

Meeting Minutes  
FSS Livestock Partner's Coordination Meeting

**Date:** Tuesday, 27 July 2022, 11:00 a.m.– 12:00 p.m.

**Location:** Microsoft Teams Meeting

**Agenda**

- Preview of last meeting minutes and action points
- Follow up Livestock activity reporting Update on 5W.
- Refresher discussion on 5W input
- Individual partners activity update for July, 2022
- AoB

**Participants:**

14 participants representing 11 organizations:

ACAPS, Arranayk Foundation, FSS, HELVETAS, ICNET, IOM, Mukti, Prantic, RIC, Shushilan and WVI.

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

**Action points:**

Who	Action	When
FSS	<ul style="list-style-type: none"> <li>- Will incorporate 5W information by Livestock partner's activity and will produce Maps and dashboard on livestock activities.</li> <li>- Will follow up and assist to the partners to update 5W regularly.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> <li>- Ongoing</li> </ul>
<b>Livestock Meeting Action Points</b>		
FSS Partners	<ul style="list-style-type: none"> <li>- Will include livestock program activities in 5W reporting for each month</li> <li>- Livestock activity plan sharing</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>

**FSS updates**

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**Preview of last meeting minutes and action points:**

Beginning of the meeting, the major action points has discussed to revive the decisions. It was agreed with all participants regarding the discussions happen during last meeting and no queries found.

**Follow up Livestock activity reporting Update on 5W:**

Based on May 5W update, FSS received information on 5W regarding livestock activity frequently by some partners. As the partners started updating livestock activity information, it was discussed in this meeting to catch up remaining partners who are about to initiate update on 5W report.

**Refresher discussion on 5W input:**

FSS conducted a brief refresher discussion on 5W for the livestock partners during this monthly coordination meeting. FSS Information Management personnel conducted the discussion session. Focusing the key concerns for

the partners were highlighted during this session. It was practically demonstrated the process for the information updating process for 5W through online and offline version.

**Individual partner's activity update for July, 2022:**

Following the livestock activity during July, 2022, partners sharing livestock activity conducted during the month. The mostly reportable information will submit through 5W for the compilation by FSS. It is recommended that, the partners who reported to the donor as well they will also include information for the 5W reporting in the monthly basis.

**AOB**

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

**Upcoming events**

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- FSS Livestock Partner's monthly Meeting: **Wednesday 28 September 2022 from 11:00 – 12:00**

Online [Link](#) for the meeting minutes