



## GBV Sub-Sector Monthly Meeting Minutes - January 2024

<b>Date</b>	11 January 2023, Thursday	<b>Venue: UNFPA Conference Room</b>															
<b>Meeting Modality</b>	Hybrid meeting	<b>Time: 11.00 am to 1:00pm</b>															
<b>Chair</b>	Kristin Schmitz & Rebecca Nakaweesi Coordinator & Acting Coordinator Gender Based Violence-Sub Sector UNFPA, Cox's Bazar, Bangladesh	<b>Preparation of Minutes:</b> GBV SS Coordination Team															
<b>Partners present</b>	<p>GBV Sub-Sector (GBV SS) participants attended from the following organizations (as reported in the chat box):</p> <p><b>Online: Protection Sector (Irene Akissi Kouame), GBVSS IMO (Jay Tseng)</b></p> <p><b>In person:</b> CARE BD, UNHCR, Unicef, GUK, UNFPA, COAST Trust, Mukti Cox's Bazar, BNKS, IRC, PRANTIC, BRAC, IOM, PASEA Network, Plan International, Save the Children International, GNB, HAP, Oxfam, DRC, Caritas Bangladesh, JNUS, Action Aid Bangladesh (AAB), UN Women,</p>																
<b>Agenda</b>	<p><b>1. Welcome, opening remarks and introduction</b> Rebecca Nakaweesi, welcomed all the participants of the agencies to the January 2024 GBV SS Monthly Meeting. All participants introduced themselves on the eve of the first meeting of 2024.</p> <p><b>2. Documents for endorsement (by the GBV SS Coordinator)</b></p> <ul style="list-style-type: none"> <li>● <b>Final agenda (draft circulated for comments)</b> The GBV SS Coordinator presented the January 2024 draft agenda, circulated prior to the meeting for feedback. The agenda was adopted as final by consensus and endorsed by the GBV SS members.</li> <li>● <b>December 2023 GBV SS Monthly Meeting Minutes</b> Members also endorsed the minutes of the December 2023 GBV SS Monthly Meeting.</li> </ul> <p><b>3. Review of the action points:</b> The GBV SS Coordinator shared the progress of the December 2023 action points.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00B0F0; color: white;"> <th>Action Points</th> <th>Responsible person</th> <th>Updates</th> </tr> </thead> <tbody> <tr> <td>1. Banner review: GBV referral pathways and the GBV case management road map</td> <td>GBVSS - Rebecca</td> <td>Feedback collected, CMWG revising banners.</td> </tr> <tr> <td>2. English to Bangla and Burmese version of the banners of GBV referral pathways and the GBV case management road map.</td> <td>CMTWG/ IRC - Gladys</td> <td>Feedback collected, CMWG revising banners.</td> </tr> <tr> <td>3. IRC has a plan to prepare Case management guidelines for GDP and Persons with Disabilities for 2024.</td> <td>CMTWG/ IRC - Gladys</td> <td>CMWG has discussed in 14 Jan CMWG Monthly Meeting, updates will be provided on 12 Feb.</td> </tr> <tr> <td>4. Revise ToR of GBV case management Working Group membership criteria. There will be two people as members from each organization, prefer one from senior level of case management.</td> <td>GBVSS-Rebecca + IRC- Gladys</td> <td>CMWG has discussed in 14 Jan CMWG Monthly Meeting, updates will be provided on 12 Feb.</td> </tr> </tbody> </table>		Action Points	Responsible person	Updates	1. Banner review: GBV referral pathways and the GBV case management road map	GBVSS - Rebecca	Feedback collected, CMWG revising banners.	2. English to Bangla and Burmese version of the banners of GBV referral pathways and the GBV case management road map.	CMTWG/ IRC - Gladys	Feedback collected, CMWG revising banners.	3. IRC has a plan to prepare Case management guidelines for GDP and Persons with Disabilities for 2024.	CMTWG/ IRC - Gladys	CMWG has discussed in 14 Jan CMWG Monthly Meeting, updates will be provided on 12 Feb.	4. Revise ToR of GBV case management Working Group membership criteria. There will be two people as members from each organization, prefer one from senior level of case management.	GBVSS-Rebecca + IRC- Gladys	CMWG has discussed in 14 Jan CMWG Monthly Meeting, updates will be provided on 12 Feb.
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Cox's Bazar GBV Sub-Sector

<p>5. UNFPA to provide updates on Host community Referral Pathway with GBVSS to share</p>	<p>Enrica, UNFPA</p>	<p>GBV referral pathway union level "focal points" selection to be done based on the member nominations.</p> <p>A ToR was developed, but the process is not yet complete, shared with GBVSS members to comments in Q3 2023, GBVSS will recirculate for final comments &amp; focal point nomination</p>
<p>6. RI, DCA, AAB to send an official email to GBVSS on service changes in camps; including camp 17 facility handover request</p>	<p>RI, DCA, AAB focals</p>	<p>Shirin from UNHCR will share the update of their IP AAB and BRAC.</p>

#### 4. Operational updates

##### a) **Protection sector:** Irene from PS updated as below

- The Protection Sector monthly meeting was held with discussions focusing on the JRP 2024 update, Protection Security Analysis (PS-UNHCR-IOM-UNDP), elections of Majhis in Rohingya camps (UNHCR) and code of Conduct Refresher for volunteers/Additional Safeguards.
- The protection sector finalized and submitted the completed final PiN calculation, along with specific targets, to the ISCG this week.
- A meeting was held with all protection monitoring partners to include more information to the Protection Monitoring report including targeted killings, killings because of a crossfire incident or because of any other violent act and the profile of the victim (volunteer, Majhi, community leader, human rights defender).
- The Sector received a delegation from FCDO who wanted to discuss multiple agenda points including recent trends/changes in protection, funding for 2024, coordination with partners, and the rationalization process.
- The Sector discussed highlights from the Protection Monitoring reports, community consultations on adjustment of assistance packages and the Protection Security mapping with UNDP CARU, UNHCR and IOM, among other updates. The firewalled and critical activities were also discussed for prioritization of funding for 2024.
- The Sector had the monthly meeting with the ISCG, UNDP CARU, UNHCR and IOM security teams on the Protection/Security mapping. The final adjustment was made and the first are expected to be finalized at the end of January 2024.
- The last training for the year on Disability-Inclusive Disaster Response (DiDR) was organized by HI for any remaining Protection Focal Points (PFP) and PERU team members on 10-11 December 2023. The series of training has covered PFPS and PERU team members from all 33 camps and have significantly contributed to disability-focused response and reporting.
- The Sector received the draft MSNA factsheets shared by REACH for refugees and the host community. The factsheets include a summary of findings for revision by COB 13 December.

Participant Proposal: Female candidate for Mahji elections - a member suggested PS to conduct Community



Cox's Bazar GBV Sub-Sector

Consultation with women groups to explore their perception and interest to be considered as Majhi.

**b) Child Protection Sub Sector** (Rovaiya from CP SS presented the update) as below:

- CPSS conducted a two-day year-end workshop with CFPF on the 27th and 28th of December, 2023
- The CMTWG organized a year-end workshop with partners on the 20th of December, focused on sharing achievements and challenges.
- CPSS has completed the finalization of the CPSM to orient enumerators.
- CPSS is currently coordinating with partners to respond to the fire incident that occurred on the 7th of January in camp 5.

**c) GiHA Working Group**: Bilkish updated from GiHA WG

- GiHA WG held subsequent orientation exercises on gender responsive humanitarian programming on 15 November 2023 in preparation for JRP 2024.
- 16 days activism celebration with joint - collaboration GBVSS and GiHA WG ( 25 November – 10 December 2023).
- GiHA WG work plan for 2024 ( drafting in the process).
- GiHA WG & GFP participation during the JRP 2024 Peer review process from 19 -23 November 2023
- GiHA WG held a meeting on 13 Dec 2023, with a focus on the basic Gender with Age Marker in the JRP 2024 analysis and the peer review process.

**d) Case Management Working Group**: Ipshita from IRC/CM WG updated as below:

- Updates on Case Management banners
  - i) Comments are incorporated on the case management road map banner.
  - ii) Revision of case management road map banners.
- An orientation on GBV Case Management and GBVIMS has been conducted
- “Planning of AWP development of CMWG for 2024”.
- CMWG members list has been updated and shared.
- Discussion on developing ToR of CMWG membership criteria
- IRC will develop a prerequisite checklist for starting implementation of Case management

**e) PSEA Network**: Bora from PSEA network presented the update,

- PSEA Action Plan 2024 has prepared and shared with UNRC,
- ToR of PSEA Network, its focal person and PASEA network Co-Chairs revised,  
Training for 2024:
  - ToTs on “Saying no to sexual misconduct”and PSEA Mainstreaming
  - Training on “The rights and dignity of victims of SEA” and
  - Training to “GBV and CP Case Managers on referral of SEA survivors to services that are tailored to the needs of SEA survivors”will be provided in 2024,
- Sector Tip-Sheets: PSEA Network will develop Sector Tip-Sheets to ensure PSEA Mainstreaming.
- Investigation Capacity: PSEA Network will advocate and provide training to 20-30 Network Members in Quarter 1, 2024,
- Safe recruitments: Interpol/SOTERIA workshop and the next steps

**f) Prevention Working Group**: Shirin updated

- Structured prevention activities - progress
- Focal point nomination for Prevention WG
- 1. Selection criteria for the nominee



Cox's Bazar GBV Sub-Sector

- i. To be shared with GBVSS end of January (30th January)
    - Implementation of prevention activities
    - Others to be spelled out by Prevention WG
  2. After members receive the Prevention WG TOR & focal point criteria, all partners will be invited to send nominated personnel contact to: Shirin Aktar [aktars@unhcr.org](mailto:aktars@unhcr.org).
- g) JRP 2024 updates:** Jay IM Coordinator from GBVSS updated:
- **Monitoring framework** - indicator review
    - Outcome indicators: SAG meeting on 15 Jan
    - Activity/Output indicators: member review (link will be shared)
    - Women's leadership - strategy & outcome monitoring (UNW)
  - **New resources from the GBVSS** - to be shared after Protection workshop, second half of Jan 2024
    - JRP/non-JRP explainer (one-pager)
    - Rationalization field brief - for CFP & CiC
  - **Rationalization update**
    - JRP + non-JRP partners presence & recommendation support from GBVSS from Jan 2024 onwards
      1. Rationalized location by camp - contact GBVSS Coordinator & IMO
      2. Camp/block level demarcation meeting (Jan 2024, date TBD as per camp)
      3. Service activities: initiating or closing, to include GBVSS CiC engagement
- h) GBV Risk Monitoring Mechanism:** Jay updated:
1. Frequency: Quarterly (last: Oct 2023)
  2. Assessors:
    - Direct: CFP and NFC
    - Indirect: NFC through CFP consultation
  3. Methodology:
    - Field observation
    - Qualitative KII/FGD
    - Triangulation with GBVIMS data analysis, feeding into the Protection Monitoring report (quarterly) example
- Suggestions/ feedback from the members: GBVSS will organize a meeting on risk monitoring mechanisms along with Protection Sector, CPSS, PSEA network. Moreover will check with the Complaint Feedback & Response Mechanism of CCCM led by IOM and UNHCR.
- i) GBVSS Member survey 2024:** Jay IM Coordinator from GBVSS updated the member survey 2024
- Expectations/Support needs from GBVSS
    - Cox's & Field level coordination improvements, expectations; types of orientation, facilitation, trainings
  - Implementation survey: Program areas & activities
  - Capacity building events/ Training survey: Dates, Types, Targets, Locations, Trainers
  - GBV assessment plans
  - Focal points update/nomination: GBVSS overall, CMWG, Prevention WG, IMS TT
- j) CCPM (Cluster Coordination Performance Monitoring):** Jay IM Coordinator from GBVSS shared about survey in 2024
- **Objectives**
    - evaluates the effectiveness of operational coordination in line with the six core functions.
  - **Member's Evaluation on GBVSS' key function delivery**



Cox's Bazar GBV Sub-Sector

- 6 key sector functions + AAP  
(1) Support service delivery (2) Inform strategic decision making, (3) Plan and Implement global GBV strategies, (4) Response M&E, (5) Build national capacity, (6) Support advocacy; \* AAP
- **Expected outcomes**
  - Better support and service from GBVSS to you in 2024/2025
- **Rollout timeline**
  - End of January - survey invitation
  - February - feedback from you
  - April - analysis & stocktaking and consultative workshop with you

**k) GBV Referral pathway/eRPW V2 updates:** Jay IM Coordinator from GBVSS shared about the survey in 2024 and the update is as below:

- **Updates:**
  - Transition phase: Jan-Mar 2024
    - Update service information on 2 platforms:  
(1) eRPW (2) original referral pathway (email & links)
  - App feature update:
    - **Data Export in the requested format**  
The feature is ready and will be available next week, 17 January 2023.
    - **In-App Notifications:**  
This feature is awaiting a memory upgrade to increase the app speed and enable smooth flow of this feature, which is scheduled for next week; we anticipate it will be ready by 22 January 2023
- **Next steps:** Jan - March 2024
  - **Rollout support:** Assistance from GBVSS
  - **RP Improvement:** continuous feedback of implementation findings & revisiting implementation plan

#### **GBVSS member's service handover coordination**

- **Pending action from members: official letter to GBVSS**  
List of facilities initiating / ending services
  - Members handing over/ updating service points: DCA, RI, RTMI
    - Camp 17 & 26 (UNHCR - Relief International)
    - Nhila, Jalia Palon (UNICEF)
    - Others
- **Block demarcation meeting: Jan 2024 meetings in each camp**
  - **Objective:** to facilitate camp-wise partner operation site allocation (block/sub-block level)
  - **Process:** CFP will call for meeting with GBV actors in Jan 2024

#### **I) AOB**

- Kristin briefed the members regarding JRP retroactive stocktaking exercise, fund analysis, and Advocacy Song Sheet.
- Alamgir, NFC of GBVSS, briefs the field level coordination challenges related Need Assessment and block demarcation including new spaces allocation issues. He in favor of GBVSS ask agencies to follow RRRC official memo issued on Nov'22.
- 2024 GBVSS AWP meeting - invite sent for 15 Jan'24.
- Fire response updates: Till 10 January 2023, GBVSS coordinated the distribution of 754 Dignity kits through



Cox's Bazar GBV Sub-Sector

IRC (Nari Maitree): 300 and Mukti (UNFPA): 454.

- Service audit & comprehensive GBV assessment - external consultant (Q2-Q3) to be hired.

### 9. Closure of the meeting

Finally, Rebecca Nakaweesi thanked all participants for their active participation and closed the meeting while Kristin, new GBVSS Coordinator, thanked all participants and wished to collaborate onward.

SL	Action Points	Responsible person	Progress
1	<p>Member Survey</p> <ul style="list-style-type: none"> <li>• draft to be sent for 1-2 day member review, then to be sent for input within next week</li> <li>• CM/Prevention WG focal nomination/revision to be a part of it</li> </ul>	GBV SS - Jay	Done
2	<p>Prevention WG indicators discussed. Focal point nomination criteria recommended</p>	GBVSS - Jay	Done
3	<p>GBV Risk Monitoring mechanism</p> <ul style="list-style-type: none"> <li>• Jay to share FGD Tool (GBVSS) to be shared for PSEA Network input</li> <li>• Jay to liaise with Kai, IRC, UNHCR, IOM, PSEA to share with GBVSS their respective risk assessments that may be existing data sources to feed into GBV risk monitoring (avoid duplication with existing Protection Monitoring efforts)</li> </ul>	Jay  Kristin	<p>GBVSS will continue the existing quarterly CFP GBV risk FGD + GBVIMS analysis for risk monitoring.</p> <p>Other collaborations are yet to be discussed after reassessing the info needs for GBV risk monitoring in 2024</p>
4	<p>Service Audit</p> <ul style="list-style-type: none"> <li>• GBVSS to finalize Service Audits report in Jan/Feb,</li> <li>• re-share dashboard link</li> </ul>	By Jay	Done
5	Recirculation of RRRC Office Memo regarding coordination between agencies and Sector/Sub-Sector both CXB and Camp level	By Alamgir/Jay	Done
6	CMWG to update progress in Feb Monthly Meeting	CMWG	Feb monthly meeting to update
7	Child protection to share year-end workshop findings with GBVSS	CP Rovaiya	Pending CPSS



Cox's Bazar GBV Sub-Sector

8	GiHA focal point to share GiHA's changes in coordination structure/ personnel	GiHA Bilkish	Done
9	JRP Monitoring Framework activity/output indicator to be shared for member endorsement	Jay	Prevention WG reviewing the indicators, 5W to be shared after 12 Feb meeting
10	CCPM survey to be sent to partners end of Jan	Jay	Done
11	2024 GBV Rationalization matrix, field brief, JRP explainer to be shared with partners next week	Jay	Done
12	HC referral pathway <ul style="list-style-type: none"> <li>UNFPA/ GBVSS to recirculate for final comments &amp; upazila/union level focal point nomination</li> </ul>	Eumna, Enrica	To be updated in today's AOB