

**Meeting Minutes**

**FSS Monthly Coordination Meeting**

Date: Tuesday, 16 January 2024, 11:00 AM – 12:30 PM

Location: ISCG Conference Meeting Room.

**Agenda**

- Introductions & welcome
- FSS General Updates
- Partner Time-slot

**Participants**

25 participants from 21 organizations and program units

AAB, ACF, BRAC, CWW, CODEC, DRC, ESDO, FSS, HAP, HIS, IOM, Mukti, OXFAM, PIB, Prottiyashi, RIC, RDRS, SHED, SHUSHILAN, UNHCR, WFP (4 staff) - SL

**Action Points:**

Who	Action	When
<b>FOOD SECURITY SECTOR</b>		
<b>FSS JRP 2024</b>		
FSS	<ul style="list-style-type: none"> <li>➤ As discussed, FSS will organize activity specific meetings with partners.</li> <li>➤ FSS will organize Homestead Gardening meeting with partner 1<sup>st</sup> week of February.</li> <li>➤ FSS is preparing 4<sup>th</sup> quarter and the Annual Report based on partners monthly inputs in the 5W response tracker.</li> <li>➤ FSS IM team is updating the yearly statistic and interactive partners presence dashboard and will share with partners once completed.</li> <li>➤ FSS IM team revising and updating the indicator list for the 5W response tracker, a template based on objectives, activities, and indicators.</li> <li>➤ FSS will organize a 5W response tracker template orientation training for partners on 29/Jan.</li> <li>➤ FSS will circulate the invitation for the 5W response tracker orientation.</li> <li>➤ FSS will collect partners’ project annual plans by the 7/Feb and the first 2024 monthly 5W report deadline is 15/Feb.</li> </ul>	<p>Throughout the Year</p> <p>5 February 2024</p> <p>25 January 2024</p> <p>28 January 2024</p> <p>24 January 2024</p> <p>29 January 2024</p> <p>17 January 2024</p> <p>7 February 2024</p>
<p><b>Next FSS coordination meeting   20 February 2024, 11:00AM – 12:00PM   Location: ISCG Meeting Room (Coordination Hub)</b></p>		

## FSS GENERAL UPDATES

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During the FSS monthly coordination meeting, FSS briefly discussed and shared below general update.

- WFP has increased the transfer value of the food basket to US\$12.50 for 2024.
- WFP will increase the e-voucher from US\$8 that was set in June to US\$10 starting January.

### FSS FIRE RESPONSE 2024 UPDATE

#### Damages:

- 842 shelters damaged.
- 749 shelters destroyed and 93 partially damaged.
- 33 communal facilities (health, learning centers, mosques, mobile firefighting unit hub)
- 63 solar streetlights damaged.
- No casualties reported.

#### Situation Report Link

- [ISCG Situation Report](#) | Camp 5 Fire Response | 7 January 2024
- [Fire Response Update and Preparedness](#) | SOP | Camp 5 | 7 January 2024

#### Response:

- FSS partners involved in the fire response: WFP (CODEC & WVI), AMAN, Janoseba Kendro (accountable to CiC).
- As of 15/Jan a total 48,275 cooked meals were provided to affected refugees, of which lunch 24,830 and dinner 23,445.
- It will take 30-45 days to fully complete the construction of new modelled shelters.
- WFP is continuing the hot meals as some self-relocated refugees with access to kitchen will receive e-vouchers starting 17/Jan. The need of hot meals requirements will decrease over the weeks as construction progresses.

### FSS INFORMATION MANAGEMENT

- FSS is preparing 4<sup>th</sup> quarter and the Annual Report based on partners monthly inputs in the 5W response tracker.
- FSS IM team is updating the yearly statistic and interactive partners' presence dashboard and will share once completed.
- FSS IM team is revising and updating the indicator list for the 5W response tracker template based on the objectives, activities and indicator.
- FSS will organize a 5W response tracker template orientation training for partners on 29/Jan. Meeting will be held in person. This orientation is geared towards Information Management and Reporting related responsibilities, for those who conduct the activity reports of their organization to the FSS.
- FSS will collect partners' project annual plans by the 7/Feb and the first 2024 monthly 5W report deadline is 15/Feb.

## **PARTNERS' UPDATES**

### **HELVETAS**

HELVETAS is implementing SHINE project by the partner of PROTTYASHI and UTTARAN in Ukhiya and Teknaf upazila. In a winter season agriculture input distributed total 22,000 HH in the camp and 5,500 HH in a host community. Beside that Homestead Gardening 2<sup>nd</sup> round training conducted by field staff to 152 beneficiary of host community among them 143 beneficiaries were female, and 09 beneficiary were male. Training facilitated by respective LSPs of host community linkage with DAE.

A number of 8 nurseries (4 in ukhiya and 4 in Teknaf) are established. Farmers produce 6 collection and sales centers.

As usual IGA beneficiary, Integrated Demo, Bamboo plantation, Commercial Farmer, School program activities are ongoing in the field.

### **World Food Program (WFP)**

The World Food Program (WFP) previously managed 24 Aggregation Centers. Various organizations, including UNHCR, have handed over their Centers to WFP that is now overseeing 62 Aggregation Centers at the present moment. The Centers in the Upazilas of Teknaf and Ukhiya assist vulnerable host community on-farm beneficiaries with market linkage. WFP intends to open these Centers to all organization in the next months. More information will be provided in the next meeting.

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

### **AOB**

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

### **Next Coordination Meeting**

- **FSS Bi - Weekly Coordination Meeting** | 20 February 2024, 11:00AM – 12:00PM | ISCG Meeting Room (Coordination Hub)