

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 10 January 2023, 11:00 AM – 12:30 PM

Location: ISCG Meeting Room

****NEXT IN PERSON COORDINATION MEETING IS POSTPONED TO: TUESDAY, 31 JANUARY 2023****

Agenda

- Introductions & welcome
- FSS Updates
- Presentation: WFP General Food Assistance Overview
- Partner Updates
- AOB

Participants:

30 participants from 24 organizations

AF, BRAC, CODEC, CWW, CIMMYT, DRC, FAO, FSS, HELVETAS, IOM, IRB, NGO Forum, Oxfam, LSDS, UNHCR, Prottayashi, PARC, PIB, RIC, SCI, SHED, WVI, WFP- Gender Focal, WFP.

Find presentation [slides here](#)

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
FSS Partners' Contingency Stock for emergencies		
Partners	FSS partners to update their available stock of items and resources for emergencies.	10 January 2023
FSS 5W ORIENTATION SESSIONS		
FSS	FSS 2023 5W Orientation in Bangla & English Bangla: 9:00 – 10:30 AM, English: 11:00AM – 12:30 PM Modality: In person and online (MS team meeting link to be shared)	29 January 2023
FSS TRAINING NEED ASSESSMENT SURVEY		
FSS	FSS will finalize the FSS training need assessment survey questionnaire, design Web base survey template and circulate the survey link with partners.	Mid-January 2023
Partners	Partners will complete the survey by providing required training need information through FSS provided survey link.	31 January 2023
FSS GENDER, DIVERSITY and INCLUSION ACTION PLAN		
Partners	Partners will prepare progress report on FSS Gender and inclusion Action Plan 2022 in consultation with respective gender focal points	31 January 2023

Partners	Partners will prepare a new action plan for 2023 and share with FSS for further review and finalize from GiHA.	31 January 2023
FSS INFORMATION MANAGEMENT		
Partners	REMINDER FOR DECEMBER 2022 FSS REPORT: <ul style="list-style-type: none"> For FSS 5W response tracker report FSS Response Tracker (<i>Google Sheet or Excel template</i>) For Rohingya CfW/Volunteer Stipend information: (<i>Excel template</i>) 	12 January 2023
FSS & Partners	Deduplication Exercise Process: <ul style="list-style-type: none"> Partner shares planned target beneficiaries' NIDs Existing partners share their current beneficiaries' NIDs FSS cross checks to find duplicates so that planning partner can avoid the duplicates FSS IM team is continuing to conduct NID deduplication exercise.	Ongoing
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 31 January 2023, 11:00-12:30		

FSS UPDATES

JRP Update

JRP 2023 discussion and negotiations process with MoFA is ongoing. JRP 2023 expected to be launched early February 2023.

Winter Market/Fair

FSS jointly with FAO, WFP and the LSDS organized Winter Market/Fair on **20 December 2022** at Sea Palace hotel in Cox's Bazar. Total of 21 organizations (FSS/LSDS partners) showcased their produced items and programme overviews through 26 stalls.

373+ different Non-food items (Off firms, Handicraft etc) and Fresh Vegetable, Winter food were sold during the Winter Market/Fair, total sold 314,203 BDT.

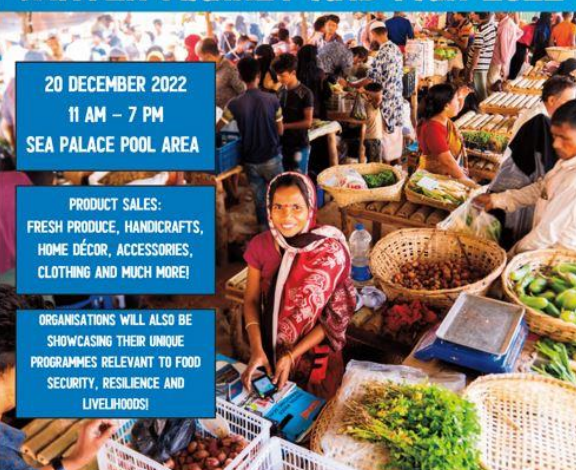
Government counterparts were also present, inaugurated and visited the Winter Market/Fair stalls.

Government Participants:

RRRC, Department of Agriculture Extension, Department of Livestock services, Department of Fisheries, as well as the Chamber of Commerce and Industry and special guests from the private sector.

FSS/LSDS WINTER MARKET

WINTER MARKET AND FAIR 2022



20 DECEMBER 2022
11 AM – 7 PM
SEA PALACE POOL AREA

PRODUCT SALES:
FRESH PRODUCE, HANDICRAFTS,
HOME DÉCOR, ACCESSORIES,
CLOTHING AND MUCH MORE!

ORGANISATIONS WILL ALSO BE
SHOWCASING THEIR UNIQUE
PROGRAMMES RELEVANT TO FOOD
SECURITY, RESILIENCE AND
LIVELIHOODS!



Venue: SEA PALACE Cox's Bazar

Participants: 21 Organizations with 26 Stalls (FSS/LSDS partners)

Organization	Participation Type	Number of Stalls Allocated
Shushilan (2 Programmes)	Product Sales	2
	Product Sales	
HelpAge International	Product Sales	1
ActionAid Bangladesh (2 programmes)	Product Sales	2
	Product Sales	
Resource Integration Centre (RIC)	Product Sales	1
DCA	Product Sales	1
HAP Services	Product Sales	1
Cordaid (2 programmes)	Product Sales + Programme Promo	1
NGO Forum for Public Health	Product Sales	1
PROTTYASHI	Product Sales + Programme Promo	2
CONCERN WORLDWIDE	Product Sales	1
BRAC (2 programmes)	Product Sales	2
	Product Sales	
Community Development Centre(CODEC)	Product Sales	1
Prantic Unnayan Society	Product Sales	1
Center for Natural Resource Studies	Product Sales + Programme Promo	1
FAO	Product Sales	1
RDRS Bangladesh	Product Sales	1
UTTARAN	Product Sales	1
AMAN (Association for Mass Advancement Network)	Product Sales	1
WFP	Product Sales	2
Helvetas	Programme Promotion	1
World Vision Bangladesh	Programme Promotion	1
TOTAL		26

FSS Gender, diversity and inclusion focal point

FSS Gender and Inclusion Action Plan 2022 Progress report and prepare a new action plan for 2023 focal point.

FSS partners are requested to prepare progress report on **FSS Gender and inclusion Action Plan 2022** in consultation with respective gender focal points and they also will prepare a **new action plan for 2023** and share with FSS for further review and finalize from GiHA.

FSS will share the Gender, Diversity, and inclusion focal points list, GIAP reporting format and FSS action plan through FSS mailing list.

FSS Partners' Contingency Stock for emergencies

As per discussion on last coordination meeting on **14 December 2022**, FSS is updating the FSS partners contingency stock for emergencies. Therefore, FSS requests partners to update their available stock of items and resources for emergencies.

Emergency contingency stocks may include, but not limited to:

- Food Items – including High Energy Biscuits (HEB), Hot Meals etc.
- Field/Community Kitchens – capacity to operate, to be activated during emergencies
- Non-Food Items – Cooking tools, LPGs etc. – FSS will coordinate with SMSD/Shelter-NFI Sector with the obtained info
- In-Kind Support – all other in-kind support available, please provide details in REMARKS column
- Cash – towards Cash for Work etc.
- # of Field Staff/Labour Availability – in case of requests from Program partners facing labour shortage in the field.

Note: during emergency events in the Rohingya camps, WFP leads Rapid Food Distribution of HEBs and hot meals to the affected population – FSS therefore requests partners who plan to conduct food distribution in the camps during emergencies to coordinate with us directly, as FSS can provide guidance and advocacy as needed.

ISCG & Streamlining

During the coordination meeting FSS briefly discussed and updated the changes of the Rohingya response coordination structure.

- Strategic Executive Group (SEG) in Dhaka – provides strategic direction and oversight of the refugee operation.
 - Composition: RC, UNHCR, IOM
- Refugee Operations and Coordination Team (ROCT) – replaces the Heads of Sub-Offices Group (HOSOG), as the decision-making body of Cox's Bazar Operations.
 - Composition: Sector Lead UN Agencies, 2 INGOs, 2 NNGOs
- Inter Sector Coordination Meetings to continue taking place – Sectors will play a role of consultation for decisions by ROCT.

Upcoming FSS training need assessment survey

To understand the FSS partners training needs, FSS will collect partners colleagues' capacity building training needs information through a training needs assessment survey. FSS already drafted the survey questionnaire, after finalized the questionnaire, FSS will design web-based survey template and then will share with partners through FSS all partners mailing list by mid-January 2023.

In 2022, FSS held/supported 10 capacity building sessions, reaching 367 staff from 53 different partner organizations.

FSS Upcoming Training

FSS is going to organized FSS 5W response tracker orientation on **Sunday, 29 January 2023**. Two separate sessions (Bangla and English sessions) will be conducted. Total duration of each session will be 1 and half hour and sessions modality will be hybrid (both online and in-persons). Details to be shared by FSS.

INFORMATION MANAGEMENT

During the coordination meeting, FSS requested partners to submit their organization's FSS 5W & Rohingya CfW/Volunteer Stipend information to FSS on time.

REMINDER FOR DECEMBER 2022 FSS REPORT:

- For FSS 5W response tracker report
[FSS Response Tracker](#) (*Google Sheet or Excel template*)
- For Rohingya CfW/Volunteer Stipend information: (*Excel template*)

Deadline: COB Thursday, January 12th, 2023

Deduplication Exercise

FSS partners, if any FSS partners are planning to implement a new project with a new target of beneficiaries in the host communities, FSS requested to reach out to FSS with list of beneficiary NIDs before implementation.

Deduplication Process:

- Partner shares planned target beneficiaries' NIDs
- Existing partners share their current beneficiaries' NIDs
- FSS cross checks to find duplicates so that planning partner can avoid the duplicates

FSS IM team is continuing to conduct NID deduplication exercise. Therefore, FSS requested partners to share required information to FSS for conducting deduplication exercise.

General Food Assistance (GFA)

Food assistance

A total 5 cooperating partners selected for GFA operation excluding two outlets (KMS and Mochoni)

Organizations	Number of Outlets
YPSA	3 outlets- D5-EV, Lambashia-EV, RR-KRC-EV (Ukhia upazila)
Codec	4 outlets- 8W-EV, C7TV-EV, MC4-EV and MC2-EV (Ukhia upazila)
WVB	3 outlets- BMS-EV, C17-EV, MNRG-EV (Ukhia upazila)
RIC	4 outlets- BRMP-EV, C20E-EV, HKMP-EV, JM TL-EV (Ukhia upazila)
BRAC	5 outlets- CHKM-EV, JDMR-EV, LMS-EV, RR-NRC-EV, UCPR-EV (Teknaf)

Excluded two outlets

- Mochoni – BNFs to be supported from Jadimura and Leda (as per BRAC Plan)
- KMS- BNFs to be supported from Camp-7 (TVT and D5 outlets).

Presentation:

1. Presentation: WFP General Food Assistance Programme Overview

Partners Update

CYMMYT

- Cereal System Initiative for South Asia-Mechanization Extension Activity (CSISA-MEA) is a Project of International Maize and Wheat Improvement Center (CIMMYT), Bangladesh and this project is implementing in 24 districts including Cox's Bazar and Bandarban. The main objective of this project is to accelerating market base agriculture mechanization through involving relevant actors and skill manpower development in view to enhance food and nutrient security. The project is providing technical and business training to agriculture Business Light Engineer (ABLE) workshop's workforces (WF), Machine solution providers (MSP), local mechanics and link with machine shop dealers. Project organize method demonstration and results demonstration of different types of modern agriculture machines like: Rice transplanter, Combine harvester, reaper, power thresher and Chopper along with Department of Agriculture Extension (DAE). This is market-based agriculture mechanization project where DAE provide subsidize agriculture machineries to agri. Machinery entrepreneur and CSISA-MEA provide skill development training to all value chain actors."

FAO

- Kutubdia is a very remote subdistrict of Cox's Bazar, there are few organizations or projects are working in Kutubdia. DD, DAE requested to FAO for providing winter vegetable seed support for the marginal and small holders farmers of the Kutubdia sub-district. This was the special support to DAE for the Kutubdia farmers. A total of 4000 Farmers received 04 types of hybrid winter vegetable seeds in the 06 unions. One farmer received 80 gm of seeds and a total of 320 kg of seeds distributed by DAE-FAO jointly in the last month.
- Another update for the school gardening project, FAO identified 1200 beneficiaries at Kutubdia and 1600 for Ukhiya under WFP-FAO UN-UN collaboration.

HELVETAS:

- HELVETAS's implementing partners Protyashi and Uttaran is implementing SHINE project at Ukhiya and Teknaf Upazila's in Cox's Bazar. Total targeted beneficiaries of the SHINE project are 4140 HHs, among them 2700 HHs from Refugee community will receive CFW (Cash for Work) and homestead gardening support and 1440 HHs from host community (Ukhiya and Teknaf) will receive CFW (Cash for Work), Homestead gardening and commercial farming support from the SHINE project.

Working area

- Whykong & Hnila union & camp 24 under Teknaf and Rajapalong & Halodiapalong & camp4 under Ukhiya Upazila

Implementing partner organizations

- Uttaran for Teknaf Upazila and
- Prottiyashi for Ukhiya Upazila.

Beneficiaries Coverage

Total 4140 HHs

Refugee Camp: (Camp 4, CFW 450 HHs, Homestead Garden 900 HHs) and (Camp 24 CFW 450 JHHs, Home garden 900 HHs)

Host Community: Teknaf Upazila 720 HHS and Ukhiya Upazila 720 HHs for Homestead Garden, commercial farming, and CFW

Plan International Bangladesh (PIB)

- Plan International partner's FIVDB provided business startup support to 350 beneficiaries for engaging selected IGA like poultry rearing, vegetable cultivation, goat rearing or small business and other partners YPSA provided business startup support to 160 beneficiaries for starting their selected IGA like vegetable cultivation, poultry rearing, goat rearing, cow rearing or small trade in December.

Save the children (SCI)

- SCI is going to start 26-month long project which will be implemented in Ukhiya and Teknaf Upazila. Beneficiaries from Ukhiya and Teknaf Upazila's will receive IGA and Livelihood support from the Save the children (SCI).
- Partners are requested to share operational updates to FSS at info.coxsbazar@fscluster.org

AOB

- FSS will continue FSS coordination meeting in in person modality, Venue will remain same - ISCG Meeting room. All FSS partners are welcome to join.
- FSS will organize next coordination meeting on 31 January 2023 instead of 24 January 2023.
- Update on FSS files: all files from 2022 have been archived [here](#)

Upcoming events

- FSS 5 W response tracker orientation session | **29 January 2023**
- [FSS Bi - Weekly Coordination Meeting](#) | **31 January 2023 from 11:00 – 12:30** | ISCG Meeting Room