

## Meeting Minutes

### FSS Bi-Weekly Coordination Meeting

Date: Thursday, 3 November 2022, 3:00 PM – 4:30 PM

Location: Microsoft Teams, FAO Meeting Room

### Agenda

- FSS Updates
- Sharing of the JRP 2023 peer review team findings
- Cyclone preparedness
- AOB

### Participants:

23 participants representing from 17 organizations.

### Online Participants (15): (12 Organizations)

Arannayk Foundation, CWW, Cordaid, DRC, EETWG-UNHCR, HELVETAS, JICA, RDRS, RIC, IVY Japan, SCI, WFP

### In-person participants (8): (5 Organizations)

BRAC, FSS, Mukti, FAO, WVI

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

### Action Points:

Who	Action	When
<b>FSS JRP 2023</b>		
FSS Team	FSS will share the FSS JRP 2023 Peer Review Team (PRT) feedback to partners	4 November 2022
Partners	Partners will revise FSS JRP 2023 Peer Review team (PRT) feedback on their submitted proposal and send back again to FSS.	7 November 2022
FSS Team	FSS PRT will review again FSS JRP 2023 partners submitted revised JRP proposal	14 November 2022
<b>FSS Gender and Inclusion Action Plan</b>		
Partners	Partners will sit with their nominated Gender, Diversity, and inclusion focal points to start consultation on FSS developed gender, diversity, and inclusion action plan.	20 November 2022
<b>FSS Information Management</b>		
FSS team	FSS will share monthly interactive dashboard with partners	20 November 2022
Partners	Partners will share FSS 5W response tracker report	6 November 2022
Partners	Partners will submit Rohingya CfW/Volunteer incentives information to FSS	9 November 2022

For all your Information Management needs please contact:

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Neyamul Akhter, [neamul.akhter@wfp.org](mailto:neamul.akhter@wfp.org) (Mobile: 01313770424)

Next FSS coordination meeting | 15 November 2022, 11:00-12:30

## FSS updates

### FSS Gender and inclusion focal point list

FSS updated the gender, diversity, and inclusion focal point for the food security sector. The focals are requested to consult with their organizations' project managers on gender, diversity and inclusion action plan.

FSS Gender, Diversity and inclusion focal point list: [link](#)

### FSS JRP 2023 Update

FSS shared the JRP 2023 PEER Review Team (PRT) findings during the coordination meeting and advised JRP 2023 appealing partners to revise their project proposals accordingly and resubmitted the revisions to FSS by 7 November 2022.

Final project uploads on the HPC platform will open during 16-19 November.

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

FSS is to finalize the monthly interactive dashboard and circulate to FSS partners with October 5W information.

### Reminder for October FSS reporting:

- FSS 5W response tracker report (Deadline Sunday, 6 November 2022)
- Rohingya CfW/Volunteer (Deadline Wednesday, 9 November 2022 COB)

## For all your Information Management needs please contact:

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

## General Food Assistance (GFA)

### Food assistance

- General Food Assistance (GFA) and Fresh food Corner (FFC) support is continuing through 21 e-voucher outlets and 20 FFC in the camps respectively, monthly value voucher is 12 USD per person (Since June, monthly value voucher reduced from 13 USD due to market instability & inflation) and 30% vulnerable HHs are receiving Top-Up for FFC support, 3 USD per person.
- November Food Basket –10 fixed items and 13 flexible items.
- Dry chilli and Sugar market price will be reviewed weekly rather than monthly.

### Rapid Response:

For the Cyclone preparedness plan, Partners provided fortified biscuits to 400 households to UNO in Teknaf. FSS partners provided rapid response support to the affected people in five Camps (Camp 4, Camp 9, Camp 10, Camp 25, Camp 26) in Ukhiya and Teknaf Upazila. Total 120 affected individuals received high energy fortified biscuits and 120 hot meals for lunch and dinner (25 And 26 October 2022).

## CYCLONE PREPAREDNESS

- Lessons learned from Cyclone SITRANG
- Organizational Presence in CXB including trained staff
- Contingency Stock
- Single line of communication during a cyclone with the government
- Official Data collection by department
- Linkage with FSC

## Partners Update

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- Partners were requested to share operational updates to FSS at [info.coxsbazar@fscluster.org](mailto:info.coxsbazar@fscluster.org)

## AOB

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- Update on FSS files: all files from 2022 have been archived [here](#)

## Upcoming events

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- [FSS Bi - Weekly Coordination Meeting](#) | 15 November 2022 from 11:00 – 12:30