

Meeting Minutes

LSDS Biweekly Coordination Meeting

Date: 8 February 2023

Location: UNHCR Meeting Room

Agenda:

- Introduction
- Presentation from UNHCR on Volunteer and Skills Development data sharing with GoB
- LSDS updates
- ISCG updates
- Presentation by Prottiyashi
- AoB

1) Participants (in alphabetical order): AAB, Agrajattra, BBC Media Action, CNRS, CORAID, COAST Foundation, DRC, FSS, FAO, HelpAge International, Helvetas Bangladesh, IOM, ISCG, Mukti Cox's Bazar, NGOF, OXFAM, Prottiyashi, Prantic, PIB, Shushilan, UN Women, UNFPA, UNHCR, UNICEF, WFP.

2) Presentation from UNHCR on Volunteer and Skills Development data sharing with GoB

- UNHCR provided an update on sharing Volunteer and Skills Development data with the RRRC. Sharing mechanisms are being developed and will include **two components**: an agreement between UNHCR and the Office of the RRRC, and a multilateral data processing agreement with organizations engaging volunteers and UNHCR. Data will be captured by UNHCR in ProGres, and access will be provided to the Government through the shared database. Please refer to the attached presentation slides for more details.
- UNHCR clarified that this will also cover host community data, but UNHCR will not be storing it but transferring it directly to the Government. Data collected on Skills Development will be specific to the beneficiaries of the Skills Development Programme as rolled out through the Livelihoods and Skills Development Sector. ISCG will continue collecting aggregated Volunteer data via the sectors.

3) LSDS updates:

- FSS and LSDS have completed Training Needs Assessment. FSS colleagues presented the summary of the assessment results at the meeting. In total 73 organizations (34 NNGOs, 23 INGOs, 13 UN agencies, 1 Private Company, 1 Public International Organization and 1 Social Enterprise) took part in the assessment. LSDS and FSS are jointly working on the training schedule for 2023 and will share the plan with the partners soon.
- The LSDS received 58 nominations from 14 partner organizations for LSDS Camp Focal Points. The Sector proposed division per camp following the methodology below:
 1. One partner should be focal for maximum two camps (exceptions will be considered in case of only 1-partner presence in a particular camp)
 2. There were 14 camps having only one partner present (among the said 14 camps, several partners have unique presence in more than one camp e.g. World Vision, NGO Forum, SARPV and CNRS have unique presence in three camps each). Sector took this fact into consideration, which resulted in the reduced number of overlapping camps and enabled assignment of two camps each to 14 partners, covering all together 28 camps.
 3. For the remaining four camps World Vision, NGO Forum, SARPV and CNRS focal points were assigned, based on their unique presence.

The responsibilities of the Camp Focal Points are:

- a) Represent LSDS at camp level coordination with CiC
- b) Coordinate with LSDS on any Livelihoods and Skills Development related issues
- c) Monthly meeting with LSDS
- d) Coordinate field visits to LSDS partner activities' sites once in a month

It should also be noted that all focal points will have to receive PSEA mainstreaming training in 2023.

- LSDS and FSS jointly held orientation sessions for the partners on 5W Response Tracker. As there was understandably some confusion about the areas of responsibility and activity breakdown of the two closely linked sectors, it was clarified during the meeting that LSDS will coordinate ALL OFF-FARM activities in Host and Local Communities, as well as in the Rohingya camps, while FSS will coordinate ALL ON-FARM activities in Host and Local Communities, as well as in the Rohingya camps – including Crop Agriculture, Fisheries, Livestock etc. FSS will also coordinate Food Assistance (all communities), School Feeding (all communities), and DRR/NRM (host and local communities only).

It is important to keep in mind the following:

- Host community = communities in Ukhiya and Teknaf
- Local community = communities in northern Upazilas, rest of Cox's Bazar District (outside JRP)

When conducting Cash Assistance such as cash for work, volunteer stipend, conditional cash, and unconditional cash – partners will report the activities to the sectors based on whether they were off-farm (LSDS) or on-farm (FSS), or any of the associated activities.

IMPORTANT NOTE: While Agricultural vocational skills training falls under the LSDS, as does all other vocational training, the subsequent activities related to utilization of the vocational skills in agriculture fall under the FSS!

- LSDS will disseminate the 5W tracker for annual plan submission from partners on 15th February and for monthly plan on 23rd February.
- LSDS Sector Coordinator reminded the partners of the importance of rationalization exercise related to Rohingya Refugee Response and invited partners to adhere to the principles as much as possible, stressing out that, while the Sector coordination structure is tasked with implementing rationalization principles, including tracking and managing partner presence in the camps, rationalization is the collective responsibility of all implementing and funding partners. Equally important would be for all the partners to seek advice and guidance from the Sector/respective WGs and the ISCG as necessary when deciding on/applying for funding as well as during the implementation. For the sake of efficient and effective coordination, the partners were reminded of the importance of updating the Sector on any partnership arrangements and providing other information that will assist the Sector in identifying gaps and avoiding overlaps.
- Sector strategy, annual plan and 2024 JRP planning: Sector Coordinator pointed out that, although the Sector strategy and 2023 annual plan are yet to be finalized, and considering the forthcoming 2023 JRP launch, it is time for partners to start thinking ahead – about 2024 and beyond. There are issues that will emerge only upon the 2023 JRP roll out, and it will be as equally important to capture lessons learned as to put more focus on the change the Sector will aim to achieve in the context of the protracted crisis. That would mean a great attention, when analysing/designing future projects/programmes, will be given to impact. In other words, the planning will need to consider changes in the conditions and/or quality of life of PiN rather than focusing only on the completion of activities. Many of this year's JRP projects/programmes are already capturing the change and the Sector will gladly provide technical guidance to partners who would like/need to align their interventions accordingly.

4) ISCG updates:

- ISCG has shared templates for 2022 and 2023 Financial Analysis with all appealing partners for their inputs by 19th February. ISCG will consolidate the data and share with sectors in March.

5) AoB:

- There was a proposal from some partners that focal points should be appointed for the Host Community as well. Some partners pointed out that there are already monthly coordination meetings organized by the UNOs at the Upazilla level (Ukhiya, Teknaf). Many LSDS partners are attending said coordination meetings and they can share updates during Sector coordination meetings. To conclude, further discussion, possibly with ISCG and other sectors, as well as similar experience and lessons learned sharing will be needed before final decision is reached.

Attachments:

- a) Presentation on Volunteer and Skills Development data sharing with GoB
- b) Presentation of Protyashi
- c) Training Needs Assessment summary
- d) Principles of Rationalization in the Rohingya Refugee Response in Bangladesh
- e) Camp Focal Points LSDS 2023

The next LSDS coordination meeting will be held on Wednesday, 22 February, from 14:30 to 16:00, at ISCG conference room, in person only.