



IYCF-E TWG Monthly Meeting

26th February 2025, Time: 11.00 am to 1.30 pm, Venue: NS Conference Room and MS Teams

Meeting minutes

Chair: Sadia Islam, Save the Children

Co-Chair: Ariful Kabir Sujan, Gonoshasthaya Kendra

Note taker: Coordinator - Nutrition, Sadia Islam, Save the Children.

Agenda

Welcome and introductions

Approval of the provisional agenda

1. Review of the action points from the previous meeting (20minutes)
2. Modality to incorporate the Child Functioning Module in community outreach services (20 minutes).
3. Review of SCI ToT proposal (20 minutes).
4. Performance review of TWG (20 mins).

AOB –

- Update on modified recording and reporting tools on IYCF-E.
- Contextualize SoP for IYCF-E.

1. Welcome and introductions

TWG members are known as per the list.

2. Approval of the provisional agenda

Approved by all.

3. Review of the action points from the previous meeting

Action point	Focal point/ agency	Timeline	Status
1. Update from the taskforce SOP for NBF child management, SOP for nutrition education session. Training PPT	Small group	-	Completed
2. IYCF reporting guideline for 2025	UNICEF and TWG		Completed
3. SAG endorsement on one pager of IFA blanket distribution – update.	UNICEF		TWG shared the updated document with NS again for SAG endorsement.
4. MtMTSG draft guideline	TWG		TWG will share document with sessions



5. WFP will share Nutrition and Health education session SBC/IEC materials	WFP	Q1s	Completed. WFP completed the mapping of 7 session card using in the Nutrition-Health Education Session which is already in place at every INF
6. PW and IYCF-E register book, IYCFE Full assessment form modification - update	TWG		Completed The tools already shared with IPs by NS for printing after accommodating all the observations, feedback collected from members.

1. [Main agenda items]

<i>Action points</i>	<i>Focal point/agency</i>	<i>Timeline</i>
<p><u>Modality to incorporate the Child Functioning Module in community outreach services –</u></p> <p>The Child Functioning Module is the assessment tool of persons with disability of 2-4 years children’s contents 15 questions. To roll out this tool in the community outreach services, members discussed and agreed for 7 days piloting to measure the time consumption to complete the module with other activities like Washington questionnaire, PLW home visit and messaging. The Community outreach supervisor will visit 10 HH/day with the volunteer, and s/he will count the time for each of the activities including the travel time of INF to HH and HH to HH.</p> <p>IPs are selected the site for the piloting – CWW – Camp 14 site 2 and Camp 24 GK – KTPRC and Camp 4 site 1 SHED – Camp – 18 and Camp 9 site 2.</p> <p>The piloting will continue for 7 days and IPs will update accordingly for the next discussion.</p>	<p>TWG Members and IP</p>	<p>Next week 2nd Feb to 7 days.</p>
<p><u>Review of SCI ToT proposal</u></p> <p>For arranging the ToT SCI submit a proposal in collaboration with UNICEF. Members evaluate and discuss regarding the present and upcoming need of the NS. Listed objectives of the ToT –</p> <ul style="list-style-type: none"> ➤ To create a trainer’s pool for the NS. ➤ To boost the communication and training skills (overall). ➤ 3-days and 1-day training outline/module preparation based on current technical challenges, gaps and need. <p>Target Audience – 3 persons from each organization 1 person from ACF, Friendship, Brac, HI.</p>	<p>TWG, IPs, TWG members and NS</p>	



<p>TWG will share a live link to capture the field level technical challenges from IPs (NSS and Counselors). Members will give the instruction and take points from field as per the meeting discussion.</p> <p>In the SCI next formal meeting of Global backstop, TWG will join meeting with the NS.</p>		
.	N/A	N/A
<p><u>Performance review of TWG</u></p> <p>Based on the workplan 2024, TWG completed most of the task listed, a very few is in the pipeline and ongoing. Next meeting can be preferable to discussed this if members agreed.</p>		
<p><u>AOB:</u></p> <p><u>Update on modified recording and reporting tools on IYCF-E.</u> Addressed in the Section 3. Review of the action points</p>		
<p><u>Contextualize SoP for IYCF-E</u></p> <p>All members agreed to develop a SoP of the IYCF-E intervention for the context in needed based on the National Guideline of IYCF. It will be the next meeting agenda.</p>	TWG, Members, UN and NS	Next meeting

Participants (Organizations name in alphabetical order)

Organisation	Name of participant	Email address	Phone number
CWW	Nura Nusrat Jahan	nura.nusrat@concern.net	
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