

UN BANGLADESH

CYCLONE CROSS-SECTOR COORDINATION

MEETING MINUTES

Location: 12th floor, IDB Bhaban, Dhaka.

Present:

Jan Kellett, RCO
Rune Brandrup, RCO
Mamunul Khan, UNDP (Env ER WG)
Enamul Haque, WHO (Health cluster)
James Barron, UNICEF (WASH cluster)
John McHarris, WFP (Food cluster)
Maria Katajisto, WFP (food cluster)

Nurunnabi Khan, ILO (ER WG)
Mozharul Huq, UNDP (shelter cluster)
Steven Goldfinch, UNDP (shelter cluster)
Barbara Atherly, UNICEF (edu Coord)
Mariko Sato, Un-Habitat (shelter cluster)
Not Present: FAO

1. Introduction

Members of the group were introduced. Key tasks for the meeting were introduced by the RCO a) the forming of a revised sector coordination system as the basis for transition from relief to recovery, b) the need to produce a UN-specific Early Recovery document.

Several members of the meeting as well as the chair recognized the often-difficult nature of this transition and it was agreed to move forward together.

2. Cluster Structure Terms of Reference

Firstly the RCO informed the cluster and sector members that a green light had been given by the Resident Coordinator to start the process of transitioning the cluster group system to working-groups, reflecting the need to focus more on recovery issues rather than relief.

The clusters and technical working groups (from early recovery assessments) will now evolve into "Sidr transitional working groups"

The implementation of early recovery activities would become a prime focus for this structure but in addition to this other aspects of responsibility would remain: residual humanitarian issues, ongoing gap analysis, preparations for the monsoon season.

The RCO had prepared and circulated the bare outline of a Terms of Reference for the structure as a whole, the inter-sector aspect, as well as the sector groups. These were generally agreed upon but their lack of comprehensiveness observed. It was agreed the inter-cluster group would draw up a formal Terms of Reference for all aspects of the system.

Action-Point: The RCO shall forward the TOR used in Pakistan/Jogykarta for comments by the end of the week. At the next meeting this shall be on the agenda.

It was further agreed that the Sidr Transitional Working Group (STWG) will have an inter-group coordination forum (STWG – F) and that although this be an internal cross-sectoral UN meeting key representatives be brought in to ensure the UN is not seen to be insular and avoiding consultation. It was recommended that 1 representative from the International NGOs, 1 from the national NGOs, one from IFRC and one from the GoB. The forum will be chaired by the UN RCO:

- Regular monthly meeting are envisioned. Additional meeting may be called if the situation demands it.
- The forum will be responsible for writing the UN ER framework.
- The STWG leaders will link with relevant LCG subgroups to ensure continuation of ER activities into recovery and rehabilitation. Recommended that the forum will call at least one midway and one end DER meeting to report/inform/scrutinize/discuss ER activities.
- STWG leaders will be responsible for ensuring NGO input into STWG forum activities.
- All STWG Early-Recovery programming activities will be concluded by end 2008.
- The STWG leaders will be responsible for identifying GoB focal points. In some cases the focal point from ER assessment TWG may suitable or co-leaders of the relevant clusters.

Action-Points: RCO to work with key partners from NGO, government as part of development of the working-group structure. This will include obtaining input, into the development of the transitional working-group structure, formal and informal support where appropriate and the bringing in of external-UN member to the inter-sector forum.

3. Clusters needed as part of the Revised Structure

The RCO recommended the following STWG be set up without any major issue:

- Shelter (UNDP lead)
- Food Security (WFP lead)
- Health (WHO lead)
- WASH (UNICEF lead)
- Education (UNICEF lead)

This was agreed. Long discussion ensued about the remaining sectors of activity the UN is involved in.

As FAO was not present it was decided a separate meeting would be arranged between the RCO, FAO, ILO and UNDP to see whether it would be appropriate to have one or two groups covering Livelihoods and Agriculture.

Action Point: Steven of UNDP to arrange livelihoods/agriculture meeting following Monday.

DRR and Environment would not require a working-group at this point (although the system will be flexible to incorporate one should this become necessary. However focal points for the system would be necessary as these issues would cut across into all sectors.

Action Point: To be confirmed that Tarik Islam and Mamunal Khan (both UNDP) would be forum focal points for DRR and Environment. (Please confirm other if not.)

Action Point: Social Inclusion to be left as a cross-cutting issue. RCO to work on focal point for this.

Community Infrastructure: As this is neither a cross-cutting issue but a specific intervention in rehabilitation, and the work is actually labour intensive it was decided this would be moved within the discussion on livelihoods and agriculture. No cluster or focal point required.

Other sectors the UN is involved in, specifically in this case, Protection and Gender, would be taken up (at least as an interim measure) as cross-cutting issues by the RCO in its coordination role. However, expertise would be sought from the relevant funds, agencies, programmes.

4. The EARP – operationalisation.

The Early Recovery Action Plan being released by the MoFDM but with most of the work undertaken by the UN, was discussed, especially its uneven nature in various areas: programming, partners involved, early recovery or not, etc. The RCO is currently assisting in completing the document, which has several deadlines driving it.

Whilst the document will have its uses, especially in helping the government targeting key early-recovery actions it is felt that it will not be useful enough for its own needs: having a document which has clear UN activities, programmes, projects, priorities, funding issues, monitoring/evaluation and allows space for integrated and cross-cutting issues to be addressed. The RCO is looking to produce such a UN specific-document.

WFP raised the point that it would be better to have one document. RCO concurred but unfortunately the amount of effort to get the EARP to do what is needed would not be possible given time constraints. However, it was made clear, by the chair and other members that submissions from the sector leaders (for sector leaders, not agencies will be responsible) will be no more than 2 pages.

Action-Points: RCO to provide a format (table) for 2 page input to all. Deadline for subsequent submission not decided but RCO looking for within the next two weeks.

5. Any Other Business:

Information Sharing:

- WFP and partners will organize a workshop on lessons learned from the Sidr response and the 2007 flood will be held mid-march. A meeting is convened on the 25/2 at 14:00 on the 17th floor of IDB Bhaban to plan for this. NB: During this workshop the RCO will make a presentation of the revision coordination system.
- A WASH lessons learned workshop will be held in Dhaka between the 11th - and 13th of March following field level workshops.
- UNICEF will organize sphere and cluster training at the end of March. All are invited to give support to the initiative. (UNICEF will look for assistance in this initiative, including planning, organization and funding.)

Information Management:

There are some specific and general IM needs within the evolving transition structure. Certainly the cross-sectoral coordination part managed by the UNRCO has to be improved and submissions from all sectors matching that improvement. At the very least there should be one portal for general issues, one that is easy to use, updated, etc.

Cost may be involved, funding options to be explored and the STWG groups informed.

Action-Point: Meeting convened to discuss how on Tuesday at 16:00 at IDB Bhaban with RCO, UNICEF Wash, UNDP Shelter. NB: subsequently this meeting is postponed. Group will be advised of new time in case other representatives wish to join.

Action-Point: In the meantime STWG leaders should continue to feed information to the LCG cyclone webpage (Fariha.Haque@undp.org)

Action-Point: The RCO requested STWG leaders will provide information on participating institutions in each of the clusters/working groups as soon as possible to rune.brandrup@undp.org.

Next Meeting:

Two weeks, 3rd March, 4 pm, 12th floor meeting room, IDB Bhaban, Dhaka

Action Point Summary: UN Bangladesh Cyclone Inter-Sector Meeting, Feb 17th 2008

Cluster Structure	Action	Responsibility	Date of 1st Mention	Deadline	Status
Need to create TOR for the revised sector groups: the STWG	RCO to forward Pakistan/Jogykarta for comments by end of the week	RCO JGK	17 th Feb	25 th Feb	
Need engagement beyond internal group - to obtain govt and NGO support, & representation.	RCO to start this process and report back next meeting.	RCO JGK	17 th Feb	ongoing	
Sector Groups	Action	Responsibility	Date of 1st Mention	Deadline	Status
More discussion needed to see how to make one or more sectors for Livelihoods and Agriculture	Meeting to be arranged between UNDP, RCO, ILO, FAO for Sunday 24 th Feb	UNDP SG	17 th Feb	na	
Discussed that Tarik and Mamunal would be focal points for DDR & Environment respectively	Needs confirmation.	RCO, UNDP Reps	17 th Feb	24 th Feb	
Social Inclusion decided as a cross-cutting issue	Needs further work - decision on focal point.	RCO et al	17 th Feb		
Early Recovery Framework	Action	Responsibility	Date of 1st Mention	Deadline	Status
Need to produce UN document for its Early Recovery Activities	Basic format to be sent to all sector leads. Deadlines for submission to be within 2 weeks.	RCO forwards; UN to submit	17 th Feb	tba	
Information Management	Action	Responsibility	Date of 1st Mention	Deadline	Status
IM needs to be greatly strengthened	Meeting arranged at first between Shelter, Wash, RCO 4 pm. To report back next meeting.	RCO, UNDP SG, UNICEF JB	17 th Feb	2 nd Mar	
Need for information update	Although IM will be developed. In the meantime all STWG leaders requested to feed info to LCG site, via fariha.haque@undp.org	STWG	17 th Feb		
Info on participating institutions needed	All STWG asked to send to the RCO	STWG, RCO RB			