

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 21 March 2023, 11:00 AM – 12:30 PM

Location: ISCG Meeting Room (New Compound)

Agenda

- Introductions & welcome
- FSS Updates
- Overview: Cluster Coordination Performance Monitoring (CCPM) 2022 – Report and Preliminary Results (FSS-Cox's Bazar)
- Partner Updates
- AOB

Participants:

16 participants from 14 organizations

BRAC, CWW, CODEC, CORDAID, DCA, FSS, FAO, HELVETAS, IOM, MUKTI, OXFAM, PIB, RIC, WFP

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

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
Ramadan Food Distribution Plan		
Considering upcoming Ramadan, FSS has revised and finalized Ramadan food basket and guidance note for food distribution in consultation with FSS partners & WFP GFA team, endorsed by RRRC. The main purposes of the Ramadan Food basket and Guidance Note for Ramadan Food Distribution are to ensure coordinated and harmonized approach in distribution in the camps and complement regular monthly E-voucher food assistance, not overlap.		
FSS	FSS will share the endorsed guidance notes and final Ramadan Food Basket to CiCs, Sector Focals and all FSS Partners agencies.	23 March 2023
Partners	Partners will share Ramadan distribution plan to FSS	Live process
Partners	Partners to follow FSS and RRRC endorsed Ramadan guidance notes and Ramadan food basket.	On-going
FSS GARDENING TRACKER (Winter and Summer seasons)		
FSS/Partners	Partners will share gardening tracker information to FSS who did not share yet	28 March 2023
FSS	FSS will produce Homestead Gardening Tracker.	End-March 2023
FSS	FSS will organize homestead gardening meeting with partners	30 March 2023
FSS INFORMATION MANAGEMENT		

FSS	<ul style="list-style-type: none"> FSS will organize rescheduled the postponed FSS 5W Reporting Orientation Session initially postponed due to fire response on end of the month 	28 March 2023
Partners	<p>Reporting Reminder (MARCH 2023)</p> <ul style="list-style-type: none"> 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. <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> 	12 April 2023
Partners	<ul style="list-style-type: none"> For Rohingya CfW/Volunteer Stipend information: attached Excel template 	12 April 2023
<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 4th April 2023, 11:00AM – 12:30PM Location: ISCG Meeting Room (New Compound)</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.

Response Overview

Rapid Food Assistance needs are determined by WFP based on Site Development figures. FSS partners immediately responded to the affected population and provided Rapid food assistance through High Energy Biscuits distributions, hot meals twice daily for lunch and dinner, and dry food packages to complement food needs. Total of 350 CfW labourers were deployed for preparing temporary distribution point and debris cleaning.

A total of 2,518 packets of fortified biscuits, 112,604 hot meals (66,812 for lunch and 45,792 for dinner), and 5,011 dry food packages as complementary food were distributed to the affected people. An additional 1,300 hot meals were distributed to CfW labourers and their families. Due to several NGOs being unable to meet the minimum standards of food quality, quantity and timing of distributions during their operations, FSS discontinued endorsement of their activities, which was communicated with the Camp 11 CiC. Only the agencies with established quality services were recommended to continue distributions in coordination with the Sector focal point in the camp as agreed by the CiC. Hot meal distribution was stopped once the affected households reintegrated into their regular provisions of shelter, cooking equipment, cooking gas, and regular food assistance.

Responding Partners

WFP and implementing partners leading food distribution operations: WVI, RIC, YPSA, CODEC, BRAC.
FSS coordinated agencies in addition: AMAN, BASMAH, ASEAB, IFRC, JAKLEN, MSI, SDI, SBSKS.

FSS thanks all involved agencies.

Lessons Learned from Fire Response

- Detailed Guidance Note/SoP for Emergency Food Distribution needed
 - Approval and coordination process:
 - CiC and Sector Focals work closely together to coordinate distribution
 - Camp or Block wise targeting needed (accountability)
 - SOP needed – to ensure quality, quantity, and timing of distribution
 - Archive of past actors for future emergency events (standby partners) – for blast communication with SOP
 - Menu (hot meals) and Food Basket (dry food packages)

Ramadan 2023 | Coordination of Food Distribution

Considering upcoming Ramadan, FSS revised and finalized Ramadan food basket and guidance notes for food distributions in consultation with FSS partners & WFP GFA team, endorsed by the RRRC Office. The main purposes of the Ramadan Food basket and Guidance Note for Ramadan Food Distribution are to ensure coordinated and harmonized approach in distribution in the camps and complement regular monthly E-voucher food assistance, not overlap.

Key Points summarized from the guidance note:

1. Cover Entire Camps where possible – if not, cover entire Camp Blocks (refer to UNHCR Population Data)
2. Quality over quantity – it's better to target smaller populations with good quality of food items
3. Choose food items that are Complementary to what is available through regular food assistance (below Food Basket)
4. Ensure food safety – hygienic preparation, packaging, transport and distribution
5. Reduce waste production – Plastics are not to be allowed in camps (RRRC Directive), no water distribution needed, use reusable/recyclable/compostable materials (Waste Avoidance in Emergency Food Distribution)
6. Ensure equal access to food distribution – arrange porter service (volunteers) to distribute food items to vulnerable households, organize distribution with Majhees etc.

FSS will share the endorsed guidance notes and final Ramadan Food Basket to CiCs, Sector Focals and all FSS Partners agencies.

During the coordination meeting FSS requested all FSS partners agencies to follow Ramadan guidance notes and recommended Ramadan food basket which will allow for faster approval process and smoother operation of distributions.

Final Ramadan Food Basket

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

Ramadan Distribution Planning

FSS has developed and shared online Ramadan tracker with all partners, requesting everyone to share their distribution plans.

RAMADAN FORECAST MATRIX								
Donor (free text)	Programme Partner (free text)	Implementing Partner (free text)	Beneficiary Type (dropdown)	Upazila (dropdown)	Union (dropdown)	Camp [only for refugee] (dropdown)	Type of Activity (dropdown)	Modality (dropdown)

Purpose:

- Catch overlapping plans and direct to populations in need
- FSS can communicate partners' plans with respective CiCs through Sector Focals – speedier approval process

INFORMATION MANAGEMENT

FSS thanks all partners for their timely submission of monthly 5W and CFW/Rohingya Volunteer stipend information to FSS.

FSS rescheduled the FSS 5W Reporting Orientation Session which was postponed due to fire response in early March. The rescheduled hybrid session (in-person & online) orientation session will be held on 28 March at 9:30am-12pm in the WFP New Compound Meeting Room. The session will follow the same format as the session in January, reviewing the sector specific activity matrix, objectives and indicators, the annual plan and monthly reporting format. It will be held once in English, with Bangla explanations/translations as needed.

Orientation session details:

Date: Tuesday, 28 March 2023

Duration: 9:30 am to 12 pm (2.5 hours)

Modality: hybrid, (In person and [online](#))

Language: English, with Bangla explanations as needed

Recommended Participants: Information Management (IM), Knowledge Management (KM) and Monitoring, Evaluation, Learning and Accountability (MEAL) - for those who will be reporting on the activities of the agencies to the sectors.

Locations:

- in person in the WFP New Compound Meeting Room
- Online (iCalendar attached): ([Click here to join](#))

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

General Food Assistance | March 2023

Food assistance

- 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 receive \$10.00 = BDT 1030.00 in March 2023.
- All transactions will end by 27th March, leaving time for absentee follow-up support on 28th and 29th March, 30th March will be non-transaction day as usual.
- Total 19 Functional E voucher Outlets and 18 Fresh food corners are available in Refugee camp: two outlets don't have FFC (NRC and KRC) and Camp 8W outlet has two FFC.

Total Reached in February 2023 (FA and SF)

Activity	Upazila	Reached Households	Reached Individuals
Food Assistance	Teknaf	31566	154898
	Ukhiya	154785	753112
Food Assistance		186351	908,010
School Feeding	Kutubdia		18800
	Teknaf		63593
	Ukhiya		233579
School Feeding			315, 972

WFP GFA RAMADAN ITEMS

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

Homestead Gardening Tracker (Summer and Winter)

FSS is going to organize Homestead gardening meeting with FSS partners on 30 March 2023, inviting all those partners who has or planning to implement homestead gardening activities.

FSS Upcoming Events/ Meeting

- ISCG - Financial Analysis Overview for FSS (pending finalization)
- FSS SoP for Emergency Rapid Food Distribution
- Final JRP 2023
- Final Key Messages on Ration Cuts - ISCG

Ad-Hoc Meetings

- FSS 5W Orientation Session (Hybrid) – 9:30am to 12pm – 28 March 2023
- Homestead Gardening Coordination Meeting – 30 March 2023 10-12pm
- Market Linkage Strategy/Coordination Meeting – 6 April 2023 10-12pm

FSS presentation:

Presentations:

- **Presentation: Overview:** Cluster Coordination Performance Monitoring (CCPM) 2022 – Report and Preliminary Results (FSS-Cox's Bazar)

CCPM Notable Comments

- To avoid duplication of service delivery FSS needs more action and coordination among the partners. FSS can also communicate and coordinate with local administration for distributing areas of service for the NGOs/INGOs. Partners should share the information before starting any project in same area.
- More clarity needed in distinguishing areas of interventions by FSS and LSDS.
- Increase cross learning visits, trainings, and advocacy initiatives.
- Need more sector strategic plan.
- Annual Workshop on gap analysis needed.
- Advocacy related initiatives need to improve. (Tends to focus more on SEG/Donors/Senior Officials)

Partners' Update

FAO

Summer seed distribution (FAO):

- FAO is distributing summer vegetable seeds to 6000 host community farmers under ILO and WFP-supported projects in the four sub-districts. The hybrid crop species included cucumber (10g), bitter gourd (10g), sweet gourd (10g), and eggplant (10g). It will be completed by this week. Implementing partner Mukti Cox's Bazar is distributing seeds.
- FAO has a plan to establish school gardening demonstrations in the Kutubdia and Ukhiya sub-districts under UN-UN collaboration with WFP. A total of 80 demonstrations will be set up in 80 selected Govt Primary Schools in Kutubdia 33 and Ukhiya 47. It will be demonstrating six production methods within 1 decimal space and learning of the school students and teachers.

CWW

- CWW provided seeds, farming tools and organic compost to the 9500 farmers in the 10 Camps and host community (Kharif 1 season).

Fire response:

March 5, CWW distributed 1000 bottles of drinking mineral water and 215 cooking utensil sets to the fire affected population in Camp 11. In addition, CWW plans to distribute remaining 250 cooking utensils sets (total 465) and 150 set of cloths to the fire affected adult male, female, and adolescent girls.

NOWZUWAN

NOWZUWAN will distribute summer vegetable seeds to 766 beneficiaries under Teknaf sador, Teknaf Pouroshova and Baharchora Union.

OXFAM

As per FSS and Oxfam available stock distribution plan, OXFAM handed over sanitary napkin and mask to SBSKS, FIA and Protyashi on Wednesday, 15.03.2023.

Details

For SBSKS

Mask-20000 pcs (10000 kits, each kits contain 2 mask)

Napkin-10000 pcs (2000 Kits, each kits contain 5 pcs of napkin)

For Faith in Action

Mask-20000 pcs (10000 kits, each kits contain 2 mask)

For Prottiyashi

Mask-5000 pcs (2500 kits, each kits contain 2 mask)

Napkin-2000 pcs (400 Kits, each kits contain 5 pcs of napkin)

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

AOB

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

Upcoming events

- **FSS Bi - Weekly Coordination Meeting** | 4th April 2023, 11:00AM – 12:30PM | ISCG Meeting Room (new coordination hub)
- **Ad-Hoc Market Linkage Coordination Meeting** | 6th April 2023, 10:00AM – 12:00PM | Venue TBC