

GiHA WG February 2025 Monthly Meeting and IWD Task force meeting Notes

Date & Time: Thursday | 27 February 2025 | 03:30 PM - 5:00 PM

Location: ISCG Conference Room, Cox's Bazar

Attendees: Representatives from ISCG, Sectors/WGs (GVBSS), organizations (ActionAid Bangladesh, BRAC, GUK), WLO/WRO (RTMI, BTS, SKUS, BNPS, JNUS), UN Agencies (UN Women, ILO, WFP, UNFPA, UNFPA, IOM) and IWD Task force.

Agenda:

1. Introduction
 - Welcoming
2. IWD 2025
 - IWD 2025 final walkthrough
 - Budget finalization
 - Participants finalization
 - Feedback on camp-level consultation
3. Gender Data Taskforce and upcoming gender analysis

Agenda	Summary / Action Points
Welcome and introduction.	<p>1. Introductions</p> <p>Mehbuba Jabin, GiHA Coordinator for the ISCG Gender in Humanitarian Action Working Group (GiHA WG), extended a warm welcome to all members in her opening remarks. All the members have given their brief introduction including members joined online. Mehbuba Jabin briefly introduced the agendas before starting the discussion.</p>
December meeting notes	<p>Meeting notes have been shared with the members and after their feedback it will be uploaded on the website.</p>
International Women's Day 2025	<ul style="list-style-type: none"> • GiHA coordinator started the discussion with the update from the IWD taskforce members about the camp level consultation programs. • Then the event management related issues were discussed, and new members were added in the team. • New member added in the communication team. • Food committee has been established. • Detailed budget related issues were discussed. • Guest list related issue was discussed and every IWD TF members are invited along with limited guest from each contributing organizations. A google excel sheet will be shared to input each organizations guest numbers. <p>Action Points:</p>

	<ul style="list-style-type: none"> • Everybody will submit the camp-level consultation findings within 27th February 2025. • Every contributing agencies will confirm uploading their logo within 2nd March 2025 and Shana bhai will provide the logo banner to Dalim apa on the same day. • All banners will be hanged in RRRC office in the evening of 4th March 2025. Dalim apa will coordinate this. • Saima Apa will provide the 1000 posters at 2 pm, 4th March 2025 at ActionAid Office, Cox’s Bazar. • Monika Apa will provide the 150 handmade notebooks at 2 pm, 4th March 2025 at ActionAid Office, Cox’s Bazar. • The goodie tote bag including an uttorio, a handmade notebook and a poster will be packed at ActionAid Office by the supervision of Dalim apa and Dalim apa will be responsible to reach the 150 goodie bags at the RRRC office before the event. • Dalim apa will provide 50 plain notebooks to Monika apa on 2nd March 2025. • Monika Apa will coordinate for the notebooks with other contributors. All contributor’s list has been updated in the google live sheet. • Shana bhai will make a food item list and share with the GiHA team on 2nd March and will coordinate with all the contributors to arrange the foods. Food committee will be responsible for reaching the foods at the venue and distribution. • A live sheet on guest list will be shared on 2nd March to fill out by the TF members about how many people from their organization will be attended. TF members will fill out the sheet within the same day to finalize the guest list. • An attendance sheet with food and gift check will be made before the main event. Event management team will be responsible to fill out the attendance sheet and distribute the goodie bags.
<p>AOB</p>	<p>For further information, please contact Mehbuba Jabin, GiHA Coordinator, ISCG. Email: mehbuba@iscgcb.org Afzal Hossain, Knowledge and Information Management Officer, UN Women. Email: afzal.hossain@unwomen.org</p>

Annex 1: Participant's List

SL	Name	Organization	Designation	Phone/WhatsApp
01	Dalim	ActionAid Bangladesh	Project Manager	01308524526
02	Oshin Chakma	ActionAid Bangladesh	Coordinator -Protection and livelihood	01673755318
03	Shati Richil	UN Women	GFO	01717438349
04	Monika	RTMI	Project Coordinator	01830259740
05	Fahmida Akter	BTS	Project Officer	01827329075
06	Saima Yasmin	BRAC	Project Manager	01833301665
07	Magfuzur Rahman	UNW	Comms	01918505009
08	Humayun Khan	ILO	Comms	01730773866
09	Md. Fakhrul Islam	WFP	PA (Gender and Inclusion)	01717537191
10	Ismat Jahan	SKUS	LTP Expert	01881177153
11	Md. Alamgir Quaderi	GVBS	NFC	01817743454
12	Subarna Saha	UNFPA	Program Specialist-Gender	
13	Hasina Momtaz Lovely	BNPS	TO	01772951170
14	Dr. Eumna Rahman	UNFPA	NFC-GVBS	01887921644
15	Shanta Dey	IOM	GVB Coordinator	01834886337
16	Bimola Bala	GUK	PC	01717138700
17	Sheuly Sharma	JNUS	ED	01823929075
18	Md. Tanvir Islam	BRAC	PC- Protection	01717966021

Annex 2: Committees, responsibilities, and time frame

Name of the members	Responsibilities	Timeframe
“Checklist for CIC discussion” Committee		
<ol style="list-style-type: none"> 1. Shati 2. Alamgir 3. Shanta 4. Oshin 5. Saima 	Members will sit together and produce a checklist for the discussion with CICs to find out the present gender disparities, norms, gaps etc. and discover the good practices.	The committee will share a draft copy of the checklist within 6th February 2025
Concept Note Committee		
<ol style="list-style-type: none"> 1. Kanta 2. Shana 3. Fakhrul 4. Eumna 5. Fahomida 6. Mehbuba 	Members will contextualize the theme for Cox’s Bazar and translate for the local use. They will be responsible for the concept note of IWD 2025.	The committee will share a draft copy of the concept note within 9th February 2025
Stakeholder Liaison Group		
<ol style="list-style-type: none"> 1. Moury 2. Alamgir 3. Jiku 4. Dalim 5. Monika 	Members of this group will be responsible for the communication with all the Govt. and other agencies. They will communicate with other teams for better coordination.	This committee will be active till the observation of IWD 2025 and will assure the necessary documents like invitation letter for RRRC and other relevant agencies.
Overall Management Committee		
<ol style="list-style-type: none"> 1. Afzal 2. Dalim 	Members of this group will coordinate will all other groups for the successful completion of the programs.	The timeframe is till the completion of the IWD 25 observation
Event Management		
<ol style="list-style-type: none"> 1. Tanvir 2. Bimola 3. Saima 4. Alamgir 5. Monika 6. Humayun 	Members of this group will be responsible for managing the event will be hold in RRRC Office. Event management team will be responsible to fill out the attendance sheet and distribute the goodie bags.	The timeframe is till the completion of the IWD 25 observation
Communication Team		
<ol style="list-style-type: none"> 1. Shana 2. Shanta 3. Humayun 	This team will be responsible for all the IEC materials. They will design the banners and other visibility materials coordinating with other committees.	Visibility items decided for now: <ul style="list-style-type: none"> • Tote bag with zipper. • Scarf (for Rohingya women)

		<ul style="list-style-type: none"> Handmade Diary (Cox's Bazar) <p>Other items will be added or decided on later meetings.</p>
Food Committee		
<ol style="list-style-type: none"> 1. Alamgir 2. Shana 3. Hasina Akter Jahan 4. Ismat Jahan 5. Halima 	<p>This committee will be responsible for all the food related activities.</p>	<p>Will decide the menu on 2nd March and share with the GiHA team.</p>
Budget Management Team		
<ol style="list-style-type: none"> 1. Shanta 2. Deea 	<p>The committee will be responsible for all kind of budget management.</p>	<p>The timeframe is till the completion of the IWD 25 observation</p>