



IYCF-E TWG Monthly Meeting

29th May 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: Afrin Mortaza- UNHCR, Sharmin Rahman-Nutrition Expert - GK.

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/ agency	Timeline	Status
1. Update Child Functioning Module Piloting and request CMAMTWG one pager SOP for CFM	Nutrition partners		GK will compile the update from nutrition sectors partners will send by 5 th June. IYCFTWG will send email to CMAMTWG for SOP of CFM.
2. Update on ToT on IYCF-E	IPs, UN		Discussion on-going and TWG will share details update
3. Update the ToR of IYCF-E TWG 2025.	TWG		Finalized
4. Workplan for 2025	TWG		Finalized
5. Discussion on Contextualize SoP for IYCF-E	TWG		TWG will share again for review
6. 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
<p>Child Functioning Module (CFM) Piloting and Updates</p> <p>The piloting will run for 7 days. Nutrition partners, including GK and CWW, are expected to provide their updates by 3rd June and GK will share the partners update by 5th June.</p> <p>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.</p>	TWG Members and IP	Next week 14 th June.
<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. 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.</p>	TWG members and NS	Discussion On going
<p><u>Update the ToR of IYCF-E TWG 2025</u></p> <p>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.</p>	TWG members and IPs	15 th June.
<p><u>Workplan for 2025</u></p> <p>The Chair of the IYCFTWG will share the 2025 work plan with implementing partners by 05 June for their review, input, and feedback.</p>	TWG members and IPs	05 th June
<p><u>Contextualize SoP for IYCF-E</u></p> <p>All members agreed to develop a context-specific SOP for IYCF-E interventions, based on the national IYCF guidelines. A new home-visit checklist for volunteers will be developed, and the CMAM checklist will be reviewed and updated to include items on responsive feeding, SBCC, and mother-to-mother support group sessions.</p>	TWG, Members, UN and NS	Next meeting
<p><u>ECCD and PSS programming in INF</u></p> <p>As UNHCR's implementing partner INF has not yet conducted any training for its IPs and the guidelines remain unfinalized, 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.</p>	TWG, Members, UN and NS	Next meeting



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