Skills Development TWG Meeting Mins. 1 & 2

**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

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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 sdtwgcoord.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](#)

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<thead>
<tr>
<th>Partner updates</th>
<th>Update</th>
<th>Comment/questions</th>
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<tbody>
<tr>
<td>NRC</td>
<td>NRC: Please see attached powerpoint 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</td>
<td>Guidance on Mapping</td>
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1 Based on Microsoft Teams report
2. **UNHCR**

UNHCR: Please see attached powerpoint and contact Subrata Kumar Chakrabarty chakraba@unhcr.org 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, joefalcone1969@gmail.com (Gmail, when on leave) WhatsApp: +8801531339092; or
- **Ashraf** Rahman, Education Sector / Youth Working Group co-chair, mdrahman@unfpa.org mobile / WhatsApp: +8801760748034; or
- **Immad** Ahmed, Education Sector / Youth Working Group co-chair, immad@hap.consulting mobile / WhatsApp: +8801729748252
- Copying to: sdtwgcoord.cxb@gmail.com

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### 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 or Akira KANEKO akira.kaneko@wfp.org.
- **Update on SDTWG files:**
  - 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