

**Meeting Minutes**  
**FSS Bi-Weekly Coordination Meeting**

**Date:** Tuesday, 19 April 2022, 11:00 a.m.– 12:30 p.m.

**Location:** Microsoft Teams, ISCG Meeting Room

**Agenda**

- FSS Updates
- SAG Composition 2022
- Presentation:
  - Cross visit between farmers from WFP-RIC and Helvetas-Shushilan ACs
- Partners' Updates
- AOB

**Participants:**

52 participants representing 28 organizations:

AAB, ACAPS, BRAC, CAB, CWW, DRC, ESDO, FAO, FIA, ICRC, ILO, IOM, IVY Japan, JICA, Mukti, NGO Platform, NRC, PIB, Population Council, Prantic, REACH, RIC, SCI, SHUSHILAN, UNHCR, VSO, WFP, WVI

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

**Action points:**

Who	Action	When
Partners	Interested Partner colleagues to register their name in upcoming FSS site visit	11 May 2022
FSS	FSS to organize joint field visit - Livestock Activities in the Host Communities   Ukhiya and Ramu	18 May 2022
FSS	FSS to finalize Partner Activity Highlight: Homestead gardening and farming activities in the camps and host communities for quarter 1 (January to March 2022)	30 April 2022
Partners	FSS partners to register in KOBO toolbox training through FSS provide Registration link	24 April 2022
FSS	FSS to Organize KOBO toolbox training to partners	25 April 2022
FSS	FSS to organize upcoming training on Climate Adaptive Agriculture in May 2022	Mid May 2022
FSS	FSS to conduct rescheduled livestock partners meeting	27 April 2022

FSS	FSS to share draft beneficiary coverage map of Homestead Gardening Activities	24 April 2022
Partners	Partners to check and provide feedback on draft beneficiary coverage map of Homestead Gardening Activities	8 May 2022
<b>Reminder for FSS report: (April 2022)</b> ✓ <a href="#">Template for Volunteer and CfW Information, April 2022</a>   9 May 2022 ✓ FSS 5W Reporting   <a href="#">5W response tracker</a>   <a href="#">Guidance note</a>   <a href="#">FSS Climate Smart Agriculture (CSA) Quick Guide</a>   9 May 2022  <b>For all IMO needs please contact:</b> • <a href="mailto:zolboo.bold-erdene@wfp.org">Zolboo Bold-Erdene, zolboo.bold-erdene@wfp.org</a> (Mobile: 01313097855) • <a href="mailto:neamul.akhter@wfp.org">Neyamul Akhter, neamul.akhter@wfp.org</a> (Mobile: 01313770424)		
<b>AOB</b> <ul style="list-style-type: none"> <li>• NGO Platform showed their interested in facilitating presentation from their platform in next FSS coordination meeting</li> <li>• Update on FSS files: all files from 2021 have been archived <a href="#">here</a></li> <li>• Next FSS coordination meeting modality is hybrid, (in-person in ISCG conference room or online) and will take place on 17<sup>th</sup> of May, 2022</li> </ul>		

## FSS updates

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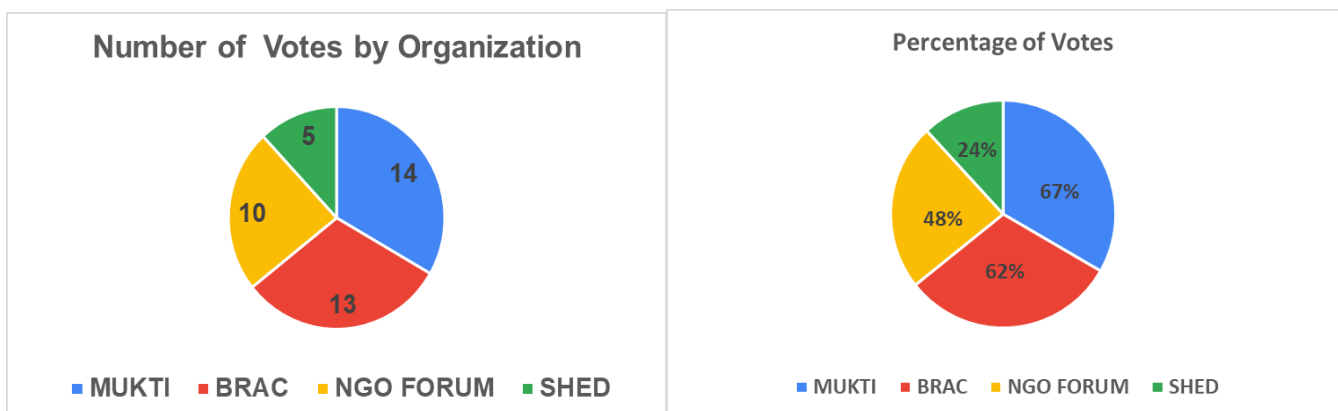
### FSS Strategic Advisory Group (SAG)

FSS has published and shared the results of the SAG election with FSS partners during the meeting.

The SAG nomination registration was closed on 27 March 2022. Total of 9 organizations were nominated as SAG members (3 UNs, 2 INGOs and 4 NNGOs).

Voting was conducted only for NNGO memberships as 4 NNGOs were nominated for 2 available NNGO membership slots. The election was open for all the FSS active partners, one partner – one vote. Each partner selected two organizations along with the names of the nominees. Total of 21 organizations participated in the SAG voting process to select the 2 NNGOs.

### Election Results for Strategic Advisory Group (SAG) NNGO Membership



The final composition of FSS SAG:

SL #	Name of Member	Organization	Member Status	Designation	Email	Remarks
1	Jessica Kim	WFP	Permanent member	Programme Policy Officer	jessica.kim@wfp.org	01713012838
2	Rokibul Alam	WFP	Alternative Member	Programme Policy Officer	rokibul.alam@wfp.org	01715014356
3	Marco De Gaetano	FAO	Permanent member	Head of FAO Cox's Bazar Sub-Office	Marco.DeGaetano@fao.org	01771296678
4	Bidyut Mahalder	FAO	Alternative Member		Bidyuth.Mahalder@fao.org	01715662517
5	Subrata Kumar Chakrabarti	UNHCR	Permanent member	Livelihood and Economic Inclusion Officer	chakraba@unhcr.org	01715802088
6	Md. Nahid Hasan Raju	UNHCR	Alternative Member	Assistant Livelihood and Economic Inclusion Officer	rajum@unhcr.org	01710412883
7	KARAICA Tamara	IOM	Permanent member	Head of Social Cohesion Unit	tkaraica@iom.int	018 13117003
8	MUNAWAR Mohammad	IOM	Alternative Member	Livelihoods Project Officer	mmunawar@iom.int	018 6968 1776
9	Shamira Haider	BRAC	Permanent member	Head of Programme Development and Donor Relations	shamira.h@brac.org	01833301698
10	Shahana Hyat	BRAC	Alternative Member	Head of Operation	shahana.hyat@brac.org	01833301596
11	Md. Kamrul Hossain	Mukti Cox's Bazar	Permanent member	Coordinator-Programmes	kamrul.hossain@muktibazar.org	01715344904
12	Mian Michael Jahangir	Mukti Cox's Bazar	Alternative Member	Fund Raising Manager	michael.frm@muktibazar.org	01712170752
13	Zillur Rahman Chowdhury	CWW	Permanent member	Assistant Project Manager -FSL	zillur.rahman@cora.gov.bd	01730044375
14	Richard Mwanditani	CWW	Alternative Member	Team Leader	richard.mwanditani@cora.gov.bd	1844498798
15	G M Jahangir Kabir	HELVETAS Swisscontact	Permanent member	Project Manager	jahangir.kabir@helvetas.org	01712999889
16	Kamlesh Vyas	HELVETAS Swisscontact	Alternative Member	Regional Humanitarian Coordinator (Asia)	kamlesh.vyas@helvetas.org	1889845744
17	Pramila GHIMIRE	FSS	Permanent member	FSS Coordinator	pramila.ghimire@wfp.org	01713456737
18	Anna Rzym	FSS	Alternative Member	FSS Deputy Coordinator	anna.rzym@wfp.org	01730309838
19	Hossain Rahman Raiyan	FSS	Alternative Member	FSS Co-coordinator	<hossain.raihan@wfp.org>	1844559309

## Composition of SAG

### 5 Permanent members (Voting)

- 1 member - World Food Programme
- 1 member - Food and Agriculture Organization
- 1 member – United Nations High Commissioner for Refugees
- 1 member – International Organization for Migration
- 1 member – Food Security Sector Coordinator (alternate: Deputy Coordinator or Co-coordinator)

### 4 Elected members (Voting)

- 2 members from NNGOs
- 2 members from INGOs

### Observers (non-voting)

- Members from donor community
- Members from the other United Nations agencies
- Coordinator -Energy and Environment Technical Working Group
- Coordinator- Skill Development Technical Working Group
- Sector leads from other sectors

### Observers:

- ✓ Members from donor community
- ✓ Members from the other United Nations (UN) agencies
- ✓ Coordinator -Energy and Environment Technical Working Group (EETWG)
- ✓ Coordinator- Skill Development Technical Working Group (SDTWG)
- ✓ Sector leads from other sectors

### FSS Capacity Building Initiative

To enhance the capacity of partners staff, FSS (jointly with Logistic sector) is going to organize KOBO toolbox training to partners colleagues. The training will be held on 25 April 2022. Maximum number of participants will be 25 persons, participants selection to be based on designation of registrant, JRP involvement, and active participation of organization in FSS led activities. Training modality is online. FSS shared registration link via the FSS mailing list.

The deadline of the registration is 19 April 2022. After receiving interested participants name, FSS will finalize the participants list according to above criteria and will invite the selected participants through mail communication.

### FSS Upcoming Training

Topic: Climate Smart Agriculture

Date: Mid-May 2022

Modality: in person, 30 participants (Requirement: currently engaged in agriculture related programs in Cox's Bazar District)

### FSS Field Visit Update

#### Joint field visit 6 April 2022

The Food Security Sector team organized site visits on 6 April 2022 to visit the NFI production in Ukhiya. 4 FSS partners (DRC, IOM/Prottashi, UNHCR/BRAC, WFP/RIC) hosted their sites. 20 colleagues from 13 different organizations were participated during the visit: 2 UN (IOM, WFP), 4 INGO (Cordaid, DRC, NRC, Solidar Suisse) & 7 NNGO (BRAC, Meghna Social Health and Development Foundation, Prantic Unnayan Society, Prottashi, RIC, SHED, Shushilan).

NFI production site details:

DRC	IOM/Prottashi	UNHCR/BRAC	WFP/RIC
Bamboo products: baskets, mora (sitting stool), Kula (tray tool/tilled), Strainer, Flute.	Clothing, jute craft, handicraft, bamboo craft, wooden craft, dry fish.	Panjabi, SKD, Long Panjabi, Saree, Fatua, Household & Shirting Thun.	Blankets, table runners, pillowcases, chador, sari, scarf, cloth bag, wallet, jute items.

#### Markets:

- Local market and individual orders from the local community (gifts for weddings, for new-born babies);
- Ad hoc fairs (e.g., The World Food Day, Winter Market, International Women's Day);
- Shops in Cox's Bazar (WFP in Kolatoli, Prottashi planning 2 shops in town and kiosks in 6 hotels);
- Retail chains (e.g., Aarong);
- e-commerce platform (connecting beneficiaries to allow them to sell their products online, e.g., Daraz);
- Searching for new buyers and connecting their orders with producers (buyers in Chittagong, Dhaka, international)

#### Good practices:

1. Market and value chain analysis leading to the selection of 6 trades
2. Skills development trainings (7-60 days) with a focus on product quality
3. In kind support after completion of the training
4. Business seed capital for individual and group business
5. Technical backstopping (support to improve the quality of products and to innovate), home visits
6. Additional trainings: DRR, Entrepreneurial skill development and IGA skills development, Leadership and financial management Behaviour change and communication (Nutrition, DRR, Gender, Protection and Disability Inclusion)
7. Inclusion of PWDs among BNFs.

#### Phase out:

8. Community group registration at the Department of Cooperatives through the facilitation from Union Parishad and technical assistance/guidance from Department of Women Affairs
9. Formation of an apex body

10. Developed SOP leading to institutionalization (controlling body in charge marketing channelization, buyer sourcing, price negotiation, dealing with local buyers as well as suppliers)
11. Creating beneficiaries' network to continue production of handicrafts.

**Recommendations and lessons learnt from the joint field visit:**

12. Arrange refresher training with innovative design/ideas to improve the quality of the product and increase market demand
13. Develop market linkages with like-minded actors to ensure fair/better prices and capitalize maximum benefits for sustainability
14. Organize cross-visits for beneficiaries for their exposure
15. Joint field visit is an effective learning event and allows to exchange views and ideas. It's an opportunity to connect with other organizations, find out which organization is doing what and improve projects by replicating successful initiatives.

**Upcoming joint field visits:**

Next joint field visit: 18 May 2022 | Livestock Activities in the Host Communities | Ukhiya and Ramu | details to be shared as determined

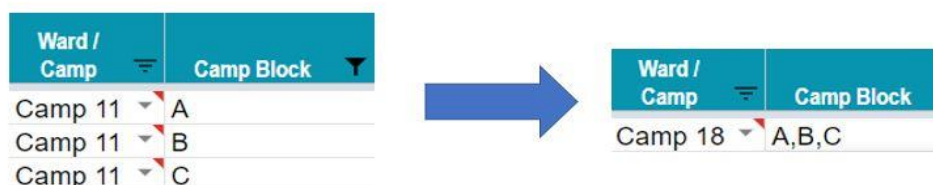
**Partner Activity Highlight Q1 (January – March 2022)**

FSS is finalizing Partner Activity Highlight: Homestead gardening and farming activities in the camps and host communities for quarter 1, January – March 2022 based on Program and implementing partners shared brief narratives (4-5 sentences) with FSS. Concern Worldwide/SARPV, FAO/Shushilan, Helvetas/Shushilan, Mukti Cox's Bazar with IVY (Japan Platform funded project), UNHCR/CNRS/Mukti Cox's Bazar, VSO Bangladesh, WFP/BRAC/CODEC/WVI/RIC/Shushilan/Care Bangladesh/Cordaid shared their activity highlight to FSS.

During the coordination meeting, FSS IM shared and presented the FSS developed draft beneficiary coverage map of Homestead Gardening Activities, which was prepared based on partners' January to March report in the 5Ws. The Purpose of the map is to inform partners where there is high and low coverage of homestead gardening – to determine where more focus should be and Importance of 5W reporting – FSS can develop similar products to inform partners of different activities' coverage. FSS will share this map to partners mail for their feedback

**FSS Information Management**

Considering the Eid ul Fitor vacation, FSS is slightly extending the deadline of FSS monthly reporting for the month of April 2022 and provided few updates on FSS 5W reporting system. Block level: reverting to previous block level format i.e., camp blocks can be all included in one row separated by commas, not as separate rows. Partners are requested to provide accurate block presence information in the 5W tracker.



**\* But please provide accurate block presence information!**

**Reporting Deadline:**

- ✓ Template for Volunteer and CfW Information, April 2022 | 9 May 2022

- ✓ FSS 5W Reporting | [5W response tracker](#) | [Guidance note](#) | [FSS Climate Smart Agriculture \(CSA\) Quick Guide](#) | 9 May 2022

For all IMO needs please contact:

- [Zolboo Bold-Erdene, zolboo.bold-erdene@wfp.org](mailto:zolboo.bold-erdene@wfp.org) (Mobile: 01313097855)
- [Neyamul Akhter, neamul.akhter@wfp.org](mailto:neamul.akhter@wfp.org) (Mobile: 01313770424)

### General Food Assistance Support

- GFA support is continuing through 21 e-voucher outlets (10 Fixed and 18 Flexible item), 12\$=1025.28 and 30% vulnerable HHs received FFC Voucher support (16 items), top-up 3\$=256.32
- As of April 18<sup>th</sup>, 70% of beneficiaries received E-voucher support from E voucher outlet for April.
- 20 FFC in 19 Outlet are now available with live fish and chicken.

Eligibility Criteria- FFC support (30%)	Camp and Implementing partners wise WFP GFA Team					
Vulnerability Categories	BRAC (7)	CODEC (3)	RIC (7)	SCI (6)	WVI (7)	YPSA (5)
1. Elderly headed HHs Age =>60	Ukhya - Camp 1E to Camp20ext,KRC, Total= 26 And Teknaf- Camp 21 – Camp 27, NRC, Total=7					
2. Child headed 1-17 years old	Camp 21	Camp 7	Camp 13	Camp 1E (WVI)	Camp 8W (CODEC)	Camp 1E (SCI)
3. HH with disabled people	Camp 22	Camp 8E	Camp 14	Camp 1W	Camp 10	Camp 2E
4. Women headed (18-59 Yrs), without abled Male member	Camp 24	Camp 8W (WVI)	Camp 15	Camp 3	Camp 11	Camp 2W
	Camp 25		Camp 16	Camp 4	Camp 12	Camp 6
	Camp 26		Camp 19	Camp 4ext	Camp 17	KRC
	Camp 27		Camp 20	Camp 5	Camp 18	
	NRC		Camp 20 Ext		Camp 9	

### General Updates

#### Covid-19 risk Mitigation:

- Covid-19 compliances and risk minimization activities are continuing in the camps.
- Normal e-voucher operation has started in 3 outlets (KRC, NRC and Camp 20Ex), multiple visits to be allowed – maximum two persons can shop at a time if urgent.
- Piloting on normal e-voucher operation in 6 outlets (MC4, KMS, 8W, BMS, JM TL, UCPR) - 2nd time visits to be allowed, 1 person per family.
- Total 2581 Households excluded temporarily from Building Block, most of them - who didn't redeem their voucher for last 3 more months consistently (December 2021 and January, February 2022)

#### GFA Ramadan

- For the month of Ramadan, additional food items are available in E-Voucher outlets as flexible items:
  - Chickpeas, Vermicilli, Lassa-Semai, Mustered Oil, Puffed-Rice, Flatted-Rice

#### EETWG Updates

- Successful workshop on using **geospatial for improved environmental monitoring in Cox's Bazar**
- Ongoing **awareness around construction in flooded areas** (together with Nat Haz Working Group, SMSD Sector, Shelter/NFI Sector and IOM and UNHCR Site Planners)
- **Gender Mainstreaming Training** | 9 May (full-day) | Venue to be confirmed | Limited to 25 participants, noting the training will be held in Bangla (registration still open)
- **2021 Plantation Assessment being led by FAO/WFP** | field work to start in mid-May – *details to follow to relevant plantation partners*
- **2022 Plantation Practical Training** | Date TBC | Open to all EETWG 2022 Plantation Partners (UNHCR, IUCN, CNRS, WFP, FAO, ACTED, CAID, Cordaid, IOM, ActionAid, CARE, DRC, BAT, DCA, Shushilan, Nowzuwan) – *details to follow*
- Next EETWG Joint Learning field visit on **Watershed Management** | Tentative for 12 May – *details to follow*

#### Resources:

- EETWG google drive: <https://drive.google.com/drive/u/2/folders/1RC6UPbss3tYTZ1etWbqZwRhU6iltNcap>

- Old EETWG google drive (pre-2021): [https://drive.google.com/drive/u/0/folders/1c3tSPMk8cEL-F\\_OO0y7oo9EnxcLZEuON](https://drive.google.com/drive/u/0/folders/1c3tSPMk8cEL-F_OO0y7oo9EnxcLZEuON)

**Contact person:** Fenella Henderson-Howat, Interim Coordinator, [Fenella.Hendersonhowat@wfp.org](mailto:Fenella.Hendersonhowat@wfp.org)

**Next meeting:** Tuesday, 10 May at 15:00

## Presentation

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WFP-RIC shared cross visit experiences between farmers from WFP-RIC and Helvetas-Shushilan Aggregation Centres

- Regular communication among the ACMCs can explore wider range of benefits for both parties
- Exchanging market price and buyer's demand
- Delivery of produce for gap filling of buyer's requirements by any AC
- Helvetas – Shushilan farmers groups can introduce savings accumulation;
- Inclusion of female members / male members in ACMC where applicable
- Creating option for the non BNFs farmers can increase the supply of produce volume which ultimately can attract the other local buyers/ FFC retailers
- Collaboration of two ACs may increase the acceptance of the centres in the local community and will bring mutual benefits (technical issues, irrigation facilities and reduce cost for input services).
- Facilitate non-WFP ACs to reach FFC markets inside the camps (contact [rika.mitsubishi@wfp.org](mailto:rika.mitsubishi@wfp.org) for logistic support).

## Partner updates

NGO platform shared their platform structural brief with FSS partners during the meeting. NGO platform is hosted by Save the Children from 1<sup>st</sup> of April 2022. They have a dedicated steering committee comprising of eight members across national, international, and local agencies, and 3 dedicated members (below details) for active collaboration and support. NGO Platform continues to represent their organizations in information sharing, coordination and advocacy and have regular communications with different Sector and WGs. NGO Platform will stay in close contact with FSS.

### NGO Platform Contacts details for further communication, coordination and meeting invitation.

Name	Designation	Email	WhatsApp
Yang Chen	NGOP Coordinator	<a href="mailto:yang.chen@ngoplatform.net">yang.chen@ngoplatform.net</a>	+86 13341052644
Ahasan Ud Daula	NGOP National Coordinator	<a href="mailto:ahasan.uddaula@ngoplatform.net">ahasan.uddaula@ngoplatform.net</a>	+88 01914342250
Amir Hossen	Deputy Manager	<a href="mailto:amir.hossen@ngoplatform.net">amir.hossen@ngoplatform.net</a>	+88 01818292655

## AOB

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- NGO Platform showed their interested in facilitating presentation from their platform in next FSS coordination meeting.
- 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

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- [FSS Bi - Weekly Coordination Meeting](#) | Tuesday 17 May 2022 from 11:00 – 12:30
- [Livestock Partners Monthly Meeting](#) | 27 April 2022
- [EETWG monthly meeting](#) | 10 May 2022 | 15:30-17:00
- [Next SDTWG Meeting](#) | 30 May 2022 | 3:00 – 4:00 pm