

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 18 October 2022, 11:00 a.m.– 12:30 p.m.

Location: Microsoft Teams, WFP Meeting Room

Agenda

- FSS Update
- FSS JRP 2023 Update
- Cyclone Preparedness
- Partners' Updates
- AOB

Participants:

39 participants representing from 25 organizations.

Online Participants (28): (18 Organizations)

ACF, CRS, Cordaid, CIMMYT, DRC, ESDO, FAO, HelpAge, JICA, Mukti, RIC, RDRS, Shushilan, VSO, WFP-DRR, WFP-SI, YPSA, WVI

In-person participants (11): (7 Organizations)

ACAPS, BRAC, EETWG, FSS, IOM, UNHCR, WFP

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

Action Points:

Who	Action	When
FSS JRP 2023		
Partners	Partners will submit JRP 2023 filled project template to FSS	22 October 2022
FSS JRP	FSS will develop Peer Review Team (PRT) TOR and share with partners	27 October 2022
	FSS will form PRT team for JRP proposal review	31 October 2022
FSS Team	FSS will organize workshop with PRT for reviewing partner JRP proposal	31 October 2022
FSS Gender and Inclusion Action Plan		
Partners	Partners will update the gender focal points list (if needed).	20 October 2022
FSS Information Management		
FSS team	FSS will share monthly interactive dashboard with partners	31 October 2022
FSS team	FSS will develop activity vs financial tracking template and shared with partners	25 October 2022
Partners	Partners will provide monthly financial status to FSS	31 October 2022
FSS Team	FSS will share Monthly bulletin to partners	31 October 2022
Reminder for October FSS reporting: <ul style="list-style-type: none"> • FSS 5W response tracker report (Deadline Sunday, 6 November 2022) • Rohingya CfW/Volunteer (Deadline Tuesday, 8 November 2022 COB) 		
For all your Information Management needs please contact: Neyamul Akhter, neamul.akhter@wfp.org (Mobile: 01313770424)		
Next FSS coordination meeting 01 November 2022, 11:00-12:30		

FSS updates

Welcome to the meeting

The Food Security Cluster Coordinator welcomed everyone to the meeting. The meeting started with a round of introduction.

REVIEW & APPROVAL OF MINUTES (04 October 2022)

After reviewing the last meeting action points, the previous meeting minutes was endorsed by all.

FSS Update

FSS Gender and inclusion focal point list

As discussed last FSS coordination meeting, FSS were shared a common mail and requested FSS partners to update their organization's FSS Gender and inclusion Focal Point for the FSS Sector by following FSS provided gender and inclusion focal point link by **COB Thursday, 20 October 2022**.

Partners can access to Gender and inclusion focal point list to this [link](#)

For any support or queries, FSS team referred and shared below contact details of FSS Gender and Inclusion focal.

FSS Gender and Inclusion Focal Point: **Sadikur Rahman (sadikur.rahman@wfp.org)**

And for Gender Age Marker (GAM), FSS team advise to contact GIHA GAM responsible, runia.mowla@unwomen.org

Orientation session on FSS JRP 2023 Project template and Q&A

FSS organized an orientation session on **FSS JRP 2023 Project template and Q&A (question & answer)** on **Monday, 17 October 2022, from 2:30 to 4:00 PM**. The key purpose of the session was to demonstrate how to use its features successively and JRP proposal relevant queries from the FSS partners. The session were continued one and half an hour. The ISCG Information Management team were engaged to support the orientation.

Participants Status: Total 48 participants from 27 organization (Both in persons and online) were participant in the orientation session.

Orientation recording: [Here](#)

FSS will share the orientation presentation slides and recording to Partners mail shortly.

FSS JRP 2023 Update

FSS briefly discussed on FSS JRP 2023 timeframe and plan during the coordination meeting and requested to submit partners JRP proposal on time. As per FSS plan, FSS organized an orientation session on FSS JRP 2023 Project template and Q&A (question & answer) on Monday, 17 October 2022, from 2:30 to 4:00 PM to demonstrate how to use its features successively and JRP proposal relevant queries from the FSS partners.

JRP 2023 Timeframe:

Joint Response Plan 2023 and Operational Plan 2023-2025				
1	JRP Project template circulated	ISCG	02-Oct	ISCG will circulate the template for project submissions to Sectors for onward sharing to partners
2	Townhall on project template	ISCG	03-Oct	ISCG will hold a townhall to walk through changes made to the project template, familiarising sectors and respective partners with the formats. The Townhall will also include a brief on Gender with Age Marker (GAM) processes
3	Information collection of non-JRP partner presence	All Sectors	03-Oct	ISCG will circulate an information request to ensure appropriate visibility of non-JRP partners, avoid duplications and/or complementarity in sector response. Information received will be linked to the 3Ws
4	Submission of JRP projects by Appealing Partners	Appealing Partners	22-Oct	Each appealing partner submits project proposals for selection and inclusion into the 2023 JRP. Information presented in project submissions will also reflect the timeframe of the 2023-2025 OP. All project proposals should be shared with a copy of their respective GAM report and reference #
5	Townhall on upload of selected JRP projects onto HPC	ISCG	27-Oct	The ISCG will brief on how to access and upload project information into OCHA HPC online system
6	Peer Review and Selection of JRP Appealing Partners	Peer Review Teams (PRT)	30 Oct-07 Nov	Full breakdown of the Peer Review Process can be found in Sheet 2 "Peer Review Process-Timeline"
7	System upload of JRP projects	ISCG & Appealing Partners	16-19 Nov	All selected appealing partners upload project information into OCHA HPC online system
8	Sector presentations of strategy and selected JRP projects	All Sectors	TBC	All sectors will present their respective thematic portfolios to HOSOG and Sector Lead Agencies
9	Discussions with Government of Bangladesh (GOB)	MoFA/MoDMR	Oct-Dec	
10	Launch of JRP 2023	ISCG	20-Dec	

Information Management

As FSS activity matrix were changed for 2023 JRP due to new sector composition and still FSS is continuing FSS 5W monthly report as per previous activity matrix, therefore FSS decided to continue FSS 2022 activity matrix up to December 2022.

FSS IM team designed and developed monthly interactive dashboard for partners uses. The dashboard is almost ready and will release soon.

FSS is planning to start collecting partners monthly financial status from the FSS partners and will prepare & publish monthly partners activity vs financial tracking factsheet by using partners provided information.

Reminder for October FSS reporting:

- FSS 5W response tracker report (Deadline Sunday, 6 November 2022)
- Rohingya CfW/Volunteer (Deadline Tuesday, 8 November 2022 COB)

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- Neyamul Akhter, neamul.akhter@wfp.org (Mobile: 01313770424)

General Food Assistance (GFA)

- General Food Assistance (GFA) and Fresh food Corner (FFC) support is continuing through **21 e-voucher outlets** and **20 FFC in the camps** respectively, Since June, **monthly value voucher is 13 USD/ BDT 1,244.01 (1\$= 95.69 BDT)** per person and **30% vulnerable HHs is receiving Top-Up for FFC support, 3 USD/ BDT 287.08** per person, as of yesterday, 70+% beneficiary received GFA support
- October Food Basket –10 Fixed Items and 6 flexible items
- Mandatory to follow all Covid-19 compliances and risk minimization activities,
- **(Second Visit continued to be allowed in all outlets** to buy food commodities)
- 100% Beneficiary mobilization by 27th October and 29 & 30 September is for follow up and support for protection referrals and absentee cases. As per our E-Voucher operational Calendar 31st will be non-transaction day.

CYCLONE PREPAREDNESS

For considering the cyclone seasons, FSS will develop and circulate a common template for partner contingency plan and FSS partners will share their organizational contingency plan through FSS provided sheet accordingly.

EETWG Update

- EETWG is planning to conduct watershed management meeting in November, if anyone wants to be joining the meeting, please contact to hendersf@unhcr.org.
 - Any partners who have implemented planting activity, requested to report EETWG by this month.
 - Reporting for 2022 Plantation Season by 31 October 2022
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- **Matrix:** https://docs.google.com/spreadsheets/d/1yKYaci3RAy7AUTS0_Eleb6Nv-19UPh9Z/edit#gid=972671065
 - **Shapefiles:**
<https://drive.google.com/drive/folders/10oo4ZF5WsIR3DGvE6kdRrZfgofwtzEV4?usp=sharing>
 - **Photos:**
<https://drive.google.com/drive/folders/1KqXnS3sGB5Gg5atn6KVd0NIUKSUx2mOZ?usp=sharing>
 - EETWG is going to organize 2022 Plantation Season Lessons Learned Workshop to review the final maps and discuss challenges and successes from this season on 14 November 2022, EETWG responsible will share an invite with more details in November.
 - EETWG already shared a concept note on plastic free rivers and seas on a regional project through EETWG mailing list. If any partners are interested to receive this concept note, feel free to contact at hendersf@unhcr.org.
 - If any partners colleagues interested to join visit with EETWG, contact to hendersf@unhcr.org.
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Partners Update

- FAO and WFP are jointly organizing REVA and RIMA assessment training, After the training they will conduct field test next week.
- FAO Winter Vegetable Seed distribution: FAO is planning to distribute four different types (Tomato, Cauliflower, bottle guard and reddish) of hybrid vegetable seeds to 20,000 host community HHs in Coxsbazar sador, Ramu, Ukhiya and Teknaf from 23rd October to 7th November 2022. Total farmers group is 1000.
- Partners were requested to share operational updates to FSS at info.coxsbazar@fscluster.org

AOB

- Update on FSS files: all files from 2022 have been archived [here](#)
- FSS will form JRP Peer Review Team (PRT) committee for reviewing JRP 2023 partners proposal and will conduct workshop for partners JRP project review.
- FSC is preparing joint mission report based on 3-4 events with Government and NGOs³ at Cox's Bazar, after getting approval from the co-lead agency, it will be circulated widely.
- BRAC, Co-coordinator will leave from FSS from next month.

Upcoming events

- [FSS Bi - Weekly Coordination Meeting](#) | 1 November 2022 from 11:00 – 12:30
- Cancelled | [Livestock Partners Monthly Meeting](#) | 26 October 2022 from 11:00 – 12:00