

Meeting Minutes
FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 8 February 2022, 11:00 a.m.– 12:30 p.m.

Location: Microsoft Teams

Agenda

- FSS Updates
 - FSS Workplan
 - IM updates
 - Livelihood updates
 - EETWG updates
 - SDTWG updates
- Presentations:
 - Joint Market Monitor for Cox's Bazar December 2021 (WFP VAM Unit)
 - Innovation and Practices of Climate Resilience Livelihoods (VSO Bangladesh)
- Partner Updates
- AOB

Participants:

47 participants representing 24 organizations:

BRAC, CODEC, CWW, DCA, DRC, FAO, FIA, FIVDB, ICRC, IOM, IVY Japan, PIB, Population Council, PRANTIC, SCI, Shushilan, SI, SS, UNHCR, UNWOMEN, VSOINT, WFP, WVI, NGO Platform

Find [Presentation Slides](#) and recording [Here](#)

Action points:

Who	Action	When
Government & RRRC Circular on Covid 19	GoB (CabDiv) Circular on Extension of Restrictions of overall activities/movement for 7-21 February 2022 Unofficial Translation 3 February 2022 RRRC message on Covid-19 restriction To comply with government decisions in light of COVID-19 pandemic situation. No-432 6 February 2022	
FSS	FSS JRP 2022 update	JRP process is ongoing: Currently JRP 2022 is being reviewed by the MoFA and MoDMR, Dhaka. JRP 2022 will most likely be launched in early March 2022.

Partners	Partners to fill and submit Country Cluster Performance Monitoring Survey (CCPM) conducted by the gFSC Only one survey questionnaire should be submitted per partner organization The survey can be accessed through the following link: https://survey.sjc1.qualtrics.com/jfe/preview/SV_38Er3silxIF3j94?Q_CHL=preview&Q_SurveyVersionID=current	✓ Extended Deadline: 16 February 2022
Partners	Partners to provide feedback on FSS workplan 2022 And FSS tentative training schedule	✓ 17 February 2022
FSS	FSS to organize 5W response tracker orientation (Both Bangla and English separate sessions)	✓ 8 February 2022
Partners	FSS partners who are interested in facilitating their site for monthly visitations need to register by following the below Registration link. <ul style="list-style-type: none"> • March • April 	✓ March 2022 ✓ April 2022
FSS	FSS to organize Aggregation Centers and Farmers Groups visit	✓ 9 and 10 February 2022
FSS	FSS to organize partners' site visit follow-up workshop	✓ 23 February 2022
FSS	FSS to develop service map and dashboard for the livestock initiatives based on the inputs received from livestock partners	✓ 15 March 2022
Partners	FSS suggested filling out the Compost Request Form and Technical Notes - Composting Method Humanitarian Response	✓ 17 February 2022
	Partners to submit Skills Development Mapping Questionnaire information: https://enketo.unhcr.org/x/tM4eN5ct and SDTWG Mapping Questionnaire Guidance Note Here : https://drive.google.com/file/d/1Y19HYOS-tj9KhyPI2XM4AMVtoQaHIDis/view?usp=sharing	✓ 24 February 2022
FSS	FSS to share monthly and interactive dashboard	✓ 24 February 2022
Partners	Partners to provide NID to FSS for checking duplication ID, Deduplication exercise template with 2022 target beneficiaries' NID - see SOP and concept note	✓ On going
<ul style="list-style-type: none"> • 5W reporting for January 2022 – Deadline 16 February 2022 (guidance note sent) • Cash for Work/Volunteer Stipend information – Deadline 13 February 2022 		

FSS updates

General Update:

Latest GoB Cabinet Division Circular on restrictions of overall activities/movement has been released by the Cabinet Division of Bangladesh Government on 3 February 2022, FSS advised and suggested partners to adhere government circular on restriction of overall activities/movement.

GoB (CabDiv) | [Circular on Extension of Restrictions of overall activities/movement for 7-21 February 2022](#) | [Unofficial Translation](#) | **3 February 2022**

As follow-up of the above-mentioned subject and references the following directives have been imposed on the overall activities/movement. These will be effective for 7 to 21 February 2022.

- a. No more than 100 people can attend any social/political/religious/state event either in outdoor or indoor. The participants of these events must carry their vaccine certificates, or an RT-PCR negative test report performed within 24 hours.
- b. In-person classes in schools, colleges, and equivalent institutions will be closed.

02. Instructions are requested to take necessary action in this regard.

And

RRRC message on Covid-19 restriction has been released on 6th February 2002.

RRRC message on Covid-19 restriction | [To comply with government decisions in light of COVID-19 pandemic situation. No-432](#) | **6 February 2022**

Key points include from the RRRC message on Covid 19 restriction:

- Presence of staff of all organizations shall remain at 50%, *excluding health facilities and services*
- All learning centres shall remain closed until 21 February 2022

Online Peer Workshop on Humanitarian Negotiation Asia

Partners refers to Online Peer Workshop on Humanitarian Negotiation Asia which will be organized by the Centre of Competence on Humanitarian Negotiation (CCHN), Geneva. 3 days long workshop will be held on 22-24 February 2022 through online and no cost will be need for the workshop. Therefore, FSS advised to interested partners colleagues to register their name and attend the workshop on mentioned above scheduled date.

FSS JRP 2022 update

JRP process is ongoing: Currently JRP 2022 is being reviewed by the MoFA and MoDMR, Dhaka. JRP 2022 will be launched early March 2022.

Country Cluster Performance Monitoring Survey (CCPM)

FSS thanks all the partners colleagues who have already submitted their response through FSS provided Country Cluster Performance Monitoring Survey (CCPM) survey link.

The deadline of CCPM has been extended up to 16th February 2022 due to the low number of responses. Therefore, FSS requested all FSS partners (who did not response earlier) to submit their information by following FSS provided below link on before the mentioned deadline. This exercise and survey result is very important to allow to re-evaluate FSS priorities and develop FSS workplan for 2022.

Note that only one survey questionnaire should be submitted per partner organization, so FSS advised partners colleagues to coordinate with their organization colleagues to fill out the CCPM survey.

FSS work Plan 2022

FSS team developed a [FSS work plan](#) for the year of 2022. During the FSS bi - weekly coordination meeting on 8 February 2022, FSS team briefly discussed the work plan with FSS partners and requested partners to provide their feedback on it by 17 February 2022. FSS will incorporate partners feedback and recommendations and finalize work plan.

FSS Capacity Building Initiative to FSS partners

FSS conducted a training need assessment survey (from 28 December 2021 to 13 January 2022) to assess and understand the partners capacity and partners interest in receiving FSS relevant training. Total question of the survey was 19 and covered 8 different types of FSS relevant training topics including FSS cross cutting issues, training topics covered (Emergency preparedness and Response (EPR), Integrating Nutrition into Food Security and Livelihoods, Report writing, proposal writing, Climate Smart Agriculture, Accountability to affected people (AAP), Information Management (IM) and Monitoring, Evaluation, Accountability and Learning (MEAL)). Based on the survey result FSS developed a tentative training calendar for the year of 2022 and shared with the partners during the coordination meeting on 8 February 2022 and requested partner to provide their feedback on the tentative training schedule.

FSS tentative Training Calendar for 2022

Month	Tentative Schedule	Subject	Duration	Modality
February	5W- conduct 2 trainings in the first quarter (Bangla/English)	IM/MEAL	1/2 day	Online
March	Emergency Preparedness and Response - Disaster Risk Reduction	EPR/DRR	2 days	In person, residential
	IM - Kobo/Microsoft Excel	IM/MEAL	1 day	In person
April	Climate Smart Agriculture - Crop Agriculture - Livestock - Aquaculture	Livelihood	2 days	In person, non-residential
	Report Writing	Reporting	1 day	Online
May	Integrating Nutrition into Food Security and Livelihoods + NutVal	Cross Cutting	2 days	residential
	MEAL	IM/MEAL	2 days	In person
June	AAP (Complaint Feedback Mechanism)	Cross Cutting	1 day	Online
	QGIS	IM/MEAL	1 day	In person
July	IM - PowerBI	IM/MEAL	1 day	In person
	Writing Project Proposal	Reporting	1 day	online
August	Social Cohesion	Cross Cutting	1 day	Hybrid
October	Age & Disability Inclusion + (Gender Age Marker) - Gender, Diversity & Inclusion - Protection Mainstreaming	Cross Cutting	2 days	In person

Livelihood & Self Reliance

Livestock

FSS incorporated livestock activity details in FSS 5W response tracker which has already been shared with all partners to be updated from January 2022. FSS will develop service map and dashboard for the livestock initiatives based on the inputs received from livestock partners.

Monthly FSS Livestock Meeting with partners held on Wednesday, 26 January 2022 at 1100-1200 hrs.

FSS Field Visit Update

FSS developed a Tentative field visit casual for the year 2022 and shared with the partners colleagues during the coordination meeting. Below table shows the tentative plan (prepared by the FSS team) for field visits for the year 2022. Partners interested in showcasing their sites can register to facilitate the visits in March and April through the links below. Partners interested in joining the site visitations can register through invitations links to be sent prior to the visitations.

And if your organization would like to facilitate next sites, please register through the following links:

- [March](#)
- [April](#)

Details plan for field Visit 2022

Visit Dates	Tentative Themes/locations	Partners	Partners participating	No of participants	Lesson Learnt Workshop (Quarterly)
13-Jan-22	Homestead Agriculture	UNHCR/ Mukti Cox's Bazar; WFP/ BRAC/ActionAid/ CODEC; CWW		20	
09/02/2022 and 10/02/2022	Aggregation Centres	UNHCR/ CNRS, WFP/Shushilan, FAO/Shushilan, DCA		20	17-Feb-22
09-Mar-22	NFI production in the camps				
13-Apr-22	NFI production in host communities				
12-May-22	Partners sites (theme will be defined based on needs expressed by partners)				19-May-22
09-Jun-22	Partners sites				
07-Jul-22	Partners sites				
11-Aug-22	Partners sites				18-Aug-22
08-Sep-22	Partners sites				
06-Oct-22	Partners sites				
10-Nov-22	Partners sites				01-Dec-22
Note:					
i) This is a tentative schedule and is a live document. It will continuously be updated.					
ii) Maximum number of participants per visit is 20 in order to keep the logistic manageable.					
iii) organisation will register their interest of participation in a link provided. Participation will be confirmed on a first come first served basis.					

Field Visit | Aggregation Centers and Farmers Groups | 9 & 10 February 2022

FSS is organized monthly field visits on Wednesday 9th and 10th February 2022 with those partners colleagues who have registered their name through FSS provided [registraton link](#). Team visited Aggregation Centers and Farmers Groups in the host community:

<i>9 February 2022</i>	<i>10 February 2022</i>
<ul style="list-style-type: none"> • UNHCR/ CNRS • WFP/ Shushilan • FAO/ Shushilan • DCA 	<ul style="list-style-type: none"> • FAO/ Shushilan • WFP/ RIC • Helvetas/ Shushilan • VSO

FSS Partners' Site Visit | Follow up workshop | 23 February 2022

FSS is planning to organize a follow up workshop on partners site visit on 23 February 2022, Location of workshop venue to be confirmed to partners. Total maximum participants for the workshop will be 35 from UN, INGOs, NNGOs, government counterparts.

FSS Information Management

FSS Information Management team provided update on latest FSS 5W response tracker changes and 5W response tracker orientation schedule during the coordination meeting.

- IM team has added livestock activities and new column for Climate Smart Agriculture (CSA) in FSS 5W response tracker, reviewed and incorporated partners feedback and recommendation, made formatting changes aligning with ISCG and gFSC.
- January Static and Interactive dashboard will be shared with partners 24 February 2022.
- FSS IM team organized 5W response tracker orientation on 8 February 2022.

Scheduled of the training: Training date: 8 February 2022

- 1:30 – 3PM, Bangla
- 3:30 – 5PM, English
- FSS IM team thanks all partners who provided their farmers group and aggregation centers information to FSS. FSS team is preparing a separate map for Aggregation Centre/Farmer Group mapping by using partners provided information and will be shared with partners once completed.

General Food Assistance

Due to recent rumor about the fortified soyabean oil in camp-4 extension, Camp-5 and Camp-3, WFP GFA shared the message on the rumor about the Fortified Soyabean Oil during the coordination meeting.

Below Key Messages for Fortified Oil developed by GFA team to mitigate the rumors in camp

- All Fortified Oils available at the WFP GFA Outlets are HALAL certified vegetable oil, NOT MADE FROM ANIMAL FAT.
- All packaged products available at the WFP GFA Outlets, including fortified oils, are from BSTI (Bangladesh Standards and Testing Institute) certified top brands (e.g., Bashundhara, Rupchanda, Fresh, Teer, Radhuni, Ifad, Pran) that are popular across the country.
- All packaged products have label with ingredients for consumers' reference.
- WFP strives to keep the price of oil within the lower market price range while maintaining the standards of quality.
- If you have heard any such rumors, please notify WFP and their partner organizations working in your camp, inform Helpdesk or call directly to WFP Hotline 08-000999777.

FSS Reporting Deadline for the month of January 2022

- 5W reporting for January 2022 – Deadline **16 February** 2022 (guidance note sent)
- Cash for Work/Volunteer Stipend information – Deadline **13 February** 2022

- Beneficiaries' deduplication exercise is continuing; therefore, partners are requested to provide the beneficiaries NID number to FSS to avoid duplication of beneficiaries. FSS Deduplication exercise [template](#) with 2022 target beneficiaries' NID - see [SOP and concept note](#)

Compost | WASH Partners

The Food Security Sector is coordinating with the WASH sector in distribution of compost. WASH partners are producing compost in the camps on a regular basis and the compost can be donated to FSS partners who are involved in homestead gardening projects in the *camps*. Currently 58,419 kgs of compost is stored at Material Recovery Facilities (MRFs), and approximately 30,000kgs of compost gets produced monthly. If FSS partners are interested in receiving compost for homestead gardening projects, FSS suggested filling out the [Compost Request Form](#) and [Technical Notes - Composting Method | Humanitarian Response](#)

Skill Development Working Group update

Skills Development Mapping Questionnaire for mapping is now live and Partners requested to submit their information for this mapping exercise by 24 February 2022.

The purpose of this mapping exercise is to gather and form a comprehensive overview of skills development activities in both the Rohingya camps and the host communities. This is a one-time exercise to inform the Skill Development Technical Working Group of gaps and needs for coordination purposes and the form allows you to save your draft so you can revisit throughout the inputting process

Skills Development Mapping Questionnaire survey link Here: <https://enketo.unhcr.org/x/tM4eN5ct> and SDTWG Mapping Questionnaire Guidance Note Here : <https://drive.google.com/file/d/1Y19HYOS-tj9KhyPI2XM4AMVtoQaHIDis/view?usp=sharing>

For further support on SDTWG, or would like to participate in the working group, please contact Zolboo Bold-Erdene, FSS IMO: zolboo.bold-erdene@wfp.org | WhatsApp +1(315)706-2820

Next SDTWG Meeting will be held on Monday, 28 February 2021

EETWG Update

1. Action points for partners:

- EETWG Survey: Complete a short survey on what you would like out of the EETWG in 2022: <https://forms.gle/f5uhNewnjc4qxu2x6> by 10 February.
- EETWG Newsletter: Send any updates to be showcased in the next newsletter to Fenella by 10 February.
- Energy Field Visit: Partners interested in taking part in the next learning visit to let Fenella know ASAP

2. Next steps for the TWG and February dates

- Energy Field Visit w/c 20 February (postponed due to increase in CV-19 cases)
- NEAT+ practical training – date TBC
- The next EETWG meeting will be on 1 March (15:30-17:00) – invitation to follow

Information Request from EETWG from FSS Partners engaged

- Energy and Environment Team of UNHCR conducting a study (in partnership with communities, GoB agencies and academic institutions) on bamboo demand since 2018.
- The study aims to understand the amount of bamboo used for different purposes and ultimately identify any gaps in the value chain from a more 'supply-demand' driven approach.
- Request the partners who have used bamboo in their operations

The deadline for submission of this information is 16 February 2022.

Meetings: First Tuesday of every month from 15:30-17:00 (next meeting: Tuesday, 1 March)

Contact person: Fenella Henderson-Howat, Interim Coordinator, Fenella.Hendersonhowat@wfp.org

Information Request from EETWG from FSS Partners engaged

Partner name	E.g. WFP	YEAR			
Funding partner name	E.g. ECHO	2018	2019	2020	2021
Borak/Baijja	# of pieces	e.g. 1,000			
	Uses	e.g. nutrition center & community-center			
Muli	# of pieces				
	Uses				
Other	# of pieces				
	Uses				

Presentation:

Presentation: WFP VAM team briefly presented the **Joint Market Monitor for Cox's Bazar December 2021** and VSO shared their innovation ideas from **Safe Food Promotion in climate-vulnerable areas of Bangladesh project**

For further queries for WFP digital partnership in humanitarian assistance, feel free to reach with clara.ogando@wfp.org or umme.khadiza@wfp.org

Partner updates

- 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](#)
- Next FSS coordination meeting modality is hybrid, (in-person in ISCG conference room or online)

Upcoming events

- FSS Bi - Weekly Coordination Meeting | Tuesday 22 February 2022 from 11:00 – 12:30
- Site visit follow-up workshop | 23 February 2022
- Livestock Partners Monthly Meeting | Wednesday, 23 February 2022
- Next SDTWG Meeting | 28 February 2022 | 3:00 – 4:00 pm
- EETWG monthly meeting | 1 March 2022 | 15:30-17:00