

## Meeting Minutes

### FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 7 March 2023, 11:00 AM – 12:30 PM

Location: ISCG Meeting Room (New Compound)

#### Agenda

- Introductions & welcome
- FSS Updates
- Discussion/Coordination
  - On-Farm Market Linkage
  - Homestead Gardening in camps
- Partner Updates
- AoB

#### Participants:

21 participants from 16 organizations

AF, BRAC, CWW, CNRS, DRC, FAO, FIA, FSS, HSI, IOM, MUKTI, OXFAM, TMS, RIC, UNHCR, WFP

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

#### Action Points:

Who	Action	When
<b>FOOD SECURITY SECTOR</b>		
<b>RRRC ISSUED LETTER (DECEMBER)</b>		
To avoid duplication or gaps, ensure minimum standards, and rationalize the use of available resources, FSS referred partners to RRRC issued letter (December 2022) on approval of FSS activities in the Camps. As per the directive, CiCs will get sector endorsements before partner activities are implemented.		
<b>IMPACT ON FSS DUE TO RATION CUTS</b>		
FSS	FSS requests partners for inputs regarding the impact of the food ration cuts on partners programming (where, when, # of beneficiaries, what activity etc.)	9 March 2023
<b>FSS GARDENING TRACKER (Winter and Summer seasons)</b>		
FSS/Partners	Partners will share gardening tracker information to FSS who did not share yet	9 March 2023
FSS	FSS will produce Homestead Gardening Tracker.	Mid-March 2023
FSS	FSS will organize homestead gardening meeting with partners	29 March 2023
WFP/FAO	WFP & FAO will prepare a guideline for school gardening.	15 March 2023
<b>FSS INFORMATION MANAGEMENT</b>		
Partners	<ul style="list-style-type: none"> <li>• For FSS 5W response tracker (<a href="#">5W Guidance Note</a>) <a href="#">FSS 5W response tracker</a> (google sheets): The online FSS 5W response tracker in the February 2023 Tab only – (please note that this is a LIVE document, therefore DO NOT delete fields/rows or apply filters). Or the attached offline 5W template.</li> </ul>	12 March 2023

	<p><i>If using the offline template, it may be convenient for you to download the above response tracker and keep your specific organization's rows only and update the monthly tab each month with your activities' beneficiary figures.</i></p> <ul style="list-style-type: none"> <li>• For Rohingya CfW/Volunteer Stipend information: attached Excel template</li> </ul>	
FSS & Partners	<p><b>Deduplication Exercise Process:</b></p> <ul style="list-style-type: none"> <li>• Partner shares planned target beneficiaries' NIDs</li> <li>• Existing partners share their current beneficiaries' NIDs</li> <li>• FSS cross checks to find duplicates so that planning partner can avoid the duplicates</li> </ul> <p>FSS IM team to continue conducting NID deduplication exercise.</p>	Live
<p><b>For all your Information Management needs please contact:</b></p> <ul style="list-style-type: none"> <li>➤ Zolboo Bold-Erdene   Acting FSS Coordinator and IMO   +1(315)706-2820 / <a href="mailto:zolboo.bold-erdene@wfp.org">zolboo.bold-erdene@wfp.org</a></li> <li>➤ Neyamul Akhter   IMA   +8801313770424/ <a href="mailto:neamul.akhter@wfp.org">neamul.akhter@wfp.org</a></li> </ul>		
<p><b>Next FSS coordination meeting   21<sup>th</sup> March 2023, 11:00AM – 12:30PM   Location TBC</b></p>		

## FSS UPDATES

### Fire Incident | 5 March 2023

A massive and devastating fire broke out in Rohingya refugee Camp 11 on 5 March 2023 afternoon (around 2.50PM). Local fire fighters and local authorities managed to contain the fire around 5pm. Rohingya community volunteers were among the first to respond to the fire and they continue responding to the needs in the camps.

Total 15,926 individuals were affected by the fire outbreak, among them 5274 individuals were displaced, 2805 shelter and 155 facilities were partially damaged or destroyed. So far, no casualties have been reported.

FSS sector partners immediately response to the affected people and provided Rapid food assistance support by distributing of High Energy Biscuits, hot meals for lunch and dinner, and dry food packages to complement food needs and total 350 CfW volunteer were deployed for preparing temporary distribution point and debris cleaning.

WFP is leading food assistance operation at Camp level with FSS coordinating the response with all operating agencies (AMAN, MSI, JAKLEN, YASID, BASMAH, IFRC, SDI, IFRC)

- March 5<sup>th</sup> (1<sup>st</sup> day) – Camp 11 CiC office
  - WFP with implementing partners (WVI, RCI, YPSA) distributed 1,300 hot meals for dinner
  - FSS partner AMAN distributed 120 hot meals
- March 6<sup>th</sup> (2<sup>nd</sup> day) – across different camps (majority in Camp 11)
  - 11,885 meals distributed for Lunch and 9,943 meals distributed for Dinner
  - Implementing agencies: WFP (WVI, YPSA, CODEC, BRAC, RIC) and MSI, Basmah, Jaklen, AMAN, IFRC (dry food packages)

7 March 2023 AMAN, ASEAB, MSI, SDI JAKLEN, BASMAH and WFP's 3 implementing partners were provided lunch and dinner hot meal items, 8 and 9 March AMAN, BASMAH and WFP's 3 implementing partners were provided lunch and dinner hot meal items to the fire affected families.

## FSS Recommended Hot Menu

FSS Recommended Rapid Response Food Assistance specifications provided below:

Assistance Type	Details	Timeline	Duration/Frequency
<b>HEB</b>			
High Energy Biscuits	100 (50g) packets per family or equivalent (within first 24hrs)	Within 24 hours of emergency response	<b>Repeated as per needs</b>
<b>Cooked Meals - two times (Lunch, Dinner)</b>			
Lunch	Rice + dal/pulses + vegetable/tubers (curry/mixed) (60-100bdt per meal)	<b>Lunch:</b> begin by 11:00 (potentially earlier)	<b>Daily</b> - begin within 48hr and continue until access to kitchen facilities is restored
Dinner	Rice + dal/pulses + vegetables (curry/mixed) (60-100bdt per meal)	<b>Dinner:</b> begin by 16:00	
<b>Complementary Dry Snacks (to compliment main food assistance)</b>			
Complementary Dry Snacks	Bread 2 packets (40 slices), puffed rice (1kg), molasses (.5kg), biscuit packets (5), peanut (1kg), apple/fruit (recommended/ requested by refugees)	<b>Breakfast:</b> Refugees have noted preference for early morning (8:00 –10:00am) distributions to suffice until hot meal distributions	<b>1-2 times weekly</b> - continue until access to kitchen facilities is restored

To avoid duplication or gaps, ensure minimum standards, and rationalize the use of available resources, FSS referred partners to RRRRC issued letter (December 2022) on approval of FSS activities in the Camps. As per the directive, CiCs will get sector endorsements before partner activities are implemented.

### *RRRC letter key highlighted points:*

- CiCs were instructed to coordinate with Sector Focals before recommending activities via Need Assessment Form
- Sector Focals need to receive FSS endorsement before activity can be approved by CiCs
- All partners required to provide updates of 3Ws (FSS) and Facilities (SMSD facility monitoring)

### *FSS Process in Place*

- Sector/GFA Focals will receive need assessment form and any other documents from CiCs
  - Sector/GFA Focals will forward the documents to FSS
  - FSS team will review documents and share any observations/recommendations/decisions and send back to Sector/GFA Focals as soon as possible.
  - Sector/GFA Focals to forward the decision directly to CiCs for their actions.
- **Fire Response Coordination**

### **Challenges**

- Ensuring menu harmonization
- Ensuring the planned quantity of meals
- Quality of food, packaging
- No Water Bottles
- Timing and location of distribution
  - Lunch at 12pm
  - Dinner at 4:30pm
- **Lessons learnt**
  - FSS and Sector Focal engaging
  - CiC coordinating with Sector Focal on endorsement/approval of distribution
  - Overall coordination is going well

- Any additional agencies seeking to implement food assistance are requested to reach out to FSS prior to CiCs.

## General Food Assistance | Ration Cuts Overview

During the coordination meeting, FSS briefly discussed and reminded the partner for providing inputs on consequence of ration cuts to be implemented starting March 1<sup>st</sup>. FSS already received few responses from the FSS implementing partners and requested response from those partners who did not share. FSS will compile all inputs from the partners.

### **Key highlighted Points from the Ration Cuts Summary:**

- Rations will be reduced for all Rohingya refugees in Cox's Bazar starting March 1, from 12USD to 10USD per person per month.
- Food insecurity and malnutrition in the camps are already at concerning levels – the loss of even a single dollar of food assistance could drive many families into even deeper food insecurity and malnutrition.
- Anticipated Consequences on the Population:
  - Widespread decline in food security and nutrition outcomes
  - Sharp reduction in micronutrient-rich food consumption
  - Adoption of dangerous coping strategies
  - Increased violence and insecurity in the camps.

Any dissemination of information regarding ration cuts should be coordinated through the WFP GFA team and FSS

## ISCG Funding Analysis Exercise (JRP Partners 2022 & 2023)

FSS thanks to all partners for taking part of the ISCG funding analysis exercise for JRP partners 2022 and 2023.

### **Exercise is being carried out by ISCG**

Overview:

- Funding analysis in June 2022 – requested by the donor community
- This round: cap 2022, and look at the funding received for 2023
- Almost all FSS JRP partners submitted their information.
- Findings to be shared with all stakeholders, aligning with the JRP Launch (March 7)

## Homestead Gardening Tracker (Summer and Winter)

FSS firstly thank to partners who already submitted homestead gardening information both summer and winter season to FSS via FSS provided homestead gardening tracker and requested remaining partners (Who did not share yet) to communicate and submit their homestead gardening information.

### **Objectives:**

- Mapping presence of partners and scale of activities
- Determine seed inputs – nutritional needs during ration cuts
- Establish minimum standards: input package, training package, incentive package etc.

### **Way forward:**

- Partners complete and share homestead gardening tracker
- Based on 5W annual plan (11 partners): CWW-SARPV, DRC, FAO-Mukti, HSI-Prottyashi, IC Net-CNRS, OBAT-Prantic, Oxfam-Mukti, UNHCR-CNRS/Mukti, WFP-DCA, WVI

FSS is planning to organize Homestead gardening meeting with partners ends of the month. Therefore, FSS will invite all those partners who has or planning to implement homestead gardening activity in the camp.

## **Partners Concerns and Challenges implementing gardening intervention in the Camps (FAO, Helvetas, WVI, WFP – School Feeding Program):**

1. Beneficiary overlapping (Different organizations is targeting the same beneficiary)
2. Data protection (Organization are not interested to share beneficiaries' information)
3. Soil erosion
4. Limited space
5. Irrigation
6. CiC approval (gardening intervention)
7. Different types of practices and intervention
8. Recent Ration Cut
9. Bed plantation in the camp
10. Pesticide uses and control
11. irrigation systems in summer season
12. knowledge of use of the bio pesticide

### **FAO**

FAO advise to follow guideline (FAO is updating) to implementing gardening activities and reach to them for technical support and suggested to reach those trained colleagues from BRAC, WVI and AAB, who received technical ToT course from FAO.

### **Helvetas:**

Helvetas is supporting to the implementing partners to implement gardening intervention in the camp. Helvetas facing challenges on overlapping of beneficiaries, different organization are available their targeted camp and targeted the same beneficiaries and organization is not sharing their targeted beneficiaries list to other organization because of data protection policy. They also mentioned irrigation system and pesticide uses also challenge to implement gardening activity in the camp during summer seasons. Beneficiaries don't have enough knowledge on how to use bio pesticide. To mitigate the challenges, HELVETS have introduced LSP model to overcome the challenges in the community level. LSP from the local community and they will provide support to the beneficiary level at their need basis.

### **BRAC**

BRAC started preparatory work on gardening activities from 15 February. Total beneficiaries targeted 15500 under homestead gardening and community-based aquaculture, 15000 homestead gardening and 500 community-based aquaculture.

**Location:** Total 11 Camp under Catchment A

They are working with the beneficiaries need assessment, after the beneficiaries need assessment, they will start selecting the beneficiary for the gardening intervention.

The major component of this project is homestead vegetable gardening, input distribution, training, Cash for work activities and the fishpond aquaculture.

BRAC will share their gardening intervention annual plan to FSS.

### **WFP School Feeding**

WFP School feeding program has Learning center gardening intervention beside the learning center in the camp. Due to few constrain they stopped their intervention in the camp from this year.

But they are intervening is ongoing in host and location Banglaashi community.

WFP school feeding program is working with 1040 government primary schools (137 Government primary schools and three others Community Schools).

With the agreement with FAO, under USTA funding, WFP and FAO is going to implement 80 vegetable gardens in 80 primary schools, 43 in the Ukhia and 37 in the Kutubdia. It is difficult to find space for the vegetable gardening in front of the school. They select those school, whose school's management agreed to provide them to space to for doing gardening intervention.

FAO is providing technical Support, for providing technical training to school management committee and agricultural group.

WFP & FAO will prepare a guideline for school gardening by middle of this month.

### FSS Ramadan Distribution Planning

Considering upcoming Ramadan, FSS is going to revise and finalize Ramadan food basket. In consulting with WFP general food assistance team, FSS drafted complementary food basket and shared with partners via FSS common mail list and requested partners to contact with FSS if they will have any plan for Ramadan distribution by 7 March 2023. After receiving partners response, FSS will organize a online (MS team) meeting with all those partners and discuss and finalize complementary food basket. Meeting will be held on next week. FSS will coordinate and invite all the partners, which organization is going to distribute Ramadan items to the Rohingya beneficiaries.

#### DRAFT - Recommended complementary Ramadan basket per Household:

#	Item	Amount
1	Chickpeas	2 kg
2	Puffed Rice (muri)	1 kg
3	Dates	1 kg
4	Soybean Oil	1 litre
5	Sugar	1 kg
6	Juice powder (for Shorbot)	500 grams
7	Kheshari lentils	2 kg
8	Flattened rice (chira)	1 kg
9	Bangla Shemai (Vermicelli)	1 kg
10	Lacca Shemai	1 kg
11	Onion	1 kg
12	Hot Masala	100 grams
13	Garlic	1 kg
14	Mustard Oil	1 litre
15	Noodles	1kg

Several partners already communicated and shared their Ramadan plan to FSS.

List of partners response (Ramadan):

1. JAKLEN
2. SDI

3. MSI
4. IDF
5. Muslim Hands
6. AMAN
7. IFRC
8. PRANTIC
9. Kaosar
10. Qatar charity

### General Food Assistance (GFA) Update

General Food Assistance (GFA) and Fresh Food Corner (FFC) support is continuing through 19 e-voucher outlets and 18 FFC in the camps respectively. **Ration Cut** : BNFs will receive \$10.00 = BDT 1030.00 in March 2023.

#### General Message for GFA Team:

- Avoid all Mass-gathering (always ensure necessary vigilantes at camp level for your staff members and facilities);
- Kindly be connected with WFP team members.
- Engage your organizational security focal for necessary communication;
- Extra vigilant after office hours.
- Work as a team; avoid individual movement at field level, Kindly don't spent much time at social places or any other place are not secure enough.
- Don't Post any news/updates/ any photos in Social media sites on Ration-cut facts.
- Use only BDT amount for Beneficiary entitlement during sensitization (avoid USD figure)
- **In February 2023, a total 3689 Households were temporarily excluded who didn't redeemed their voucher for last 3 more months consistently.**
- All transaction will end by 27<sup>th</sup> March, one day for absentee follow-up support 28<sup>th</sup> and 29<sup>th</sup> March, 30 March will be no-transaction day as usual.

#### WFP GFA RAMADAN ITEMS

1. Chickpeas
2. Lacca-semal
3. Vermicelli
4. Mustard Oil
5. Flatten Rice
6. Puffed Rice

#### Market Linkage Strategy

Objectives of common strategy:

- Strengthen market linkage between camps and local communities
  - Logistics support (transport)
  - Mapping aggregation centres (and farmer groups?)
  - Identify seasonal needs and gaps
  - Timeline of action plan in line with seasonal needs and gaps
  - Consolidation or support of existing aggregation centres
  - Assessment of market linkage/ aggregation centre operations
- *Goal:*
  - Improve dietary diversity
  - Improve resilience and livelihoods through agricultural production – CSA, access to land properties, assets, and credit, improved food storage for food grains

## INFORMATION MANAGEMENT

During the coordination meeting, FSS thanks to all partners who have already shared their 5W monthly report to FSS via online FSS 5W response tracker or offline and requested remaining partners to submit their monthly report to FSS by 12<sup>th</sup> March 2023.

Note: FSS, annual plan and monthly tab (range Column A-AJ) of the online tracker has been protected and partners won't be able to further edit without directly reaching out to the FSS team.

- For FSS 5W response tracker ([5W Guidance Note](#)) [FSS 5W response tracker](#) (google sheets): The online FSS 5W response tracker in the February 2023 Tab only – (please note that this is a LIVE document, therefore DO NOT delete fields/rows or apply filters).
- Or the attached offline 5W template. *If using the offline template, it may be convenient for you to download the above response tracker and keep your specific organization's rows only and update the monthly tab each month with your activities' beneficiary figures.*
- For Rohingya CfW/Volunteer Stipend information: attached Excel template

**Deadline: COB Sunday, March 12<sup>th</sup> 2023.**

For any IM support, 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](mailto:zolboo.bold-erdene@wfp.org)
- Neyamul Akhter | IMA | +8801313770424/ [neamul.akhter@wfp.org](mailto:neamul.akhter@wfp.org)

## Partners Update

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- Partners are 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](#) | 21<sup>th</sup> March 2023, 11:00AM – 12:30PM | ISCG Meeting Room (new coordination hub)