

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 4 April 2023, 11:00 AM – 12:30 PM

Location: ISCG Conference Room (Coordination Hub)

Agenda

- Introduction & Welcome
- FSS updates:
 - General Coordination Updates
 - FSS – Homestead Gardening and Market Linkage
- Partner Updates (requesting partner updates on Ramadan distributions)
- AOB

Participants:

20 participants from 17 organizations

AAB, BRAC, CODEC, CWW, DCA, ESDO, FSS, IOM, MUKTI, PRANTIC, PIB, RDRS, UNHCR WFP-SF, WFP -SL, WFP-EPNS, WVI.

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

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
FSS Rationalization Process		
<p>FSS Rationalization process has been continuing. The main principles of the Rationalization process are to</p> <ul style="list-style-type: none"> • Consult with Sectors/WGs before engaging in an activity • Ensure that implementing partners meet basic requirements • Adopt an integrated approach • Ensure predictability and continuity • Ensure the right partners respond in cases of emergencies • Ensure transparency of information <p>FSS tools and processes</p> <ul style="list-style-type: none"> • IM products – presence mapping, dashboard etc. • Minimum standards (2023: Homestead Gardening, Market Linkage, Rapid Food Distribution) • NID Deduplication process for HC 		
MSNA 2023 – Assessment Registry		
FSS	<ul style="list-style-type: none"> • FSS will share the FSS assessment registry sheet with FSS partners 	9 April 2023
Partners	<ul style="list-style-type: none"> • FSS requested partners to review the ISCG assessment registry list and share with FSS if they have any sector related assessments to include. 	12 April 2023
Ramadan Distribution Planning		

Partners	All partners planning to distribute food baskets during Ramadan are requested to provide their information in the Ramadan Planning Matrix.	Ongoing
FSS Homestead Gardening (Winter and Summer seasons)		
FSS	<ul style="list-style-type: none"> FSS will develop minimum inputs (seeds/seedling and non-seeds) and training package draft 	April 2023
Partners	<ul style="list-style-type: none"> Partners will provide inputs on the Guidance Document (inputs, trainings, baseline guidance) – as minimum standards/guideline 	13 April 2023
FSS	<ul style="list-style-type: none"> FSS will share table of species and planting tools as input package – requesting amount and cost for each item 	13 April 2023
Market Linkage Coordination Meeting		
FSS	FSS is going to organize Market linkage coordination meeting with FSS partners.	6 April 2023
Partners	FSS partners to participant on above mentioned meeting	6 April 2023
FSS Information Management		
FSS	<ul style="list-style-type: none"> FSS organized the rescheduled 5W Reporting Orientation Session. Total of 37 participants from 24 organizations were present. <p>AF, AAB, AMAN, ANANDO, BBC Media, BRAC, CAB, CWW, DRC, DCA, FIVDB, FAO, FSS, IRB, Mukti, PIB, Prantic, Protyashi, RDRS, RIC, Shushilan, WFP, WVI, YPSA</p>	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 March 2023 Tab only – (please note that this is a LIVE document, therefore DO NOT delete fields/rows or apply filters). <p>Or use 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></p>	12 April 2023
Partners	<ul style="list-style-type: none"> For Rohingya CfW/Volunteer Stipend information: 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 18th April 2023, 11:00AM – 12:30PM Location: ISCG Meeting Room (Coordination Hub)</p>		

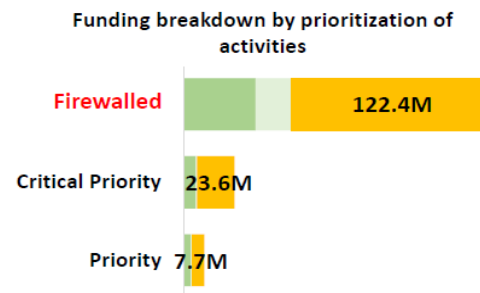
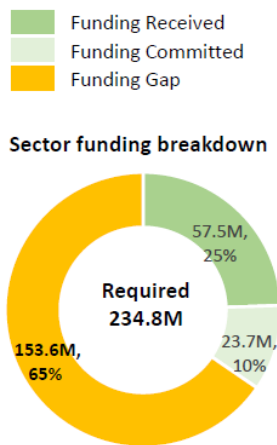
FSS General UPDATES

ISCG Financial Analysis by the Sector:

- JRP 2022 – 70% funded
 - USD 881 million required – USD 615.2 million received
- **JRP 2023 (Cox’s Bazar) – 31% funded**
 - USD 808.5 million required – USD 552.7 million funding gap
- **2023 Activities were categorized as firewalled, critical priority, and priority**
 - Across the sectors, firewalled activities include Food Assistance, LPG, PHCs, GBV/Child Protection, Prevention and treatment of malnutrition, Hygiene items, Maintenance of safe drinking water and sanitation facilities
 - Overall firewalled funding gap: 285.1M
 - Critical Priority funding gap: 142.2M
 - Priority Gap 125.4M
- All 2023 JRP partners submitted their financial analysis for this exercise

Food Security Sector

- Food Assistance is firewalled activity (including GFA, Fresh Food Voucher, Rapid Food Assistance)
- Critical Priority: Crop Agricultural Support, Fisheries & Livestock Support, Conditional Cash, Cash for Work, and School Feeding
- As complementary access to food and nutrition



Way Forward

- Funds to go through sectors
- Need to look at impact of funding gaps
- More real time analysis
- Immediate focus on pipeline breaks: Food and LPG
- Build back better
- Keep partners updated

Security Situation and Updates from Partners

- Worsening security conditions in camps
- Refugee volunteers being targeted
- UNDSS resources for partners – interim measures (target audience UN staff)

Interim Measures by UNDSS

- In pairs while on foot missions
- Maintain radio sets
- Field missions leader to conduct daily headcount at start and end of mission day.
- Maintain coordination with your driver and remain aware of where your vehicle is parked.
- In case of any incident, staff may take shelter at the APBn Posts/UN Facilities or leave the place immediately.

- Leave camps by 4:30pm

Data Sharing with GoB

Data Processing Agreement (DPA) between UNHCR and organizations on Skills Development and Volunteer programmes

- For SD Programmes:
 - (a) Full name,
 - (b) Individual proGres registration number,
 - (c) Address (camp level),
 - (d) Skills training program/activity currently undertaken,
 - (e) Start and end date of the training programme/activity, and,
 - (f) Organisation offering the skills training.
- For Volunteer Programmes:
 - (a) Full name,
 - (b) Individual proGres registration number for refugee volunteers,
 - (c) Birth Registration card number or National ID Card number for host community volunteers as applicable,
 - (d) Address (camp level for refugees and residential address for host community, as applicable),
 - (e) Role of volunteer and category (unskilled, semi-skilled, or skilled),
 - (f) ISCG sector under which the volunteer is engaged,
 - (g) Start and end date of engagement, and,
 - (h) Hiring Organisation.

MSNA 2023 – Assessment Registry

FSS is updating FSS assessment registry for 2023, therefore FSS requested partners to review the FSS assessments list and inform the sector if they have relevant assessments to include by 13 April 2023.

- Multi Sector Needs Assessment 2023
- Review existing assessments
- Identify gaps in information and what is not available
- Identify cross cutting topics
- Assessment Registry – COB Thursday 13 April

FSS Rationalization Process

FSS Rationalization process has been continuing. The main principles of the Rationalization process are to

1. Consult with Sectors/WGs before engaging in an activity
2. Ensure that implementing partners meet basic requirements
3. Adopt an integrated approach
4. Ensure predictability and continuity
5. Ensure the right partners respond in cases of emergencies
6. Ensure transparency of information

FSS tools and processes

- IM products – presence mapping, dashboard etc.
- Minimum standards (2023: Homestead Gardening, Market Linkage, Rapid Food Distribution)
- NID Deduplication process for HC

Homestead Gardening

FSS organized a Homestead Gardening Coordination Meeting with partners on 30 March 2023, total 21 partners colleagues from 19 organizations participated.

Organization: AAB, BRAC, CNRS, Cordaid, CWW, DCA, DRC, FAO, FSS, HAP, HIS, LSDS, Mukti, Nowzuwan, PIB, Protyashi, WFP, WVB, FCDO

The main objectives of the meeting were to identify challenges and needs, and come towards common approaches and harmonization of activities based on minimum standards.

Based on the meeting discussion

- FSS to develop minimum inputs (seeds/seedling and non-seeds) and training package draft
- Volunteers from meeting to provide inputs on the Guidance Document (inputs, trainings, baseline guidance) – as minimum standards/guideline
- FSS to share table of species and planting tools as input package – requesting amount and cost for each item

Market Linkage Coordination Meeting

FSS is going to organize Market linkage coordination meeting with FSS partners on Thursday 6 April 10am-12pm. The main purposes of the Market linkage coordination meeting are:

- Similar approach to homestead gardening meeting – discussion-based meeting to identify challenges and common approaches
- Review Aggregation Centre mapping (upcoming)
- Develop sectoral strategy for linking local farmers, local markets, and fresh food corners

FSS SoP for Emergency Rapid Food Distribution

Elements of SoP:

- Coordination mechanism - step by step guidance on how food distribution should be conducted and who are the stakeholders to engage (Sector, Sector Focal, CiC)
- Responding agencies - target full camps or camp blocks that are affected (to prevent using 1 distribution point)
- Standardize the menu and timing of distribution (quantity and quality - minimum standards)
- Include archive of all past responding agencies and contacts (especially those outside of FSS network)
- Include the quarterly updated contingency stock by FSS partners
- This SoP should be endorsed by RRRC to standardize the process for all CiCs and agencies.

Ramadan 2023 | Ramadan Distribution Planning

During the coordination meeting FSS requested all partner agencies to follow Ramadan guidance notes and recommended Ramadan food basket which will allow for faster approval process and smoother operation of distributions in camps. The main purpose of the Ramadan distribution planning is to catch overlapping plans and direct distributions to people in need.

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

All partners planning to distribute food baskets during Ramadan are requested to provide their information in the Ramadan Planning Matrix.

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)

INFORMATION MANAGEMENT

During the coordination meeting, FSS IM thanks to those partners who have already shared their monthly report to FSS and reminded remaining partners (who did not share yet) to provide their monthly report on time.

- FSS Reporting Deadline | 12 April 2023
 - For FSS 5W response tracker ([5W Guidance Note](#))
 - [FSS 5W response tracker \(google sheets\)](#): The online FSS 5W response tracker in the March 2023 Tab only – (please note that this is a LIVE document and protected, therefore DO NOT try to 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 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 | April 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 will receive \$10.00 = BDT 1040.00 in April 2023.
- Ramadan items are available in April as flexible items (Chickpeas, Lacca-semai, Vermicelli, Mustard Oil, Flatten Rice, Puffed Rice) in all outlets.
- Outlets will remain closed during Eid holidays as per Govt. circular & Outlet operation calendar.
- In April 2023, a total 3620 Households were temporarily excluded who didn't redeem their voucher for the last 3 or more months consistently.

- All transaction will end by 27th April, one day for absentee follow-up support 29th, and 28th-30th April will be no-transaction day as usual.

Partners' Update

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

AOB

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

Upcoming events

- [FSS Bi - Weekly Coordination Meeting](#) | 18th April 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)