Meeting Minutes
FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 28 December 2021, 11:00 a.m.– 12:30 p.m.
Location: Microsoft Teams

Agenda
- FSS Updates
- Findings- R5 Perception Survey (GTS)
- FSS JRP 2022 update
- Partners’ Updates
- AOB

Participants:
34 participants representing from 24 organizations:
BRAC, CAB, FAO, FIVDB, FSS, GTS, Helvetas, ICCO, IOM, IRB, ISCG-TWG, IVY Japan, NowZuwan, NRC, PIB, RIC, SCI, Shushilan, UNDP, UNFPA, UNHCR, UNICEF, VSO Int., WFP

Find presentation Slide and recording here

Action points:

<table>
<thead>
<tr>
<th>Who</th>
<th>Action</th>
<th>When</th>
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<tbody>
<tr>
<td>ISCG Volunteer Survey Update</td>
<td>Total 80+ submissions were received from different organizations. The purpose of the survey were to inform the incentives and narratives of the new Volunteer Guidance Policy.</td>
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|  | **Way forward:**  
  - ISCG to conduct analysis of survey – 10 Jan 2022  
  - WFP VAM team to produce REVA5 results – 17 Jan 2022  
  - ISCG and WFP to conduct comparison analysis of Rohingya volunteer situation with Host Community Labor parameters (World Bank) - starting 17 Jan 2022  
  - Policy Draft – Mid February 2022 |  |
<p>| FSS JRP 2022 | FSS to finalize and share FSS JRP 2022 to ISCG, RRRC, MOFA, Dhaka | FSS to Finalization of the first draft by ISCG 28 Dec- share the draft with RRRC 25 Jan – MOFA, Dhaka Mid Feb- finalization |
| FSS | FSS to Share FSS monthly and interactive dashboard to partners | 29 December 2021 |
| FSS | FSS to share FSS 5W response tracker training materials to training participants | 30 December 2021 |
| FSS | FSS to share UN partners portal (UNPP) | 30 December 2021 |</p>
<table>
<thead>
<tr>
<th><strong>FSS</strong></th>
<th><strong>FSS to circulate training need assessment survey for partners response</strong></th>
<th><strong>30 December 2021</strong></th>
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<tbody>
<tr>
<td></td>
<td>Partners to provide training needs relevant information and response through FSS training need assessment survey</td>
<td><strong>13 January 2022</strong></td>
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<tr>
<td><strong>FSS</strong></td>
<td><strong>FSS to review and update FSS 5W response tracker, Monthly and interactive dashboard</strong></td>
<td><strong>15 January 2022</strong></td>
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<td><strong>FSS</strong></td>
<td><strong>FSS to develop partners capacity building training plan</strong></td>
<td><strong>20 January 2022</strong></td>
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**Partners Reporting**

**FSS Monthly Reporting with deadline**

- [FSS Response Tracker](#) | [Excel Template](#) | Wednesday, 5 January 2022
- [Template for Volunteer and CiW Information, September 2021 - request for action by](#) | Sunday 9 January 2022

**FSS updates**

**General Update:**

**ISCN Volunteer Survey**

Total 80+ submissions were received from different organizations. The purposed of the ISCG volunteer survey were to Inform the incentives and narratives of the new Volunteer Guidance Policy.

**Way forward:**

- ISCG to conduct analysis of survey – 10 Jan 2022
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- ISCG and WFP to conduct comparison analysis of Rohingya volunteer situation with Host Community Labor parameters (World Bank) - starting 17 Jan 2022
- Policy Draft – Mid February 2022

Any questions or queries – Kajal Leon (ISCN) kajal@iscgcxb.org, and Takahiro Utsumi, WFP, takahiro.utsumi@wfp.org

**JRP 2022 Update**

Total JRP envelope across all the sectors at Cox’s Bazar is USD 885 million (approx.)

Total proposed budget by the 23 FSS partners were 255 million, after reviewed by the FSS and PRT team total FSS budget was set at USD 209.5 million.

**Next steps of FSS JRP 2022**

- Finalization of the first draft by ISCG,
- 28 Dec- share the draft with RRRC
- 25 Jan – MOFA, Dhaka
- 10 Feb 2022 launch

**FSS Training Needs Assessment Survey**

FSS is planning to conduct a FSS training need assessment survey. The assessment survey is being conducted to assess the partners capacity on FSS specific topics including FSS cross cutting topics, Monitoring & Evaluation and Information management. This survey assessment result will help FSS to understand the partners capacity and guide partners in capacity enhancement initiatives for 2022. Therefore, FSS prepared a survey questionnaire and designed online survey platform for
collecting FSS relevant training information from the partners. The estimate time require for complete the survey is 3-5 minutes and total question is 19.

FSS requested all the partners to participate and provide their FSS training needs relevant information through FSS online training need assessment survey platform by 13 January 2022.

FSS suggested to reach out to FSS team, If the Partners has capacity to lead any FSS training need.

FSS Training Need Assessment Survey link here

Skill Development Technical Working Group (SDTWG) update

- SDTWG Meeting 27 December 2021
- Opening remarks by Abu Murshed Chowdhury, President of Cox's Bazar Chamber of Commerce and Industry (CXB-CCI)
- Mapping update:
  - focus area/target will be based on ToR,
  - meeting called for Wednesday 29 December - review ToR, gather inputs, and go over draft questionnaire drafted by Raju (UNHCR)
  - Will open to further review and inputs by partners in the coming weeks
  - Next SDTWG Meeting will be held on Monday, 31 January 2021

Nutrition Sector Update

Nutrition Sector held workshop on 27 December – dissemination of preliminary results of Standardized Expanded Nutrition Survey (SENS)

- Survey conducted in October-November 2021, in KTP Mega Camp, KRC, NRC
- Findings based on indicators: Malnutrition; Anaemia, morbidity and mortality; Infant and Young Child Feeding (IYCF) and Women; Food Security and Energy; WASH and Mosquito Net Coverage
- FSS to assess findings further, collaborate with Nutrition Sector, and share findings with partners soon

Contact Focal:
- Md. Lalan Miah, Advisor and Chairperson Nutrition Sector AIM TWG, Surveillance Head of Department, ACF | surhod@bd-actionagainsthunger.org
- Mary Chelang'at koech, Nutrition & Food Security Officer, UNHCR | koech@unhcr.org

Livelihood & Self Reliance

Livestock

FSS organized 2-hour session on 5W reporting for livestock partners on 23 December 2021 at 11-01 PM, Total participants were 36 from 19 organization including non-livestock partners colleagues and FSS will conduct the next monthly meeting with livestock partners on Wednesday, 29 December 2021.

EETWG Update

*Calling ALL FSS Partners engaged in energy and environment programmes to join the EETWG by contacting Fenella.HendersonHowat@wfp.org*

About: The EETWG is a multi-sectoral technical working group which aims to build synergies amongst stakeholder efforts and initiatives across all sectors with a special focus on identified linkages between the Food Security, Site Management and Shelter/NFI Sectors.
Resources:
➢ EETWG google drive: https://drive.google.com/drive/u/2/folders/1RC6UPbss3fYTZ1etWbqZwRhU6ltNcap
➢ Old EETWG google drive (pre-2021): https://drive.google.com/drive/u/0/folders/1c3tSPMk8cEl-F_OOOy7oo9EnxoLZEuON

Meetings: First Tuesday of every month from 15:30-17:00 (next meeting: Tuesday, 4 January)
Contact person: Fenella Henderson-Howat, Interim Coordinator, Fenella.Hendersonhowat@wfp.org

UPDATES
➢ EETWG Newsletter (December 2021) released | LINK
➢ 2021 Plantation Season Map Finalised | 150 ha of land planted with 900,000 seedlings| LINK
➢ Planning for 2022 Plantation Season | Planning Matrix LINK
  - Calling all partners with interest in 2022 Plantation Season to reach out by 15 January 2022
➢ 2019-2020 Plantation Assessment dissemination event (facilitated by WFP)
➢ 8 December 2021| Report LINK

Media coverage:

FSS Information Management

IM training update
FSS IM team organized a FSS 5W response tracker training on 23 December 2021, Total participants were 36 from 19 organizations. FSS 5W response tracker training provided details brief on 5W response tracker, how it works and how to incorporate partners information on 5W response tracker etc.

FSS IM training plan for 2022
FSS IM team will develop a plan for partners IM training based on FSS training need assessment survey and will continue earlier conducted IM specific training through the next year.

IM product review
FSS IM team is planning to review and incorporate partners feedback on 5W response template over the year, Update FSS interactive and monthly dashboard by the end of January 2022. After reviewed and updated by the FSS IM team, FSS IM team will share the final product to partners.

FSS IM product update
FSS already incorporated November partners figures in static and interactive dashboard and will be shared as November Static and Interactive Dashboard by 29 December 2021

FS IM reporting
IM team will be circulated reminder mail for requesting 5W and CfW information from partners for December 2021 (5 and 9 December 2021 respectively)

EETWG planting mapping
EETWG planting activities mapping exercise has been finalized and shared to partners

GFA update

- 100% beneficiaries received GFA support (Food Basket: 10 fixed and 15 flexible items) through 22 e-voucher outlets and 30% vulnerable HHs received FF Voucher support (23 items) up to ($3 = 256.08 BDT)
- 19 Fresh Food Corners are now available with live fish and chicken and 23 different food items, (except Registered beneficiaries)
- 204 individuals (58HHs) received Rapid Response support from GFA
- From January Camp 23 (Shamlapur) - No GFA operation will continue
- To resume normal transaction and GFA started Piloting- in 20 Ext outlet (December) and will continue Next month in the same camp, Therefore Families will be allowed for multiple visits to this outlet.

“If any regarding this, reach to us or FSS sector focal points

Presentation:

Round V response-wide perception survey in Cox’s Bazar presented by Ground Truth Solution

Next steps

- Dissemination of report on R5 data collection
- Analysis of R6 data collection: qualitative surveys on healthcare access for persons with disabilities
- Is there anything you would like to see in the next round?
- Support sectors adopting perception indicators

Contact persons:
1. Shamim Iftekhar – shamim@groundtruthsolutions.org
2. Amanda Panella – amanda@groundtruthsolutions.org
3. Kara Wong – kara@groundtruthsolutions.org

Partner updates

- Due to COVID 19 impact and heavy rainfall at Cox’sBazar district, FAO has plan to distribute 200 metric ton of Bree Rice to the 12000 farmers in 4 sub districts (Ukhiya, Teknaf, Coxsbazar sadar and Ramu), this agriculture input support provided by the CANADA Government.
- Under EFSN project, Helvetas has a plan to distribute agricultural seed and tools to 1056 beneficiaries in host community for summer season and also has plan to distribute agricultural inputs to 3000 beneficiaries at Camp 16 and Camp 17.
- WFP UN partners Portal: Interested new partners need to complete the registration through UNPP portal and the partners who already registered, requested to update their profile through UNPP portal.
- Partners were requested to share operational updates to FSS at info.coxsbazar@fscluster.org

AOB

- Update on FSS files: all files from 2021 have been archived here
- UNHCR Energy program representative expressed her interest to work for collaborating and integrating energy program with FSS
- Partners are most welcome to use FSS platform to share, collaborating or interacting to other partners
- To received update from FSS, interested partners colleagues to share email address to FSS team and FSS will include his or her email address in FSS all partners mailing list

Reminder for Monthly Reporting with deadline

- FSS Response Tracker | Excel Template | Wednesday, 5 January 2022
- Template for Volunteer and CfW Information, September 2021 - request for action by | Sunday 9 January 2022
Upcoming events

- FSS Bi - Weekly Coordination Meeting: Tuesday 11 January 2022 from 11:00 – 12:30
- Livestock Partners Monthly Meeting: Wednesday, 26 January 2022