

# Skills Development TWG Meeting Mins. 1 & 2

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**Dates:** Mtg #1: Monday, 24 May 2021  
Mtg #2: Monday, 28 June 2021

**Locations:** Teams Meetings (virtual)

## 24 May - Agenda:

1. Review the background and objectives of the [Terms of Reference](#) for this inter-sectoral Skills Development Technical Working Group (SDTWG)
2. Next Steps for Action. How to kick-start “DIVIDING” up the work in the TOR, starting with:
  - a. MAPPING
  - b. GUIDANCE NOTES on MOST COMMON SKILLS TRAININGS
    - i. in the Camps; and
    - ii. in the HC
3. Set the date for the next Monthly Meeting
  - a. Invite others, Mailing Lists of relevant Sectors.
4. Discuss Suggested Recommendations for Next Steps
5. AOB

## 28 June – Agenda:

1. 0900: **Opening Remarks** by Mr. Abu Murshed Chowdhury (Khoka), President of Cox’s Bazar Chamber of Commerce and Industry
2. 0910: [NRC Presentation](#): SD Curriculum Mapping: methodology, focus areas, instructions, findings (Aliya, Lara)
3. 0920: [UNHCR Presentation](#): Programme-related strategic update: objectives, initiatives since 2019, new initiatives and future plan (Subrata)
4. 0930: **Youth Working Group update**: new SD Technical Committee (Ashraful)
5. 0940: Next Steps on SD MAPPING; anyone, with a brief strategic update
6. Next Meeting Reminder, *Last Monday of Every Month*: **Monday, 26-July-21**
7. 0950: Any other Business (AOB)

**Participants (alphabetical order):** 60-70 participants per meeting, representing Action Aid, BRAC, CBM, CCI-CXB, CRNS, FAO, FSS, HAP, IOM, ILO, ISCG, NRC, POPULATION COUNCIL, SAVE THE CHILDREN, UNDP, UNICEF, UNFPA, UNHCR, WFP<sup>1</sup>

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## General SDTWG Updates

- **COVID-19 lockdown.** Through ISCG and FSS requesting that 2021 SD activities can continue.
- **2021 SDTWG Background, Purpose & Plans.**

## Review of SDTWG Background

Contact SDTWG [sdwgtwcoord.cxb@gmail.com](mailto:sdwgtwcoord.cxb@gmail.com) for more information

- Meeting #1 - Agenda, powerpoint presentation [here](#)
- Meeting #2 - Agenda, powerpoint presentation [here](#)
- SD Framework (draft 9) [Skills Development Framework](#)
- SDTWG TOR (draft 4) [Terms of Reference](#)

## Partner updates

Organization	Update	Comment/questions
1. NRC	NRC: Please see <a href="#">attached powerpoint</a> and contact Aliya Noor <a href="mailto:aliya.noor@nrc.no">aliya.noor@nrc.no</a> or Lara Lteif <a href="mailto:lara.lteif@nrc.no">lara.lteif@nrc.no</a> if any further questions	Guidance on Mapping

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<sup>1</sup> Based on Microsoft Teams report

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| 2. UNHCR | UNHCR: Please see <a href="#">attached powerpoint</a> and contact Subrata Kumar Chakrabarty <a href="mailto:chakraba@unhcr.org">chakraba@unhcr.org</a> if any further questions | Updates on on-going and upcoming SD related work in the camps and HC, of UNHCR and partners |
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## Contacts

Should anyone have specific updates then please send them to Skills Development Technical Working Group's main contacts, co-chairs:

- **Joseph** Falcone, Food Security Sector / SD focal point, [joseph.falcone@wfp.org](mailto:joseph.falcone@wfp.org), [joefalcone1969@gmail.com](mailto:joefalcone1969@gmail.com) (Gmail, when on leave) WhatsApp: +8801531339092; or
- **Ashraf** Rahman, Education Sector / Youth Working Group co-chair, [mdrahman@unfpa.org](mailto:mdrahman@unfpa.org) mobile / WhatsApp: +8801760748034; or
- **Immad** Ahmed, Education Sector / Youth Working Group co-chair, [immad@hap.consulting](mailto:immad@hap.consulting) mobile / WhatsApp: +8801729748252
- Copying to: [sdtwgcoord.cxb@gmail.com](mailto:sdtwgcoord.cxb@gmail.com)

## AOB

- **Joseph will be on leave from 27 July – 26 Sept** during which time the support of Subrata of UNHCR CXB and the Food Security Sector CXB will be following up on all activities and co-chairing the next meetings in support Immad and Ashraf, as needed. Contact: [coxsbazar.fss@wfp.org](mailto:coxsbazar.fss@wfp.org) or Akira KANEKO [akira.kaneko@wfp.org](mailto:akira.kaneko@wfp.org).
- **Update on SDTWG files:**
  - o SDTWG-related files from 2021 can be found on the new Microsoft Teams space [here](#)

**Next Meeting (“last Monday of the month”): 26 July 2021** from 09:00 – 10:00