

## Meeting Minutes

### FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 2 May 2023, 11:00 AM – 12:00 PM

Location: ISCG Conference Room (Coordination Hub)

#### Agenda

- Introductions & welcome
- FSS general Updates
- Presentation: FSS partners interactive dashboard (Partners presence)
- Partner Updates
- AOB

#### Participants:

18 participants from 17 organizations

ACF, BRAC, CODEC, CWW, DCA, FIVDB, FSS, IOM, Mukti, Oxfam, PIB, SBSKS, SHUSHILAN, UNHCR, UNICEF, WFP, WVI

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

#### Action Points:

Who	Action	When
<b>FOOD SECURITY SECTOR</b>		
<b>FOOD SECURITY SECTOR UPDATE</b>		
As last Acting Coordinator already left from the FSS, Md Neyamul Akhter, IM will be the OIC for the sector. For any support and coordination purpose, partners advised to reach FSS OIC until new coordinator are available.		
<b>IMPACT ON FSS DUE TO RATION CUTS</b>		
Partners	<ul style="list-style-type: none"> <li>• FSS will recorded partners inputs regarding the impact of the food ration cuts on partners programming (where, when, # of beneficiaries, what activity etc.)</li> </ul>	May 2023
<b>SOP for ER Food Assistance during Multi-Hazard Emergency Response for Rohingya Refugees in Cox's Bazar &amp; SAG ToR</b>		
FSS	<ul style="list-style-type: none"> <li>• FSS will incorporate partners comments and feedback on Standard Operating Procedure for Emergency Rapid Food Assistance during Multi-Hazard Emergency Response for Rohingya Refugees in Cox's Bazar and FSS ToR.</li> <li>• FSS/ISCG to present SOP at Inter-Sector + ROCT meetings (there may be inputs esp. from ROCT)</li> <li>• FSS to incorporate feedback from the ROCT (support from GFA) (Mid-End of May)</li> <li>• Final Draft to be shared with ISCG for RRRC endorsement</li> </ul>	June 2023
<b>FSS HOMESTEAD GARDENING (WINTER AND SUMMER SESSIONS)</b>		
FSS	<ul style="list-style-type: none"> <li>• FSS will reshare the Homestead Gardening Guideline Outline to selected partners colleagues again for their inputs.</li> </ul>	3 May 2023
Partners	<ul style="list-style-type: none"> <li>• Colleagues will provide inputs on the Gardening Guidance outline</li> </ul>	20 May 2023

MARKET LINKAGE		
FSS	Partners expressed need for stronger coordination on this topic by way of developing a Market Linkage Strategy for FSS. FSS will focus of the FSS strategic action	June 2023
FSS INFORMATION		
Partners	Partners will provide comments and Feedback on the FSS partners presence interactive dashboard.	14 May 2023
FSS	FSS will incorporate partners comments and feedback on the FSS partners presence interactive dashboard.	18 May 2023
Partners	<p><b>REMINDER   FSS REPORT (April 2023)</b></p> <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 March 2023 Tab only – (please note that this is a LIVE document, therefore DO NOT delete fields/rows or apply filters).</li> </ul> <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>	11 May 2023
Partners	<ul style="list-style-type: none"> <li>For Rohingya CfW/Volunteer Stipend information: Excel template</li> </ul>	11 May 2023
<p><b>For all your Information Management needs please contact:</b></p> <p>➤ Neyamul Akhter   IMA   +8801313770424/ <a href="mailto:neamul.akhter@wfp.org">neamul.akhter@wfp.org</a></p>		
<p><b>Next FSS coordination meeting   30<sup>th</sup> May 2023, 11:00AM – 12:30PM   Location: ISCG Meeting Room (Coordination Hub)</b></p>		

## FSS General UPDATES

### FSS Human Resource Update

As last Acting Coordinator already left from the FSS, Md Neyamul Akhter, IM will be the OIC for the sector. Therefore, for any support and coordination purpose, partners advised to reach FSS OIC until new coordinator are available. FSS already seek support from the gFSC for filling the gaps, someone from gFSC will join soon. He/She will lead the FSS until FSS coordinator recruitment process completed by the WFP HR.

### General Food Assistance | Ration Cuts Overview

During the coordination meeting, FSS provided overview of the General Food Assistance ration cuts to be implemented starting June 1<sup>st</sup>.

- Rations will be reduced again for all Rohingya refugees in Cox's Bazar starting June 1, from 10USD to 8USD per person per month.

### Participants discussion points

- 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.

FSS suggested partners, any dissemination of information regarding ration cuts should be coordinated through the WFP GFA team and FSS.

### FSS Emergency Rapid Response status update (April 2023)

FSS provided update status on last two fire incident response which were happened at *Block/Sub block: D1, Camp 21 on 24 April 2023 and Camp 2 West, D block which is adjacent to Camp 6 on 28 April 2023.*

#### Fire Response | 24 April (8:45 PM)

- Fire incident is in Block/Sub block: D1, Camp 21
- Impact and Immediate Needs: UNHCR Impact Assessment
- 56 shelter units have been damaged or destroyed by the fire.
- 41 families require a replacement LPG cylinder.
- 37 families need a replacement cooking stove.
- Two learning centres and one storage space were damaged.
- 6 solar streetlights were burnt.
- Shelter: 25 (fully damage), Affected: Individuals: 223 (Male-110 & Female-113)

#### Response:

Total Unique HHs	49
Total Unique Individuals	222
Total Hot Meals	2568
Total HEB	49
One of GFD	47
Regular Food received from Outlet	2

Catchment	Rapid Response status															
	Date	CP	Camp	HHs	Individ.	FB/Hot meal requirement				FB/Hotmeal Distributed				One Of GFD	Remarks	
						FB	Lunch	Dinner	Total	FB	Lunch	Dinner	Total			
D	25.04.23	SHED	21	47	210	47	198	198	396	47	210	210	420			
	26.04.23	SHED	21	-	-	0	208	208	416	0	210	210	420			
	27.04.23	SHED	21	-	-	0	210	210	420	0	210	210	420			
	28.04.23	SHED	21	-	-	0	210	210	420	0	210	210	420			
	29.04.23	SHED	21	-	-	0	210	210	420	0	210	210	420			
		YPSA	2W	2	12	2	12	12	24	2	12	12	24			
	30.04.23	SHED	21	-	-	0	210	210	420	0	210	210	420			
		YPSA	2W	-	-	0	12	12	24	0	12	12	24			
	01.05.23	SHED	21	-	-	0	0	0	0	0	0	0	0	0	47	Food provided from ICRC
		YPSA	2W	-	-	0	0	0	0	0	0	0	0	0		Received regular food from
	<b>Total=</b>			<b>49</b>	<b>222</b>	<b>49</b>	<b>1270</b>	<b>1270</b>	<b>2540</b>	<b>49</b>	<b>1284</b>	<b>1284</b>	<b>2568</b>	<b>47</b>		

#### Fire Response | 28 April (10:30 PM)

- Fire incident is in Camp 2 West, D block which is adjacent to Camp 6
- Impact and Immediate Needs:
- 1. One learning center 2. One s friendly space 3. Around six houses (WFP initial Assessment)

#### Response:

- *WFP and implementing partners led emergency rapid food assistance*

### Standard Operating Procedure for Emergency Rapid Food Assistance during Multi-Hazard Emergency Response for Rohingya Refugees in Cox's Bazar:

FSS briefly discussed about the Emergency Rapid Food Assistance SOP during the coordination meeting with partners. Firstly, FSS explained why we need this SOP and what types of experiences gather last 6 years. FSS highlighted few points for why SOP is needed for Emergency Rapid Food Assistance.

#### Why we need the SOP for ERFA

- RRRRC issued a circular in December 2022 on '[Coordination with CiCs and Sectors in undertaking relevant activities in the camp.](#)' This should be reference for strengthening coordination and collaboration of the [Sector Focals](#) (GFA Focals) and the Food Security Sector.
- To ensure the accountability and responsibility of the FSS partners, Sector and relevant stakeholders
- To minimize the risk
- Strengthen coordination among the partners
- Proper planning by the Sector and partners
- Ensure quality of the response
- Timely
- Avoid uncoordinated support by the partners (FSS observed uncoordinated support by the partners)

FSS also mentioned, on 5 March 2023, a devastating fire broken out in Rohingya refugee Camp 11 located in Cox's Bazar, Bangladesh. (Afternoon around 2:50 pm), 15,926 Individuals affected 5,274 Individuals displaced 2,805 Shelters damaged or destroyed 155 Facilities damaged or destroyed. A total of 101,605 hot meals were distributed throughout the rapid food response period, with FSS coordinated agencies providing 11,445 meals and WFP and its partners distributing 90,160 meals. Total 14 agencies were involved in rapid food distribution. FSS coordinated agencies were AMAN, BASMAH, ASEAB, IFRC, JAKLEN, MSI, SDI & SBSKS. But due to quality and amount of the food items and lately delivery, FSS stopped few partners for distributing rapid food distribution.

### Minimum Standards for Emergency Rapid Food Assistance

Assistance Type	Details	Timeline	Duration/Frequency
<b>High Energy Biscuits (HEB)</b>	<b>100 (50g) packets per family or equivalent</b>	Within first 24 hours of emergency response	Repeated as needed (led by WFP for all affected persons)
<b>Hot Meals (Lunch and Dinner)</b>	<ul style="list-style-type: none"> <li>• <b>Boiled Rice (400 gm)</b></li> <li>• <b>Mixed Vegetables (200gm)</b></li> <li>• <b>Thick dal/lentils (200gm)</b></li> <li>• <b>TOTAL (800 gm)</b></li> </ul>	Lunch: 1100-1300 <u>hrs</u>  Dinner: 1600 - 1800 <u>hrs</u>	Daily – begin within 24 hours of <u>emergency</u> , and continue until access to basic provisions are restored and HHs are on e-vouchers.
<b>Complementary Dry Foods</b>	As recommended/ requested by refugees <ul style="list-style-type: none"> <li>• <b>Bread 2 packets (40 slices)</b></li> <li>• <b>Puffed rice (1kg)</b></li> <li>• <b>Molasses (0.5kg)</b></li> <li>• <b>Biscuit packets (5)</b></li> <li>• <b>Peanut (1kg)</b></li> <li>• <b>Apple/fruit</b></li> </ul>	Breakfast: Refugees have noted preference for early morning distributions (0800 – 1000 <u>hrs</u> ), to suffice until hot meals distributions, and ease of carrying.	1-2 times weekly – continue until access to basic provisions are restored and HHs are on e-vouchers.
Additional Notes: <ul style="list-style-type: none"> <li>• Responding actors should ensure packaging to reduce plastic waste. <b>Use paper boxes, aluminum tins, reusable hard plastics.</b> AVOID single-use packaging and non-compostable materials such as Styrofoam, low grade plastic <u>bags</u>. Partners may refer to the <i>FSS and WASH Sector Joint Guidance Note – Waste Avoidance and Management in Emergency Food Distributions</i><sup>1</sup>.</li> <li>• Rapid food distribution <b>does not include</b> distribution of water, unless specifically requested by the Government of Bangladesh and/or the WASH Sector. This recommendation is in place to avoid and reduce plastic usage in the camps, as WASH Sector partners ensure access to water at specific access points.</li> </ul> <p>Above points are in effort to address the RRRRC circular from May 2022, urging the humanitarian community to stop the use of polythene materials in the Rohingya refugee camps<sup>2</sup>.</p> <ul style="list-style-type: none"> <li>• Hot meals should not include eggs or meat of any kind – to avoid any health and cross contamination risks, especially during an emergency response.</li> </ul>			

### FSS also briefly discuss about the below points

- Before emergency rapid food distribution
- During emergency rapid food distribution
- After emergency rapid food distribution:

## Roles of FSS Stakeholders Engaged in Rapid Food Distribution

- *Food Security Sector*
- *WFP and Cooperating Partners*
- *\*FSS Partners/responding actors*
- *Camp in Charge (CiCs)*
- *FSS – Sector Focals*
- *Inter Sector Coordination Group (ISCG)*
- *Office of the Refugee Relief and Repatriation Commissioner (RRRC)*

## Camp or Block Wise Targeting Approach

- To avoid overcrowding not just of implementing actors but of beneficiaries as well, as well as to ensure Accountability to the Affected Population, the Food Security Sector recommends implementing actors to plan for rapid food distribution targeting entire camps or entire camp blocks as capacity allows, for at least 1 full day of hot meals – lunch and dinner hot meals for all affected individuals in the camp or camp block.
- **SOP for Emergency Rapid Food Assistance** during Multi-Hazard Emergency Response for Rohingya Refugees in Cox's Bazar: **Action Plan**
  1. First draft of SOP sent to WFP/GFA for review (18 April)
  2. **WFP/GFA share feedback to FSS (27 April) - Done**
  3. FSS to present draft to partners at coordination meeting (with GFA support) (2 May)
  4. After partner inputs – FSS to share draft with ISCG (Early to Mid-May)
  5. FSS/ISCG to present SOP at Inter-Sector + ROCT meetings (there may be inputs esp. from ROCT)
  6. FSS to incorporate feedback from the ROCT (support from GFA) (Mid-End of May)
  7. Final Draft to be shared with ISCG for RRRC endorsement (June)

## Terms of Reference for Sector Advisory Group

FSS discussed about ToR for Sector Advisory group, FSS will incorporate all partners feedback and comments on the ToR.

The Strategic Advisory Group (SAG) assumes an advisory role to support the Food Security Sector. SAG is a multi-stakeholder entity representing the key agencies of the sectors including the lead agencies, sector coordinators of FSS and LSDS, NGOs and INGOs, and occasionally donors and leads from other sectors.

Objective of the SAG is to guide the sector on strategic direction, coordination, policy decisions, and implementation of the FSS Work Plan.

### SAG ToR consists of:

- Guiding Principles
- Roles and Responsibilities
- SAG selection process and membership criteria
- *Selection Criteria*
- *Voting Process*
- SAG meeting & decision process
- SAG members

### Composition of the SAG

- 3 permanent members:
  - WFP
  - FAO
  - FSS Coordinator (alternate: IMO)

- LSDS Coordinator (alternate: KMO) *(this membership has not been presented to SAG members yet, will need to be approved by SAG. Justification: due to streamlining by ISCG, LSDS was formed in 2023 and will work in close collaboration with FSS, FSS Coordinator is permanent member of LSDS SAG)*
- 4 elected members:
  - 2 members from NNGOs
  - 2 members from INGOs
- Observers:
  - 1 member from donor community
  - Sector lead from other sectors, as and when required
- \*All FSS staff can attend the SAG meeting in the capacity of the FSS SAG Secretariat.

### Homestead Gardening [Operational and Technical Guideline and Minimum Standards](#)

As agreed by the coordination meeting participants, FSS will reshare the Homestead Gardening Guideline Outline to selected partners colleagues again for their inputs. Once inputs are in from the volunteered partners, WFP and FAO will take over drafting the guideline on behalf of the Food Security Sector to be then shared with partners for final inputs.

- Sharepoint folder for [Gardening Tracker](#)
- *This document will serve as Version 2 of the [Homestead Gardening Guidelines, Vegetable Production for Household Consumption Using Minimal Space in Rohingya Camps and Host Communities](#) (FSS FAO & WFP, 2022). WFP and FAO will support finalization of this document (WFP: Namiko and Foysal, FAO: Bidyuth and Moksed)*
  1. 30 March 2023 – Homestead Gardening Coordination Meeting held
  2. FSS and partners to develop guideline (with Volunteers from meeting)
    - a. Inputs from volunteers by COB 19 April
    - b. Any missing inputs – WFP and FAO to provide (Foysal and Moksed) (Early-Mid May)
  3. First Draft– present to FSS partners (support from WFP and FAO, Foysal and Moksed) (Mid-May)
  4. Draft to be presented to DAE – FAO (May)
  5. Draft to be shared with ISCG through Inter-Sector + ROCT (June)
  6. FSS to incorporate feedback from ROCT (June)

Final Draft to be shared with ISCG for RRRC endorsement (End of June)

### Market Linkage Strategy (WFP and FAO as leads)

- The last meeting on [Market Linkage](#) was held on April 6, 2023. Partners expressed need for stronger coordination on this topic by way of developing a Market Linkage Strategy for FSS. FSS will focus on the FSS strategic action.

### INFORMATION MANAGEMENT

During the coordination meeting, FSS IM thanks to FSS partner for their 5W report submission on time and reminded the reporting deadline for the month of April 2023.

- FSS Reporting Deadline | 12 May 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:

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## General Food Assistance

### 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.
- In April 2023, a total 3620 Households were temporarily excluded who didn't redeem their voucher for the last 3 or more months consistently.

**FSS Presentation:** FSS briefly presented the FSS partners interactive dashboard (Partners presence)

### Partners' Update

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Oxfam will be celebrating its 50 years in Bangladesh on 10<sup>th</sup> May 2023 at the Radisson Blu Water Garden Hotel in Dhaka. The day will be celebrated with talks, discussions, songs, theatrical performance and many more activities creating a positive vibe.

Free Registration will begin from 30th April: <http://event.oxfambd.org/>

Oxfam colleague invited all FSS partners to participate on the Oxfam celebration.

- Partners are welcome to share operational updates to FSS at [info.coxsbazar@fcluster.org](mailto:info.coxsbazar@fcluster.org) or [coxsbazar.fss.wfp.org](http://coxsbazar.fss.wfp.org)

### AOB

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- FSS OIC will be out of coxsbazar from 7 to 16 May 2023 to participate the gFSC organized IM retreat therefore FSS support will be delay.
- Update on FSS files: all files from 2022 have been archived [here](#)

### Upcoming events

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- **FSS Bi - Weekly Coordination Meeting** | 30 May 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)