NS SAG MEETING

UNICEF Office | 12 November 2026 | 2:30 PM– 5:00 PM

Cox's Bazar, Bangladesh NUTRITION SECTOR

Meeting Minutes

Chair: Owen White Nkhoma, PhD; OiC Nutrition Sector Coordinator
Note taker: Suparna Das Toma, UNV Nutrition Officer, NS
Participants: Concern, GK, SHED, UNHCR, UNICEF and WFP. See Annex 1 for detailed participant list.

Welcome and Introductions

The meeting commenced with Owen White Nkhoma welcoming participants to the Nutrition Sector SAG Meeting followed by a brief introduction and transition to the main agenda.

Agenda

1. Review and endorsement of the proposed staff salary scale and HR structure revisions.
2. Decision on TWG activation (CMAM and IYCF)

Discussion points:

1. Review and endorsement of the proposed staff salary scale and HR structure revisions.

- ✓ Following requests from partners during the previous NS Coordination Meeting to review the harmonized salary structure in light of rising inflation and the increasing cost of living, the Nutrition Sector established a dedicated Task Force to review the existing salary structure, which was last revised in 2024. The Task Force was led by SHED, with one representative from each organization as a member. Upon submission of the final recommendations and supporting documents to the Nutrition Sector, the SAG meeting was convened to review and endorse the proposed adjustments.
- ✓ The Task Force presented its proposal to the NS SAG, outlining the rationale for the salary revision and presenting three potential increment scenarios (5%, 10% and 20%), along with a summary of the overall financial implications of each option.

5% increase

	Change per Unit	Unit	Total Change (USD)
Increase at INF	2,131.44	30	63,943.16
Increase at PHNC	3,100.27	12	37,203.29
Increase at Management level	9,591.47	3	28,774.42
Increase at Roster INF	484.42	1	484.42
			130,405.30

10% increase

	Change per Unit	Unit	Total Change (USD)
Increase at INF	4,311.32	30	129,339.58
Increase at PHNC	5,328.60	12	63,943.16
Increase at Management level	13,854.35	3	41,563.06
Increase at Roster INF	1,017.28	1	1,017.28
			235,863.07

15% Increase

	Change per Unit	Unit	Total Change (USD)
Increase at INF	6,503.31	30	195,099.31
Increase at PHNC	7,544.81	12	90,537.70
Increase at Management level	14,023.90	3	42,071.69
Increase at Roster INF	1,562.25	1	1,562.25
			329,270.95

Note: 28 CXB INF & 2 BC INF

The Task Force recommended a 10% salary increase across all staff categories, including field-level and project management personnel, ensuring that no individual increment would be less than 5%.

- ✓ The discussion also considered the JRP 2027, with an overall sector budget of USD 31.1 million. It was emphasized that any proposed salary adjustment should remain within the resources submitted under the JRP. Following an in-depth discussion, SAG members were invited to vote on the proposed salary increments options. Following the voting process, majority of the SAG members endorsed a 10% salary adjustment based on the previously agreed harmonized salary structure. It was further agreed that the harmonized salary structure would be reviewed every two years, with recommendations finalized ahead of the JRP planning process. Accordingly, the next review will take place in 2028 for JRP 2029.
- ✓ The **staffing structure for the integrated PHNCs** was also discussed. It was noted that PBW services were initially planned to be delivered by midwives under the Health Sector, and therefore no dedicated Nutrition Sector staff had been included for this component. However, significant challenges have emerged in maintaining the caseload and ensuring adequate service delivery. Following discussions on the ongoing challenges, the Health Sector recommended recruiting additional midwives and a limited number of volunteers through Nutrition Sector partners to support nutrition service delivery for PBW under the ANC/PNC component. The Task Force subsequently recommended retaining **one dedicated PBW Nurse** at each PHNC by **replacing one Registrar position**, without increasing the overall number of staff agreed with the Health Sector. This recommendation is aligned with the existing INF staffing structure and Health Sector requirements, while ensuring continuity and quality of services and adequate attention to the specific nutritional needs of PBW. SAG members agreed to the proposal.
- ✓ The Task Force also recommended introducing two volunteer positions to cover the responsibilities currently assigned to the Registrar. However, the discussion and decision on these additional volunteer positions were deferred for further consultation with Nutrition Sector partners.
- ✓ **Final PHNC staff** for facility and community level will be as follows as agreed in the meeting-

Staff in integrated model (Facility + community)	Number
Nutritionist	1
Nurse (OTP/TSFP)	1
Measurer	2
IYCF counsellor	1
Nutrition commodity assistant	1
Registrar	1
Nurse (<6 M Child & and PBW Management)	1
Community Nutrition Supervisor	1
Total	**9**

There will be 3 facility level volunteers which are-

Volunteer in integrated model (Facility)	Number
PBW measurement Volunteer	1
Food distribution point volunteer	1
Crowd control volunteer	1
Total	**3**

- ✓ SAG members further proposed organizing a joint workshop involving the Health Sector, Health Sector partners and Nutrition Sector partners managing the integrated PHNCs to discuss implementation challenges and reach a common understanding of the proposed

recommendations. **The workshop is tentatively planned for January 2027**, following three months of implementation of the integrated service delivery model.

2. Decision on TWG activation (CMAM and IYCF)

- ✓ It was noted that all TWGs under the Nutrition Sector were dissolved in 2025 following a directive from RCP. However, several emerging technical issues have recently required in-depth discussions including for example the decreasing number of admissions in Stabilization centres and number of child deaths, which have increasingly been accommodated within the regular NS Coordination Meetings. This has resulted in a highly packed agenda, time constraints, and recurring deferral of technical discussions, affecting the effective use of coordination time and resources.
- ✓ During the NS Coordination Meeting, it was therefore proposed to reactivate the TWGs, particularly the CMAM and IYCF TWGs, to facilitate focused technical discussions within smaller working groups, enabling key technical and programmatic issues and recommendations to be brought to the NS Coordination Meeting for discussion and decision-making.
- ✓ SAG members were invited to share their views on the proposed reactivation. Considering the reduced number of partners and the current human resource constraints, it was suggested that **the existing CMAM TWG be reactivated with an expanded mandate to also address IYCF-related technical issues**, rather than establishing separate working groups. SAG members agreed with the proposal.
- ✓ It was further agreed that the previous leadership arrangement would remain unchanged, with UNICEF as the Lead and WFP as the Co-Lead. The NS Coordination Team will communicate with RCP regarding the proposed reactivation of the TWG.

Action points:

Action point	Focal point/agency	Timeline
Implement the SAG-endorsed 10% adjustment to the harmonized salary structure across all staff categories	NS partners	Effective January 2027
Incorporate one dedicated PBW Nurse position at each integrated PHNC by replacing one Registrar position, maintaining the overall agreed staffing number.	NS partners	Effective January 2027
Further discuss the proposition of additional volunteer positions to cover the responsibilities	NS	To be discussed
Organize a joint workshop with the Health Sector, Health Sector partners and Nutrition Sector partners managing integrated PHNCs to review implementation challenges and agree on recommendations for improving integrated service delivery.	NS and HS	January 2027
Communicate with RCP regarding the proposed reactivation of the CMAM TWG with an expanded mandate to cover IYCF-related technical issues	NS	ASAP

Annex 1: List of Participants

Name	Organization	Email
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For more information: Nutrition Sector (NS)
Website: https://rohingyaresponse.org/sectors/coxs-bazar/nutrition/