



IYCF-E TWG Monthly Meeting

24th June 2025, Time: 10.30 am to 12.00 pm, Venue: NS Conference Room and MS Teams

Meeting minutes

Chair: UNHCR

Co-Chair: Gonoshasthaya Kendra

Note taker: Sharmin Rahman-Nutrition Expert – GK, Afrin Mortaza- UNHCR.

Agenda

Welcome and introductions

Approval of the provisional agenda

1. Review of the action points from the previous meeting
2. Finalize the ToR of IYCF-E TWG 2025
3. Finalize the Workplan for 2025
4. Discussion on Contextualize SoP for IYCF-E
5. SoP of CFM
6. ECCD and PSS programming in INF
7. AOB

Welcome and introductions

TWG members are known as per the list.

1. Approval of the provisional agenda

Approved by all.

2. Review of the action points from the previous meeting

Action point	Focal point/age ncy	Timeline	Status
1. Update Child Functioning Module Piloting and request CMAMTWG one pager SOP for CFM	Nutrition partners		GK compiled the update from nutrition sectors partners and shared with lead of TWG. IYCF-TWG will send email to CMAMTWG for SOP of CFM.
2. Update the ToR of IYCF-E TWG 2025.	TWG		Finalized and shared with Sector.
3. Finalize the Workplan for 2025	TWG		Work is ongoing and will be finalized and shared with the sector.
4. Discussion on Contextualize SoP for IYCF-E	TWG		TWG will share again for review
5. ECCD and PSS programming in INF	TWG		TWG will send email to UNICEF to share the standard SOP/guideline and tools for



			ECCD and PSS component to review and harmonized for all partners.
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1. [Main agenda items]

Action points	Focal point/agency	Timeline
Child Functioning Module (CFM) Piloting and Updates GK compiled the update from nutrition sectors partners and shared with lead of TWG. IYCFTWG will send email to CMAMTWG for SOP of CFM. Based on the meeting discussions, a one-page Standard Operating Procedure (SOP) for the CFM needs to be developed. This draft SOP will be reviewed by the CMAM Technical Group. The IYCFTWG Chair will send an email to the CMAM Working Group requesting the preparation of this SOP.	TWG Members and IP	Next week 14 th July
<u>Review of SCI ToT proposal</u> 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. From IYCFTWG GK shared the ToT proposal with Nutrition Sector coordinator Kibrom. After receiving feedback from Kibrom, Dr. Arafat, from Save the children will organize a meeting to plan the ToT training.	TWG members and NS	Discussion On going
<u>Update the ToR of IYCF-E TWG 2025</u> The ToR for the IYCF-E Technical Working Group (TWG) for 2025 was shared by Afrin and, after review and feedback from all TWG members, the final ToR was submitted to the Nutrition Sector.	TWG members and IPs	Completed
<u>Workplan for 2025</u> The Chair of the IYCFTWG will share the 2025 work plan with implementing partners by 15th July for their review, input, and feedback.	TWG members and IPs	15 th July
<u>Contextualize SoP for IYCF-E</u> All members agreed to develop a context-specific Standard Operating Procedure (SOP) for Infant and Young Child Feeding in Emergencies (IYCF-E) interventions, based on the national IYCF guidelines and a review of previous documents. The Technical Working Group (TWG) will focus on reviewing and developing SOPs for the following seven thematic areas: <ol style="list-style-type: none"> 1. SOP for IYCF-E Programming 2. SOP for Cooking Demonstrations 3. SOP for Health Education Sessions 4. SOP for Mother-to-Mother Support Groups (MTMSG) 5. SOP for Adolescent Sessions 6. SOP for Non-Breastfed Infant (NBF) Management 7. SOP for Father Support Groups The IYCF TWG will share a link or folder containing all relevant documents for input and contribution toward finalizing the SOPs. It was decided that 3-4 members from each organization will select one	TWG, Members, UN and NS	3 rd Week of August



<p>thematic area to work on in order to avoid duplication. Draft SOPs will be shared with all members for review and feedback.</p> <p>The IYCF TWG lead will send out an email to initiate these activities as soon as possible. Once partner availability is confirmed, each group will begin working on their assigned thematic area and submit the drafts to the IYCF TWG for review. All SOPs should be finalized and endorsed by the third week of August.</p> <p>In addition to the SOPs, members also discussed harmonizing flip charts and posters.</p> <p>It was also decided that TWG members will discuss activities for World Breastfeeding Week during the next TWG meeting.</p>		
<p>ECCD and PSS programming in INF</p> <p>As UNHCR implementing partner INF has not yet conducted any training for their IPs and the guidelines remain not finalized, the TWG requested UNICEF to share its guidelines, reporting templates, and record-keeping documents of ECCD and PSS programming to review and orient their IP staff. UNHCR will coordinate separately with this issue.</p>	UNHCR, UNICEF	15 th July

Participants (Organizations name in alphabetical order)

Organisation	Name of participant	Email address	Phone number
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