard where all livestock partners’ activity area of coverage, number of beneficiary targeted and related information will exists.

Livestock focal point partners’ livestock focal point:

In this meeting, partner organizations discussed regarding the objective of the livestock partner’s focal point. The criteria set by partner’s are circulated and requested to submit input in the focal point accordingly within deadline. The focal point criteria were finalized as:

- Experienced in livestock intervention.
- Academic qualification in livestock background e.g., Veterinary science, Animal Husbandry or Agriculture.
- Working in Cox’s Bazar for the livestock program for a minimum 3 years.
- Experience in coordinating the livestock activities with relevant stakeholders including government e.g., Department of Livestock Services.

5W reporting for livestock:

Based on discussion, partners are agreed to include livestock activity progress to FSS through existing 5W reporting template. In this regard, partners wish to get an orientation for the reporting procedure. FSS will organize a webinar for the livestock partners for 5W reporting by December 2021.

AOB

- FSS will compile the related documents and upload in google drive with all partner’s access for the utilization.

Upcoming events

- FSS Livestock Partner’s Monthly Meeting: Wednesday 29 December 2021 from 11:00 – 12:00

Online Link for the meeting minutes: https://fscluster.org/coxs-bazar/document/fss-livestock-partners-coordination