

DATE & TIME	15th February 2023 2:00 – 4:00 pm	LOCATION	Offline: IRC field office, Cox's Bazar
CHAIRS	Melissa Bencik – CPSS Coordinator Taslima Begum – Save the Children		
PARTICIPANTS	Jannatun Tagrin Mohsina (CPSS), Taslima Begum (SCI), Debashis Das (WVI), Flora Jesmeen (UNICEF), Shanto Rakshit (Brac), Ariekeew Gashaw (UNHCR), Ohidul Quder (UNHCR), Jean Paul Benimana (UNHCR), Shajedul Islam (GNB), Rohimul Faruk (IRC), Safiya Khan (CODEC), Md. Rashadul Haque (CODEC), Swarna Chakma (TDH), TAHERIN Ummay Hafsa (IOM).		
AGENDA ITEMS	<ul style="list-style-type: none"> ○ Welcome ○ Action points from the previous meeting ○ Update on Rationalization (guideline for the case transfer) ○ Update of BID ○ CMTWG membership update ○ Voice from the field ○ Capacity building assessment ○ Update on CMTWG work plan ○ AoB 		
Previous Action Points		Status	Responsible
○ CPSS to add December data and prepare CPIMS+ factsheet		Done	CPSS KMO
○ IOM to share relevant materials regarding trafficking and CO-chair will circulate them with the Meeting minutes		Done	IOM
○ CPSS to develop a guideline on rationalization and CMTWG will be a part of that		Done	CMTWG
○ CMTWG to organize a meeting on 31 st Jan to develop a work plan		Done	CMTWG
○ Co-chairs will communicate with IRC to find out a date for the meeting		Done	CMTWG co-chair
○ Tagrin will review the CMTWG member list to check who is not attending regular CMTWG meeting.		Done	CPSS KMO
○ TDH to send CPSS mail regarding the safety concern of Case Worker		Done	TDH
○ To arrange a signing ceremony for DPISP		Done	Ongoing

AGENDA ITEMS DISCUSSION

AGENDA ITEMS	Main Points and Discussions	Action Points	Responsible
CPIMS+ updates	<ul style="list-style-type: none"> • CPIMS+ V2 is now operational • Data and trend analysis for CPIMS+ factsheet ongoing. While analyzing the data it has been found that in many cases basic information (location, age, care arrangement, protection concern etc.) is either missing or incorrectly captured. Supervisors should be monitoring information being recorded by case workers for accuracy, which is then being submitted to CPSS. • CPIMS+ Trend Analysis to be finalized by March 10th, 2023. • CPIMS+ analysis (Jan – Dec 2022) to be presented in the next CMTWG meeting • CPSS IMO to start soon 	CPIMS+ Data analysis to be presented in the next meeting	CPSS IMO
Rationalization Update	<ul style="list-style-type: none"> • CPSS Rationalization guideline has been drafted. The Case Management part was discussed thoroughly in the meeting and revised based on the feedback from the participants. The guidelines will be shared with all the CPSS partners and SAG to review. Upon the approval from SAG the guideline will be circulated and partners will start implementing them. CPSS IMO to support where needed the transfer process on CPIMS+ 	CPSS IMO to support any needed case transfer process on CPIMS+	CPSS IMO
Update on BID	<ul style="list-style-type: none"> • According to the CMTWG work plan UNHCR will present a regular BID update in the monthly CMTWG meeting. • UNHCR updated that a BID panel meeting was held in the last week of January to discuss three cases. • BID Panel meetings will be arranged monthly or ad hoc. At least three cases are expected to arrange a panel meeting. • Arikew is the focal person from UNCHR. • UNHCR to conduct a refresher training on BID for the CP case management partners by March/April. After completing the preparation, the invitation for the nomination will be circulated to all the Case Management Partners 	UNHCR to conduct a refresher training on BID for the CP case management partners by March/April	UNHCR
CMTWG membership	<ul style="list-style-type: none"> • According to the TOR the leadership and membership of CMTWG need to be updated yearly. 	CPSS to circulate an email asking the partners to nominate co-chair and	CPSS

	<ul style="list-style-type: none"> CPSS to send an email to ask partners to nominate suitable people for co-chair, as well as primary and secondary members for CMTWG. Partners are requested to go through the TOR of CMTWG and nominate the relevant person. 	primary and secondary names for membership for the CMTWG	
Voice from the field	<ul style="list-style-type: none"> Relocation process has been done from Zero line to different camps through transit center. UNHCR CP team, Save the Children and child protection focal points, were involved in this process to oversee the CP concerns. Few concerns arose during this relocation process, such as relocation happening late in the day when it was becoming dark unavailability of MHM kits for women and girls, an absence of Shelter structures at the camps where they have been relocated to, lack of coordination among the sectors etc. <p>Since at the Transit center CP team did not get adequate time to conduct CP assessment properly, the partners of the other camps need to reach out the families after relocation to conduct the CP assessment.</p>	CPSS partners to follow-up families who have been relocated and assess any CP concerns	CPSS partners and CPFs
Capacity Building Assessment	<ul style="list-style-type: none"> To assess the knowledge, attitude and skill of Case Workers, an online survey will be developed. The CMTWG co-chair to share a survey questionnaire by 23rd February CMTWG to include the assessment in the supervisors training too to assess their knowledge, attitude and skill. In some camps CIC's were asked to arrange more comprehensive training for them. CPSS to arrange training for RRRC staff, which is already included in the joint protection workplan. CMTWG will support any training as required. 	Develop and circulate the survey by 23 rd February 2023	CMTWG Co-chair
Update on CMTWG work plan	<ul style="list-style-type: none"> Revisit the CMTWG TOR and make any necessary revisions Work plan has been discussed and finalized 	To revisit the CMTWG TOR Share the Final workplan with the MM	CMTWG
AOB			
Next Meeting	15 th March 2023, In – Person, IOM CXB office.		

