

CXB CMTWG Monthly Meeting - March 2023



DATE & TIME	12 nd April 2023 11:00 am – 1:00 pm	LOCATION	UNICEF field office, Cox's Bazar & MS Teams
CHAIRS	Melissa Bencik – (CPSS Coordinator OIC, Technical Advisor), Taslima Begum – Save the Children (Co-chair), Safiya Khanom Fariha – Codec (Co-chair)		
PARTICIPANTS	Abid Hasan (CPSS), Jannatun Tagrin Mohsina (CPSS), Romena Begum (PIB), Shajedul Islam (GNB), Shanto Rakhshit (Brac), Md. Russel Uddin (Brac), Khadijatul Kubra (Coast Foundation), Liton Barua (Agrajatra), Arikew Gashaw (UNHCR), Hathaimat Purnananda (UNHCR), Shirin Akther (UNHCR), Swarna Chakma (TDH), Mamta Begum (BITA), Rohimul Faruk (IRC), Junayed Hussain (AGRAJATTRA), Shaila Luna Luna (UNICEF), Marufa Akter (Caritas), Abu Osman (AGRAJATTRA).		
AGENDA ITEMS	<ul style="list-style-type: none"> ○ Welcome and Introduction ○ Review the previous Action Points ○ CPIMS+ updates ○ BID update ○ Presentation on the new CM training package by the CP Alliance ○ Rationalization update ○ Revisit the ToR ○ Capacity assessment survey ○ Voice from the field ○ AoB 		
Previous Action Points		Status	Responsible
Arrange a session on the definition of neglect and other CP concerns		Pending (will arrange in May)	CMTWG
UNHCR to hold a BID panel meeting		Pending	UNHCR
Finalize the CPIMS+ factsheet and circulate it with the minutes		Done	CPSS KMO
CMTWG to share the Rationalization guidelines with the Meeting Minute		Done	CMTWG
Coast Foundation will write an email to CPSS about the challenges they are facing to get health support.		Done	Coast Foundation
Developed an assessment survey to circulate to partners for their feedback		Done	CMTWG Co-chair
CPSS to share a template asking to nominate facilitators for the training		Done	CPSS
Revisit the CMTWG TOR		Done	CMTWG

CXB CMTWG Monthly Meeting - March 2023



CPSS IMO to check whether partners (at least one person per organization) can download data from CPIMS+	Pending	CPSS IMO	
AGENDA ITEMS DISCUSSION			
AGENDA ITEMS	Main Points and Discussions	Action Points	Responsible
CPIMS+ Update	<ul style="list-style-type: none"> Data can only be downloaded by one user per organization. (The procedure is being discussed with the regional office.) Every user who unintentionally forwarded a case to another user will be able to revoke the referral. CPIMS + reports built-in for each organization by month and year. (Development is taking place.) The reporting system will be upgraded in release 2.6, which is anticipated to arrive at the end of April. This will feature the option to construct reports by date and by month. CPIMS+data analysis and dashboard development are ongoing 	Data analysis and dashboard will be present in the next CMTWG meeting	CPSS IMO
Update on BID	<ul style="list-style-type: none"> UNHCR is working on 11 BID cases this month, most of them are related to durable solutions. BID panel to have a meeting on 26th April 2023. BID is not limited to durable solutions. UNHCR is continuing work on the BID cases of other children with protection concerns as well. Two main sources of BID cases are UNHCR progress and referral from the partners. Partners can reach out to UNHCR CP colleague Naam (purnanan@unhcr.org) to refer any case for BID and also to conduct a session with their Case workers and relevant Child protection staff regarding the BID process. UNHCR to conduct a three-day training that will include 33 caseworkers from 33 camps. It will be arranged in two batches. One day will be for the supervisors of the case workers. 	<p>UNHCR to hold a BID panel meeting on 26th April</p> <p>A brief BID session is to be held in the next CMTWG meeting.</p> <p>UNHCR to conduct a refresher training on BID for the CP case management partners.</p>	<p>UNHCR</p> <p>UNHCR & CMTWG co-chairs</p> <p>UNHCR</p>
New Training Package from Alliance	<ul style="list-style-type: none"> Global Child Protection Alliance launched the new Case Management Training package on 30th March 2023. The new package is very comprehensive and designed at different levels based on the competency of the case workers. 	CMTWG to share the training package link with the minutes.	CMTWG

CXB CMTWG Monthly Meeting - March 2023



	<ul style="list-style-type: none"> The new package must be reviewed and adopted before conducting further training on Case Management. The package is available on the website of the alliance (https://alliancecpha.org/en/child-protection-case-management-training-package). 		
Rationalization Update	<ul style="list-style-type: none"> CPSS sent a Rationalization case summary, action plan, and handover template and asked partners to have a meeting with the incoming and outgoing agencies. Outgoing agencies should submit the template to CPSS, with both agencies having a copy of the same templates as agreed upon in their meetings and discussions. 3-4 agencies shared their updates regarding rationalization. Agencies are facing challenges as not all agencies are cooperating with the process. Team leads of the agencies to take the initiative to have the meeting and support the field staff to complete the handover plan. CPSS to send a separate email to JRP partners to nominate a rationalization focal person who will be responsible to coordinate the process and update the progress to CPSS. The focus of all agencies will be shared with CPSS partners so that they can reach out to the appropriate person. CPSS to reshare the GOB memo on rationalization with partners. BITA to send an email regarding the CiC issues of partners' coordination and what they are facing in the camps. 	<p>CPSS to send an email to JRP partners to nominate a rationalization focal and share the list with all.</p> <p>CPSS to re-share the GOB memo on rationalization with partners.</p> <p>BITA to send an email to CPSS regarding challenges from the field.</p>	<p>CPSS</p> <p>CPSS</p> <p>BITA</p>
Revisit the ToR	<ul style="list-style-type: none"> The major point of the CMTWG ToR has been discussed with the WG members. It will be shared in the email to get any final comments and then will be finalized. GBV-CP case management coordination ToR needs to look at and find how this will be functional in the referral process. 	<p>CMTWG ToR to share with WG members for review and feedback.</p>	<p>CMTWG Co-Chairs and Members</p>
Capacity assessment Survey	<ul style="list-style-type: none"> Circulated the survey questionnaire, merged all the feedback from partners, and prepared a Google Form. 	<p>CMTWG will circulate the survey, with a 5-day deadline to complete it.</p>	<p>CMTWG Co-Chair</p>

CXB CMTWG Monthly Meeting - March 2023



	<ul style="list-style-type: none"> The survey will be anonymous. Some questions need to be modified and added to the Google form. CMTWG will circulate the survey on Thursday, with a 5-day deadline to complete it. Agency focal are requested to circulate it among their colleagues and encourage them to participate. 		
Voice from the field	<ul style="list-style-type: none"> Nothing was shared by partners this month 		
AOB	<ul style="list-style-type: none"> It was decided that minute taking would be shared by members in meetings, as a way of sharing responsibility and a sense of ownership of the WG. TDH agreed to take the meeting minutes in the next meeting. 	TDH to take meeting minutes for the May monthly meeting	TDH
Next Meeting	17 May 2023, 2-4 PM. Venue (To be decided).		