

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Wednesday, 14 December 2022, 11:30 AM – 01:00 PM

Location: ISCG Meeting Room

NEXT IN PERSON COORDINATION MEETING: 10 JANUARY 2023

Agenda

- Introductions & welcome
- FSS Updates
- Presentation: WFP School Feeding Program Overview
- Presentation: AMAN School Feeding Program Overview in Camp 15
- Partner Updates
- AOB

Participants:

24 participants from 19 organizations

AF, AMAN, ADWG, BRAC, CWW, EDAS, FSS, Helvetas, HelpAge, Mukti, PARC, Prottiyashi, Prantic, PIB, RIC, SAWAB, SHUSHILAN, WVI, WFP.

Find [presentation slides here](#)

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
FSS	Open communication between WFP and FAO to avoid overlap of School Gardening activities in Kutubdia (Moksed and George/Foysal/Ali)	15 December 2022
FSS	AMAN: child protection measures regarding their Food Processing activity	18 December 2022
FSS	GFA: UNHCR population factsheet now indicates that 12% of Rohingya population are PWDs, how do we ensure harmonization of this rate with GFA rates (currently at 7,000 individuals out of 900,000 – less than 1%)	January 2022
FSS UPCOMING EVENT (Winter Market) 20 December 2022		
FSS	Confirm participation and send out email for general invitations	15 December 2022
FSS	Winter Market Events	20 December 2022
FSS UPCOMING SURVEY		
FSS	FSS Surveys: Training Needs Assessment – consider incorporating trainings geared towards Field Level staff; coordinate with ADWG when developing survey for Age and Disability inclusivity – to be disseminated early January.	4 January 2022
	FSS General Coordination Mechanism survey – on Field Visits, Meeting structure, IM products and reporting etc. - to be disseminated early January.	4 January 2022
FSS EMERGENCY, PREPAREDNESS AND RESPONSE		

FSS Partners	Draft SOP for FSS emergency response – early January Email communication by FSS (not to implement food distribution without coordination, ISCG to communicate with GoB for approval of activities, sharing relevant guidances), Quarterly update of Sector Focals and partners’ contingency stocks – early January	5 January 2022
FSS Information Management		
FSS IM Team	FSS will prepare partners presence Map	Mid-January 2022
	FSS will update FSS partners facility Mapping	January 2022
	FSS interactive dashboard – Month wise (will be available on FSC website)	January 2022
	FSS Yearly dashboard (With partners presence and beneficiaries' information)	Mid- January 2022
	FSS Fact Sheet	Mid- January 2022
	FSS will review the FSS 5W response tracker template according to the JRP 2023 activity plan and make necessary changes	Mid- January 2022
	FSS IM will organize FSS 5W response tracker orientation both Bangla and English	Mid- January 2022
For all your Information Management needs please contact:		
<ul style="list-style-type: none"> ➤ Zolboo Bold-Erdene Acting FSS Coordinator and IMO +1(315)706-2820 / zolboo.bold-erdene@wfp.org ➤ Neyamul Akhter IMA +8801313770424/ neamul.akhter@wfp.org 		
Next FSS coordination meeting 10 January 2022, 11:00-12:30		

FSS updates

Winter Market

FSS jointly with FAO, WFP and the LSDS is organizing Winter Market/Fair on 20 December 2022 in Cox’s Bazar. Selected partners will showcase their produced items and programmes. Government counterparts will be invited, including RRRC, Department of Agriculture Extension, Department of Livestock services, Department of Fisheries, as well as the Chamber of Commerce and special guests from the private sector, to engage and network with relevant partner. This will be an open event for all interested guests and visitor.

Upcoming Surveys

FSS is planning to conduct two sets of surveys in early January for the FSS Workplan and Partners’ Capacity Building Initiative (trainings, workshops, field visits etc.):

- FSS Training Needs Assessment
- FSS general coordination mechanism

FSS Emergency, Preparedness and Response (EPR)

Given the updated strategic direction of FSS into 2023 and beyond, FSS will develop EPR-2023 Standard Operating Procedure (SOP). FSS is planning to draft this SOP by early January next year – and will be shared for feedback and comments.

FSS will update the Sector Focal list and partners' contingency stocks on a quarterly basis.

FSS urges partners to coordinate with FSS before planning to distribute any kinds of food items, NFIs and Cash distribution to the refugee camp during emergencies.

Information Management

Total of 21 both program and implementing partners submitted their November FSS 5W response tracker report and 9 program and implementing partners submitted their November CFW/Rohingya volunteer stipend information to FSS.

November Report Submission Status

FSS 5W - NOVEMBER 2022

AF, AMAN, BRAC, CIMMYT, Cordaid, CWW, CODEC, CNRS- IC Net, DRC, BDRCS, FAO, GIZ, HIS, Prantic, RIC, Shushilan, SCI, PIB, YPSA, WFP, WVI

FSS CFW/- NOVEMBER 2022

AMAN, DRC, HELVETAS, MUKITI- IVY Japan, PRANTIC, RIC, WVI, YPSA, WFP

FSS IM Team Plan (January 2023):

- FSS will prepare partners presence Map – Mid January
- FSS will update FSS partners facility Mapping - January
- FSS interactive dashboard – Month wise (will be available on FSC website)
- FSS Yearly dashboard (With partners presence and beneficiaries' information) – By Mid-January
- FSS Fact Sheet – By Mid-January
- FSS will review the FSS 5W response tracker template according to the JRP 2023 and make necessary changes – Mid January
- FSS IM will organize FSS 5W response tracker orientation in both Bangla and English – Mid January

For any clarifications or assistance, please do not hesitate to reach out to FSS:

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- Neyamul Akhter | IMA | +8801313770424/ neamul.akhter@wfp.org

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 remains at 12 USD Per person (1213.06 BDT November)
 - 30% vulnerable HHs are receiving Top-Up for FFC support, 3 USD Per person (303.26 BDT November)
- E voucher Support: 186,061 HHs, 905,286 Individuals | Women and girls= 52% | Men & Boys = 48%
- FFC Support = 53,090 HHs, 196,962 Individuals | Women and girls= 52% | Men & Boys =48%
- # of Vulnerable people with disability reached (E –voucher & FFC) = 6,983 HHs
- # of people reached via rapid response = 32 (17 Women/girl and 15 Men/boys) from Fire Incident (5hhs) & Protection Referrals (2hhs).

- # of hot meals distributed =128 meals (16 individuals), in response to Fire incident and relocation

DECEMBER

- Food Basket –10 Fixed Items and 11 flexible items
- FFC support = 18 food items

GFA team plan

- General Food Assistance Team will shut down two outlets: Camp 2E - Kutupalong Makeshift outlet (KMS) and Camp 26 - Mochuni EV outlet; beneficiaries will get assistance from Camp 7 and D5 outlets.
- The existing Balukhali Makeshift Outlet (BMS) in Balukhali Bazar will be shut down and will move to BMS's new outlet (under construction) in the Camp 9 football field (by end of December).

Presentation:

1. Presentation: WFP School Feeding Programme Overview
2. Presentation: AMAN School Feeding Programme Overview in Camp 15

Partners Update

- Open communication between WFP and FAO to avoid overlap of School Gardening activities in Kutubdia (Moksed and George/Foysal/Ali).
- AMAN: Ensure child protection measures are in place regarding Food Processing activity
- WFP GFA: UNHCR population factsheet now indicates that 12% of Rohingya population are PWDs, how do we ensure harmonization of this rate with GFA rates (currently at 7,000 individuals out of 900,000 – less than 1%)
- FAO has started implementing School Feeding program in Kudubdia Upazila. Total Beneficiaries will be 1,000.
- Partners are requested to share operational updates to FSS at info.coxsbazar@fscluster.org

AOB

- FSS will organize FSS coordination meeting in person only in the ISCG Meeting room going forward. All FSS partners are welcome to join.
- FSS will organize next coordination meeting on 10 January 2022 instead of 27 December 2022.
- Update on FSS files: all files from 2022 have been archived [here](#)

Upcoming events

- [FSS Bi - Weekly Coordination Meeting](#) | 10 January 2022 from 11:00 – 12:30 | ISCG Meeting Room