

Meeting Minutes

FSS Monthly Coordination Meeting

Date: Tuesday, 20 February 2024, 11:00 AM – 12:30 PM

Location: ISCG Conference Meeting Room.

Agenda

- Introductory note
- WFP REVA-7 findings and analysis
- FSS updates
- Partner's time sharing

Participants

34 participants from 27 FSS partners organizations

ACF, AAB, BRAC, Cordaid, CODEC, CWW, CIYMMT, DRC, ESDO, FIVDB, FAO, FSS, Helvetas, ISDE, IOM, Nutrition Sector, Protection Sector, PIB, Prottayashi, RDRS, RIC, SCI, SHED, Shushilan, WVI, WFP, YPSA

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
FSS JRP 2024		
FSS	➤ Partners will share their monthly FSS 5W report to FSS	20 February 2024
	➤ FSS will compile and prepare monthly report based on partners provided monthly 5W report.	25 February 2024
	➤ FSS will review homestead gardening planning template both winter and summer and share with partners for partners inputs.	29 February 2024
	➤ Partners will share their homestead gardening planning figure both summer and winter plan through FSS provided template	14 March 2024
Next FSS coordination meeting 19 March 2024, 11:00AM – 12:00PM Location: ISCG Meeting Room (Coordination Hub)		

FSS GENERAL UPDATES

INFORMATION MANAGEMENT UPDATE

5W template Orientation | 29 January 2024

A total number of 47 participants from 27 organizations attended FSS 5W response tracker orientation session.

AAB, ACF, ACTED, AMAN, BRAC, CARE Bangladesh, Caritas Bangladesh, CODEC, Cordaid, CWW, Danish Refugee Council, Faith in Action, FAO, FSS, HELVETAS, IOM, ISDE, Mukti, Oxfam, RDRS, RIC, SCI, SHED, Shushilan, Uttaran, WFP, WVI

Partners Annual Plan Status

- FSS collected and compiled 33 partners' annual project plans for 2024 (not limited). In the event of new project funding, partners must add them to the annual plan and monthly reporting.
- 5W January report is due by COB Tuesday 20 February 2024

The Monthly and Annual Plan excel template consists of:

- [Guidance Note tab](#): link to FSS 5W response tracker guidance note - 2024.
- [Annual Plan tab](#) – Activity, location, modalities wise compiled annual plan for 2024.
- [Monthly Report tab](#) – activity report of reached figures from operational and implementing partners for each month.
- [What tab](#): fixed objectives, activity matrix, modalities, indicators
- [Where tab](#): list of administrative regions (Division, District, Upazila, Unions and Camps)

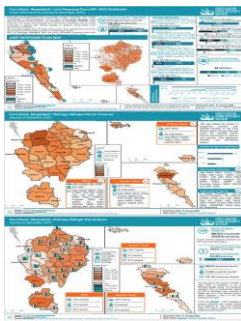
Three options for completing the annual and monthly report.

1. Fill online
2. Use the offline attached 5W template and cut/paste the static information from the online template.
3. Download the online template ([link](#)), delete all other partner information and keep the information specific to your organization, then update the tabs each month with the reached beneficiary figures.

Please refer to the [2024 5W Guidance Note](#) for any technical issues you may face – if further clarifications are needed, you are most welcome to reach the FSS team.

Static Dashboard - Partner's Presence 2023

During FSS coordination meeting, FSS briefly discussed FSS developed FSS static dashboard for 2023.



To reach the FSS Cox's Bazar static dashboard click here for the [Link](#)

HOMESTEAD GARDENS PLANNING UPDATE

FSS is planning to collect homestead gardening planning information from the partners, therefore FSS will review the last year gardening planning template both winter and summer plan and will share the template with partners for their inputs.

Purpose of the Homestead gardening

- Increase household access to high-quality, nutritious food and
- dietary diversity in a densely populated and stressed refugee setting.
- Build resilience in food security with complementary nutritious foods and support the health and wellbeing of refugees.
- Provides an opportunity for capacity building
- Increase local vegetable production and availability to address an anticipated annual vegetable deficit during lean season in Cox's Bazar District.
- Continuous changes of the context including food ration cuts. Agricultural resilience building interventions are increasingly necessary.

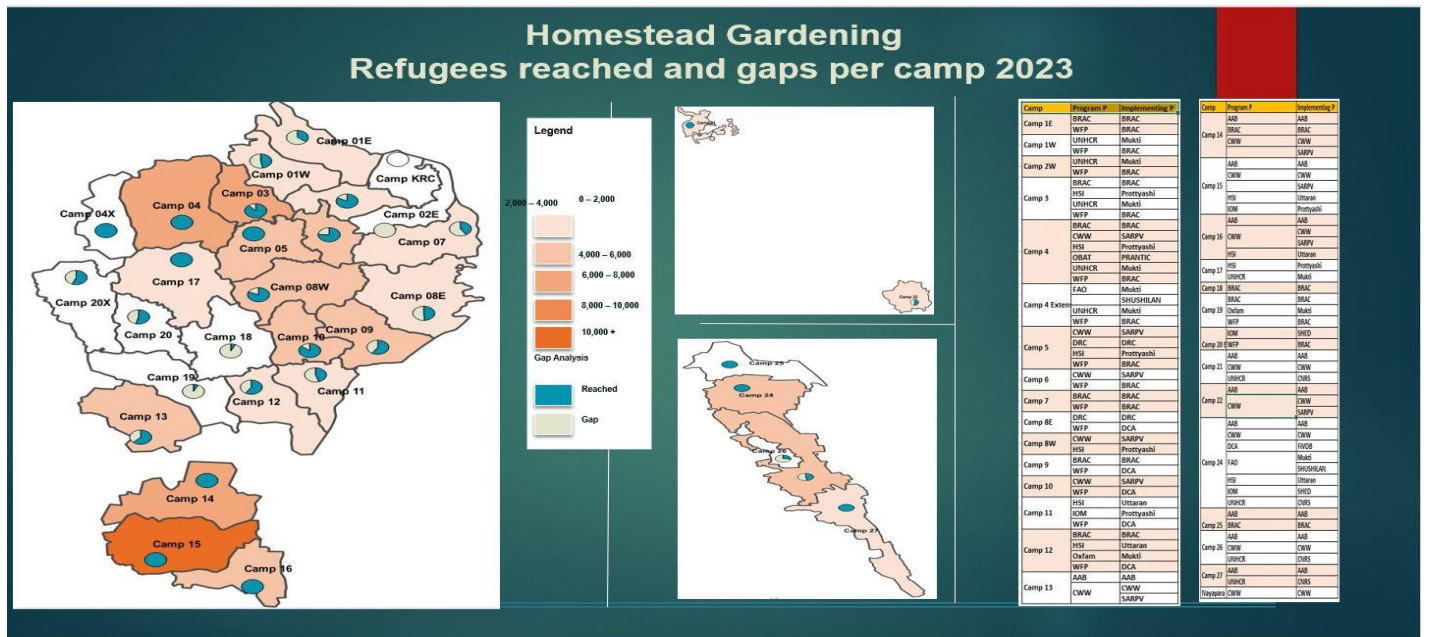
Showcases

- Where Homestead Gardening Interventions are planned
- Where are there gaps
- Who are the organizations involved

Sample template

UNHCR Population Data			Partner Details									
Camp	Camp Block	Total HH	HH targeted (whole number)	HH reached (whole number)	PWDs reached (whole number)	HH targeted (% of population) (autofill)	Programme Partner (free text)	Implementing Partner (free text)	Types of seeds (free text, use comma to separate seeds' names)	Types of tools (free text, use comma to separate tools' names)	Training provided? (Yes or No)	Remarks (free text)
Camp 1E	D	1232				0%						
Camp 1E	E	1189				0%						
Camp 1E	F	1252				0%						
Camp 1E	G	1000				0%						
Camp 1E	Total	8594										

Homestead Gardening refugees reached and gaps per camp 2023



PRESENTATION

- WFP REVA-7 findings and analysis

PARTNERS' UPDATES

- Partners are requested 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](#)

Next Coordination Meeting

- FSS Coordination Meeting | 19 March 2024, 11:00AM – 12:00PM | ISCG Meeting Room (Coordination Hub)