

Meeting Minutes

FSS Monthly Coordination Meeting

Date: Tuesday, 19 March 2024, 11:00 AM – 13:00 PM

Location: ISCG Conference Meeting Room.

AGENDA AND PARTICIPANTS

1. Introductions & welcome
2. Country Cluster Performance Monitoring (CCPM) 2023 Preliminary Survey Result - Validation
3. AOB

Participants: 34 participants from 25 FSS partners organizations

ACF, AAB, BRAC, CODEC, CWW, CNRS, DRC, FSS, FIVDB, ESDO, HSI, HAP, IOM, MUKTI, PIB, PROTTYASHI, RIC, RDRS, SCI, SHED, WFP, YPSA

*NB: 5 local NGOs, 7 NGOs, 9 INGOs, FSS, 3 UN agencies (50% of participating partner organizations are national)

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

FSS GENERAL UPDATES

➤ **Joint Response Plan (JRP) 2024 has been launched on 13 March 2024.** FSS referred to the available JRP 2024 documents and video recording to the coordination meeting participants.

➤ **Ramadan Distribution**

During the coordination meeting, FSS briefly discussed the Ramadan distribution plan by the partners.

AMAN = 2,000 HHs (Ukhiya)

Tentative date of distribution: 28 March 2024, depending on donor presence.

Location: Camp 15

Targeted beneficiaries: Vulnerable hhs

Total items: 14

Total HHs coverage: 1825 HHs

Food Basket: Flatten rice, Puffed rice, Chickpeas, Oil, Dates, Sugar, Salt, Vermicelli, Noodles, Power drink, Powder milk, Powder coriander, Powder turmeric, Powder chilly

Islamic Relief = 10,010 HHs

Locations: Ukhiya, Teknaf, Ramu, Eirgaon, Chakaria

Total items: 13

Food Basket: Premium rice, Edible oil, Kheshari lentil, Peas, Sugar, Pugged rice, Flattened rice, Dates, Bangla sehmai, Laccha semai, Onion, Garlic, Noodles.

NB: If an organization are planning to distribute Ramadan items to the Rohingya beneficiaries, FSS request to share the details of the distribution plan via the Ramadan Response Tracker shared on 12 March 2024 or contact with FSS.

➤ **Country Cluster Performance Monitoring (CCPM) 2023 Preliminary Survey Result – Validation**

FSS shared and validated the Country Cluster Performance Monitoring (CCPM) 2023 Survey Result with partners in an engaged discussion.

Main comments and feedback by partners regarding the CCPM are as follows:

Best Practices:

- Regular update of sector field focals and partners contact list
- Informative and consultative coordination platform.
- Timely, organized and planned monthly meetings.
- Information sharing
- IM products including 5W, partners presence map, static and interactive dashboards
- Yearly and ongoing rationalization process
- Monthly coordination meetings
- Activity-wise meetings (Homestead gardening, Market linkage, Rapid food distribution during emergency etc)
- Guidance notes (SOPs, factsheet etc)
- Functional and efficient monitoring and evaluation framework, activity matrix and logframe, field visit with partners

Partner's comments:

- FSS needs to engage partners in the needs assessment process (MSNA, REVA, RIMA etc)
- Need assessments should be conducted during July-August for planning in October.
- The REVA and RIMA are conducted in December, but programme planning is conducted in October. This obligates partners to use outdated data for planning. Assessments should be conducted in July-August for the most updated information for next year's planning process.
- Need to engage partners in FSS strategical planning.
- Include Youth in disaggregated data in all reporting platforms.
- FSS needs to provide more information on gap analysis.
- Strengthen FSS engagement in cross cutting issues.
- Increase localization efforts in planning such as trainings, workshops.
- Develop common guidelines to strengthen coordination in more activity groups including market linkages, livestock rearing, fisheries etc.

Partners' expectation and FSS comments:

- Partners expect that FSS play an active role to fundraising: The FSS does not have the mandate to fundraise for individual organizations. FSS advocates to donors through ISCG using an activity-based prioritization and gap approach.
- Partners expect that FSS strengthen NGOs: The coordination platform with an inclusive, informative and consultative approach and the strategic response process and plan is in itself a capacity building tool for NGOs and local NGOs that FSS provides to its partners. The FSS, within its capacity, can provide training on food security related topics. FSS will not provide training on staff and organizational development which is the responsibility of the organization. Other platforms such as the NGO Forum could provide this type of empowerment training.

Overall Comments:

- Strengthen the field level coordination mechanism for resilience activities.
- Partners to rationalize with shared camp level facilities with other organizations.
- Develop guidance note and standard operating procedure as per requirement.

- Take initiative to develop the capacity of the partner and local organizations.
- Organize field visit and conduct lesson learned workshop.
- Increase partners involvement in food security assessment and strategic planning process.

Constraints:

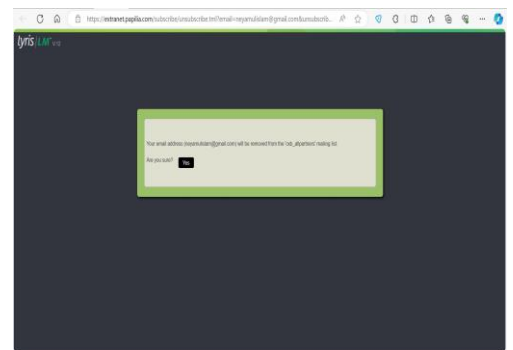
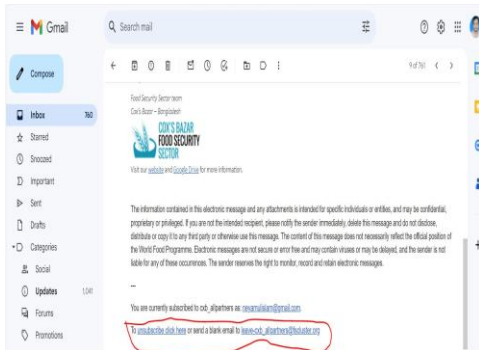
FSS maintains of a small team with a Coordinator and an Information Management Associate. FSS is accountable to the ISCG, lead agencies (WFP/FAO), Global Food Security Cluster, the Partners and the affected population it serves. As critical objectives, FSS will ensure first that core Sector functions are robust including:

- 1) An inclusive, consultative and informative coordination mechanism;
- 2) Leading a consultative and transparent HPC process;
- 3) Providing an evidence needs-based strategic plan to partners as the basis for project planning as part of the JRP;
- 4) Conducting information management of partner’s presence, gaps for updated maps, static and interactive dashboards;
- 5) Advocacy to donors for fundraising based on activities, critical priorities and gaps;
- 6) Development of SOPs;
- 7) Contingency planning, emergency preparedness and response.

Thereafter, if time and capacity allows, FSS will extend its activities to a wider spectrum of priorities that include training, workshops, joint field visits among others.

Email Cleaning: FSS is cleaning FSS partners focal persons list. Therefore FSS showed and discussed the overall process of how to unsubscribe from the FSS emailing platform system.

Steps:



PARTNERS' UPDATES

- Partners are requested to share operational updates to FSS at info.coxsbazar@fsscluster.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 | **Tuesday, 23 April 2024, 11:00AM – 12:30PM | WFP Meeting Room (Sunrise Bay)**