

Meeting Minutes
FSS Livestock Partner's Coordination Meeting

Date: Wednesday, 26 January 2022, 11:00 a.m.– 12:00 p.m.

Location: Microsoft Teams Meeting

Agenda

- Preview of last meeting minutes and action points
- Documents Exchange by partners
- Livestock mapping: Update on 5W reporting for the livestock partners
- Partner's presentation on Livestock by SHUSHILAN
- AoB

Participants:

22 participants representing 16 organizations:

ACF, AMAN, BRAC, FAO, Helvetas, ICCO, ICRC, IVY Japan, Mukti, PIB, RIC, FSS, Shushilan, VSO, WFP, WVI

Find [presentation Slides](#) and recording [here](#)

Action points:

Who	Action	When
FSS	<ul style="list-style-type: none"> - Will Prepare Livestock partner's activity tracker, Maps and dashboard for information update on livestock activities. - Livestock activity will incorporate in 5W reporting template for partners reporting - Livestock activity documents exchanged. 	<ul style="list-style-type: none"> - Ongoing - By January - Ongoing
Livestock Meeting Action Points		
FSS Partners	Will include livestock program activities in 5W reporting for each month	- Ongoing

FSS updates

Documents Exchanged by Partners:

In this meeting, partner representatives has shared the limitations of the documents related to livestock program coordination. Mostly partners has no further coordination platform for the exchange of the information among them. As per discussion, all the partners are agreed to share and utilize FSS's livestock partner's coordination platform to exchange necessary documents. FSS will archive in shared folder using google drive.

Livestock mapping: Update on 5W reporting for the livestock partners:

Based on discussion, FSS will incorporate livestock program activities in existing 5W reporting template and will share with all livestock partners. Partners are agreed to update and share program update in monthly basis following 5W reporting tools

initially for each month. Reporting on 5W by livestock partners will start from January, 2022. FSS will initiate necessary steps on it.

Presentation from SHUSHILAN:

SHUSHILAN presents their livestock intervention progress, strategic position and opportunity overview of livestock activities for the year 2021 and for the next. This presentation refers livestock information, project activities and challenges and way out with future planning for coming days. During those presentation, livestock partners shared information on their activities and found opportunity to exchange information.

In this meeting, partners raised some of key points that can exchangeable among the partners for the good practices of livestock activities to reduce 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 in coming days 2022 where all livestock partners' activity area of coverage, number of beneficiary targeted and related information will exist.

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 02 March 2022 from 11:00 – 12:00

Online Link for the meeting minutes: [HERE](#)