

Meeting Minute

Chair: Mr. Kibrom Tesfaselassie, Coordinator, NS

Note taker: Mohd Mostakim Ali, IMO, NS

Participants: ACF, BRAC, CARE, CWW, ESDO, GK, RI, SARPV, SCI, SHED, UNHCR, UNICEF & WFP.

Agenda

1. *Finalization of CCPM report and work plan*
2. *Revision of SAG ToR*
3. *Revision of TWG TORs and endorsement*
4. *Selection of TWG Leads based on EOI*
5. *AOB*
 - *Include in PSEA Posters (at office and site) in SAG and Cluster meeting*
 - *Survey in language*
 - ***Volunteers' incentive (New guidance from RRRC)***
 - *Financial analysis 2022 and 2023*
 - *ISCG - Website (Bractech.net) and email address*
 - *NS strategy*

Welcome and introductions

Mr. Kibrom Tesfaselassie welcomed all the participants to the Nutrition Sector SAG meeting on January 16, 2023. This meeting was conducted for finalization of the CCPM report and work plan and also to finalize all the ToRs including SAG and TWGs. The NS Sector coordinator requested all the participants to introduce themselves.

Agenda Covered

1. Finalization of CCPM report and work plan

The CCPM validation report 2022 and the Sector work plan 2023 were previously shared to all the SAG members for their feedback and both of these documents were approved without any comments.

2. Revision of SAG ToR

The SAG ToR for 2023 was reviewed by reading face to face on this meeting. All of the content including background, objective, key tasks, advocacy, meeting frequency, SAG membership group composition, nomination process and voting rights, accountability etc. were reviewed and modified where necessary.

Meeting frequency and modality

All the SAG members discussed regarding the frequencies. Currently, the frequency of NS SAG meeting is monthly, but the SAG members decided to make it once per two months (bi-monthly).

Strategic Advisory Group composition

To increase the efficiency and reduce the duplication of agenda, the SAG member decided to reduce the number of present SAG members because now the SAG and the NS coordination group are consisting of same member organizations. As different member had various opinions regarding the number of members for SAG 2023, a pool was created for voting where 3 options were given.

Option 1: The SAG member will be consisting of 3 UN, 1 NNGO and 1 INGO

Option 2: The SAG member will be consisting of 3 UN, 2 NNGOs and 2 INGOs

Option 3: The SAG member will be consisting of all NS partners

Option 2 wins the race getting 8 votes out of 13. So, **the NS SAG 2023 be consisting of 3 UN, 2 NNGOs and 2 INGOs.** As the NS sector has only 3 UN member so all of them will be, by default, member of the SAG.

One of the SAG members suggested to include the lead members of TWGs to SAG because it has some added values. But as all 3 TWGs are leaded by 3 different INGOs, so ACF withdraws themselves from the pool to be part of the NS SAG member for 2023. Therefore, **CONCERN and SCI will be the member of NS SAG 2023.**

Many of the NNGOs were interested to be part of SAG. To minimize the misunderstanding between partners, the NS coordinator suggested for online voting. NS IMO will share an online voting form from where each agency can vote once to elect 2 NNGOs.

Special invitation was also discussed on this meeting. Special invitees might be invited by the SAG members on special circumstances such as Health, FS, WASH, Shelter and Protection Sector representatives, donors, ISCG representatives who will not have any voting rights.

Type and Number	Organization
Government Representatives (2)	Civil Surgeon's Office (representing the Ministry of Health and Family Welfare)
	RRRC
NS (1)	Nutrition Sector Coordination Team
UN Agencies (3)	UNHCR
	UNICEF
	WFP
INGOs (2)	CWW
	SCI
NNGOs (2)	SARPV SHED
	Note: They have been elected by the NS partners.

SAG Membership Validity

The membership of the SAG is valid for 12 months therefore a new anonymous voting process will be organized after this time period (next vote for SAG membership expected 1st Quarter of 2024). The new SAG membership will be valid until 31st March 2024.

4. Revision of TWG TORs and endorsement

Due to time constraints, revision of TWG TORs and endorsement was not possible. An ad-hoc meeting will be called again to revise the TWG TORs.

5. Selection of TWG Leads based on EOI

There are 3 Technical Working Groups (TWGs) under the umbrella of Nutrition Sector Cox's Bazar. An expression of interest (EOI) was sent to all the partners to take the lead of TWGs. Unfortunately, no NNGOs shows their interest to be the lead but ACF, CONCERN and SCI shows their interest to take the lead of Assessment and Information Management Technical Working Group (AIM-TWG), Community Management of Acute Malnutrition Technical Working Group (CMAM-TWG) and Infant and Young Child Feeding Technical Working Group (IYCF-TWG) respectively. To empower the national/local level NGOs, NS SAG decided to make the co-lead for each TWG from the NNGOs. Therefore, NS coordinator requested all the NNGOs to express their interest. SARPV and GK shows their interest to take the co-lead position for AIM-TWG and IYCF-TWG respectively. For CMAM-TWG, SHED will confirm their interest later.

Name of TWG	Role	Organization
AIM	Lead	ACF
	Co-lead	SARPV
CMAM	Lead	CONCERN
	Co-lead	TBC (SHED will confirm later)
IYCF	Lead	SCI
	Co-lead	GK

5. AOB

- Include in PSEA Posters (at office and site) in SAG and Cluster meeting**
 ISCG shared PSEA posters on 'Six core principles' and 'zero tolerance to SEA' in both Bangla and English version. All the partners of NS were requested to stick these posters at their office and at the site level. NS IMO will collect the poster from ISCG representatives and will share will NS partners.
- Survey in language**
 All the partners were again requested to complete the survey on Language awareness in the Rohingya response. The survey will take maximum 15 minutes to complete.
- Volunteers' incentive (New guidance from RRRC)**
 ISCG requested all sector to provide the volunteers incentive data. NS IMO will share the volunteer's incentive data collection template with partners. This is one of the requirements by the RRRC office. A new volunteer's policy has been already endorsed by the ISCG and RRRC.
- Financial analysis 2022 and 2023**
 ISCG is planning to collect the financial data from all the appealing partners same as they collected in June/July 2022. They will send the excel template shortly where the appealing

partners will be asked to provide the data based on the activity grouping and by year 2022 and 2023.

The NS sector coordinator also requested the NS appealing partners to provide a lump sum amount of funding received so far for 2023.

- **ISCG - Website (Bractech.net) and email address**

ISCG is also creating a new website for all sector to showcase their product and communication materials. ISCG will provide new ISCG domain email to all sector colleagues. But NS has requested them to provide storage capacity as well because NS is facing problem for google storage capacity.

- **NS strategy**

The consultant is consolidating the feedbacks from partners. So, the NS strategy 2023-2025 is still in review. Once it's finalized, NS will share it with the partners.

Action points:

<i>Action point</i>	<i>Focal point/agency</i>	<i>Timeline</i>
An ad-hoc meeting will be called by the NS to review the TWGs TORs	NS	February 2023
A Survey will be shared by the NS IMO to elect the NNGOs member for SAG 2023	NS IMO	17 February 2023
SHED will confirm later about their interest on taking co-lead for CMAM TWG	SHED	End of January 2023
NS IMO will share the volunteer's incentive data collection template with partners	NS IMO	End of January 2023
NS appealing partner to send lump sum amount of funding received for 2023 to NS coordinator	NS AP	End of January 2023

Next NS Coordination Meeting:

The next NS Coordination meeting will be held on Sunday 29 January 2023.

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For more information: [Nutrition Sector \(NS\)](#)

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