

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 31 January 2023, 3:30– 5:00 PM

Location: WFP Meeting Room

Agenda

- Introductions & welcome
- FSS Updates
- Presentation: WFP Bangladesh: Anticipatory Action at Country Level
- Presentation: FAO Anticipatory Action Plan
- Partner Updates
- AOB

Participants:

23 participants from 15 organizations

AF, BRAC, CODEC, CWW, CRS, Cordaid, FAO, FSS, HELVETAS, Mukti, Oxfam, Prottiyashi, SCI, WVI, WFP-Gender Focal, WFP-Livelihoods, WFP-SFP, WFP-SL, WFP-EPR.

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

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
Country Cluster Performance Monitoring (CCPM) Survey		
FSS	FSS will follow up all active 54 FSS partner organization to complete the CCPM survey	14 February 2023
FSS GENDER, DIVERSITY AND INCLUSION ACTION PLAN		
Partners	Partners will share progress report on FSS Gender and inclusion Action Plan 2022 in consultation with respective gender focal points to FSS	2 February 2023
Partners	FSS/GiHA will prepare a new action plan for 2023.	February 2023
FSS TRAINING NEED ASSESSMENT SURVEY		
Partners	Partners to complete the Training Needs Survey.	31 January 2023
FSS/LSDS	FSS and LSDS to summarize survey and jointly produce training calendar for 2023.	9 February 2023
FSS GARDENING TRACKER (Winter and Summer seasons)		
FSS/Partners	FSS will design and share gardening tracker template for partners to share their info	12 February 2023
FSS	FSS will produce Homestead Gardening Tracker map.	February 2023
FSS INFORMATION MANAGEMENT		
Partners	FSS partners organization will share organization's Annual Plan through FSS 5W	9 February 2023

FSS	FSS will compile and update google and offline excel template according to the partner's annual plan.	12 February 2023
Partners	Partner will share monthly (January) 5W report.	16 February 2023
Partners	Partners will share the latest (January) Cash for Work and Rohingya volunteer stipend information to FSS	12 February 2023
FSS & Partners	<p>Deduplication Exercise Process:</p> <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 <p>FSS IM team to continue conducting NID deduplication exercise.</p>	Live
<p>For all your Information Management needs please contact:</p> <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 		
<p>Next FSS coordination meeting Date and Time to be confirmed</p>		

FSS UPDATES

FSS Partners Emergency Contingency Stock | FSS 2023

During the coordination meeting, FSS shared and updated key highlights on FSS partners' contingency stock for emergency plan.

Partners with available stock as of 2023 Q1:

- BRAC, COAST, CODEC, CWW, IRC, Mukti, Oxfam, PIB, RIC, SCI, WVI, YPSA

Country Cluster Performance Monitoring (CCPM) Survey

The global Food Security Cluster has launched the Country Cluster Performance Monitoring (CCPM) to assess the performance, functions and accountability of the FSS in 2022. This is an anonymous survey. It takes no longer than 10 minutes to complete, and FSS requests one submission per partner organization. The deadline of the Country Cluster Performance Monitoring (CCPM) Survey is 15 February 2023.

FSS circulated the survey link to the 54 active NNGO, INGO and UN organizational focals.

FSS and LSDS Training Needs Assessment

The FSS and LSDS sector are conducting training needs assessment survey to assess the partners capacity on Food Security and Livelihoods topic areas, as well as cross cutting topics, Monitoring, Evaluation, Accountability and learning (MEAL) and Information Management. This survey assessment result will help both sectors to understand the partners capacity and guide partners in capacity enhancement initiatives for 2023. Therefore, FSS requested all FSS partners colleagues to provide their input through the FSS shared survey template by 31 January 2023.

Survey Training topics broken down by:

- *Food Security, Livelihoods, Resilience*
- *Market based training needs*
- *Cross cutting topics*
- *MEAL and IM*

- Project writing and reporting
- DRR and EPR

Facility Mapping by SMSD Sector

FSS briefly presented the FSS latest existing facility mapping [dashboard](#) that was last updated at the end of 2022. Total of 148 active FSS facilities were available in the camp in 2022. FSS shared the available facilities database and requested partners to review and update the existing facilities for 2023.

Note:

- 4 facility types that were previously under FSS (Age Friendly Space | Multi-purpose Women’s Center | Skills Development Center | Women Led Community Center) will be moved under the newly formed Livelihoods and Skills Development Sector. This will be reflected in the dashboard after this round of exercise.
- The 6 facility types remaining under FSS are: E-Voucher Outlets | General Food Distribution Points | Community Cooking and Learning Centers | Community Kitchens | Rapid Response Containers | Storage Facilities
- If there are additional facility *types* operational that you would like to include under FSS, please add in the attached file and inform us for our consideration.
- If new facilities are built and need to be added, please highlight in green.
- If facilities no longer exist and need to be removed, please highlight in red.

Facilities to remain under FSS:	Facilities to go under LSDS (from FSS):
<ul style="list-style-type: none"> • E-voucher outlet • General Food Distribution* (SCI, BDRCS, WVI, RIC, BRAC, YPSA, WFP) • Community Cooking and Learning Centres • Community Kitchens • Rapid Response Containers • Storage Facilities 	<ul style="list-style-type: none"> ○ Age Friendly Space ○ Multi-purpose Women's Centres ○ Skills Development Centres ○ Women Led Community Centres

General Food Assistance (GFA) Update

Few operational changes in 2023

Excluded three outlets and refer to new outlets plan

- 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).
- BMS 1 - outlet will be closed from today, Beneficiaries will receive support from BMS 2 (WVI)

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

Outlet’s Name (New IP- 2023)		Camp
YPSA	3 outlets- D5-EV, Lambashia-EV, RR-KRC-EV (Ukhia upazila)	1E (H), 2E (A&B),3,4, 4ext, 5,7, 8E, 8W
Codec	4 outlets- 8W-EV, C7TV-EV, MC4-EV and MC2-EV (Ukhia upazila)	1E (H), 1W, 2E (C&D), 2W, 6, KRC
WVB	3 outlets- BMS-EV, C17-EV, MNRG-EV (Ukhia upazila)	9,10,11,12,17,18
RIC	4 outlets- BRMP-EV, C20E-EV, HKMP-EV, JM TL-EV (Ukhia upazila)	Camp 13, 14, 15, 16,19,20 and 20ext
BRAC	5 outlets- CHKM-EV, JDMR-EV, LMS-EV, RR-NRC-EV, UCPR-EV (Teknaf)	Teknaf

INFORMATION MANAGEMENT

5W Orientation Sessions

FSS/LSDS 5W Orientation Sessions held on 29 January 2023.

Total of 62 participants from 26 organizations attended the 2 sessions in Bangla and in English.

- Recordings of the sessions [in Bangla](#) and [in English](#)

As agreed during the orientation sessions, FSS requested to share organization's 5W Annual Plan by COB 9 February using the provided 5W latest template, after receiving the annual plan from partners FSS will follow up with partner for the monthly (January) 5W report and deadline will be 16 February 2023.

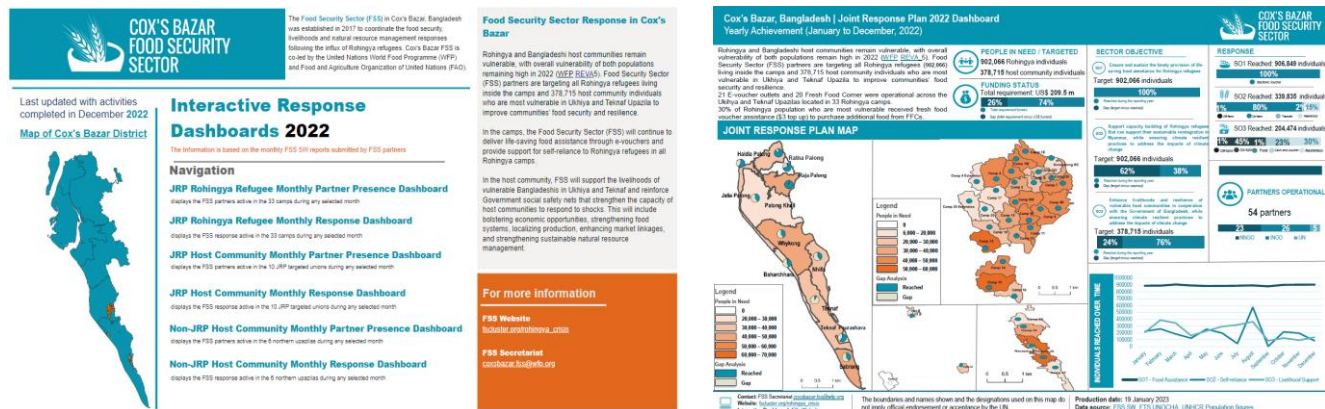
Note: FSS requests the programme organizations to compile and share the 5Ws rather than the implementing partners in order to avoid instances of double reporting on activities.

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

- 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

FSS Dashboards

- Interactive Dashboard – partner presence and activities
- Static Dashboard – yearly overview



Presentations:

- Presentation: WFP Bangladesh: Anticipatory Action at Country Level
- Presentation: FAO Anticipatory Action Plan

Gardening Tracker

As discussed during the coordination meeting, FSS will revert to collect gardening both summer and winter plan information from the partners. Last gardening tracker was updated on October 2021 and FSS also prepared another gardening dashboard in 2022 based on 5W information. FSS will check and re-initiate the gardening tracker information collection.

Partners Update

OXFAM

- OXFAM has approximately 50,000 pieces of reusable Sanitary Pad, 190,000 pieces of Sanitary Napkins and 80,000 pieces of reusable cloth masks available in their stock. If any FSS partner organizations need above mentioned items for their beneficiaries, FSS advised to reach Oxfam responsible via below contact details.

Contact Persons

Khandaker Jahid
Email: kjahid@oxfam.org.uk
Project: EFSVL
Contact number: 01832070620

CONCERN WORLDWIDE (CWW)

CWW is going to distribute homestead gardening seeds to 8600 beneficiaries in host and refugee community in Ukhiya Upazila. They will cover 8600 beneficiaries at Hodiya palong and Ratna palong unions of Ukhiya and 10 refugee camp. 2 types of seeds will be provided to the Rohingya refugees, and 5 types of seeds will be provided to the host community beneficiaries including fencing net. They will also provide 50 goats to the host community beneficiaries at Ratna Palong union in the month of February.

HELVETAS

Helvetas implementing partners Prottayashi and Uttaran is planning to distribute Agriculture seeds and goods among the host and Rohingya communities. To support the nutritional value, they are planning to distribute Papaya sapling in the Rohingya and host communities.

Implementing partner organizations

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

Locations:

Rohingya Community: Camp 4, Camp 21 and Camp 24

Host Community: Ukhiya and Teknaf

Targeted Beneficiaries

Rohingya refugee=1800

Host community = 900 HHS (400HHS homestead gardening and 500 commercial farming)

- Partners are requested to share operational updates to FSS at info.coxsbazar@fscluster.org

AOB

- FSS will continue FSS coordination meeting in person modality, all FSS partners are welcome to join.
- Update on FSS files: all files from 2022 have been archived [here](#)

Upcoming events

- [FSS Bi - Weekly Coordination Meeting](#) | Date and Time to be confirmed | ISCG Meeting Room* (new compound)