

UN BANGLADESH CYCLONE INTER-SECTOR GROUP

MEETING MINUTES – March 2nd 2008

Location: 12th floor, IDB Bhaban, Dhaka.

Present:

Chair: Jan Kellett, RCO
Rune Brandrup, RCO
Enamul Haque, WHO (Health WG)
James Barron, UNICEF (WASH WG)
John McHarris, WFP (Food WG)
Maria Katajisto, WFP (Food WG)
Nurunnabi Khan, ILO (Livelihoods WG)
Mozharul Huq, UNDP (shelter cluster)

Steven Goldfinch, UNDP (Shelter WG)
Barbara Atherly, UNICEF (Education WG)
Mariko Sato, UN-Habitat (Shelter WG)
Alfred Osunsanya, FAO (Agriculture WG)
Kenneth Ged, WHO, (Health WG)

Not Present:

Mamunul Khan, (Environment FP)
Tarik Islam, (DRR FP)

1. Action Points:

- RCO still to work on social-inclusion and cross-cutting issues, especially related to the UN ER Framework.
- Information is not being passed to the RCO for placement on the website. Please do so. New and dedicated contact for information within the RCO is Rumana Khan, rumana.khan@undp.org.
- All other issues on the meeting agenda.

2. Update on Transition Progress: RCO briefed meeting on following inter-related Transition Issues:

- Revised coordination system with single layer of Sidr Transitional Working Groups is in place. This has been endorsed by MoFDM, is included in the EARP, will be reflected on the DER website and a DER meeting will be called to highlight the changes, provisionally for 18th March.
 - EARP of MoFDM is nearly complete, just needing a review of the shelter section for figures and Government to provide food figures for its VGF and GR programmes.
 - World Bank authored DNLA is in a penultimate draft, ready for review.
- RCO underlined the need for the whole cross-sector team to start using the new terminology of Sidr Transitional Working-Groups.*

3. Terms of Reference of Revised Coordination Structure, Basic standards for working-groups. RCO:

The revised TOR was introduced to the group and circulated for comment. Following that it was discussed what basic standards for working-group meetings could be established: Sector leads were asked to briefly ask on the status of group meetings:

- WASH: Not regular at Dhaka level, but called when needed. Regular coordination meetings take place at field level. Technical Working-Groups exist A lot of activity at the field level
- Food: Not regular meeting, last in January, no meetings currently in the field.
- Shelter: Fortnightly meeting in Dhaka, plus coordination meetings at Barisal and district levels.
- Health: Last meeting in January, called when needed. Some in the field. Many actors have left now and less activity in health.
- Livelihoods: WG just started. RCO proposed WG to be called asap and will attend.
- Agriculture: WG just started. RCO proposed WG to be called and will attend.
- Education: Meets every two weeks at Dhaka level. No meeting at district level as yet.

It was agreed that there would be no standard for meeting periodicity set given the various stages of development of the WGs. Sector leads are charged with managing this issue and calling meetings where appropriate.

Action Point: RCO to circulate updated draft of the TOR to the WG leads with these minutes.

4. UN ER Framework: Short Presentations by sector and next Steps. All.

It was planned that each group would do a short presentation of their matrix of early-recovery activities. However only three were received of nine, very disappointing.

Action Point: It was agreed the remaining six sectors would complete their matrix and narrative by COB Monday 3rd of March.

The RCO outlined the next steps and dates.

- Key date is a presentation to the UNCT on the Framework provisionally for the 19th of March.
- The RCO will work with each individual sector to smooth any issues, write ensure sector uniformity of approach and inclusion of all relevant UN partners: to be concluded by 9th March.
- Draft of document with introductory narrative by RCO by 11th of March and Circulated.
- Comments across and to sectors by 13th of March.
- Work undertaken to incorporate comments and last changes by 16th March.

5. Coordination Developments:

- Lessons Learnt Workshop: Update from WFP

WFP briefed the cross-sector team on the upcoming Lessons Learnt Workshop of the UN. So far details confirmed are the date of the 10th of March with an expert local facilitator. The workshop is very much incorporated into the National Forum for Lessons Learnt being undertaken by the government with support from CDMP. The focus of the workshop is both on flood and cyclone, and will look at a series of inter-connected aspects, such as coordination, early-warning, monitoring/evaluation etc. The RCO is working on a timeline of events to support the event. Some specific needs are identified:

- Outcome of workshop should feed into UN contingency planning as well as the National Forum
- Habitat mentioned the need for the lessons learnt to be inter-connected with international processes and actors such as ISDR, the HRSU. Action-Point for WFP and LL planning team.

6. Information Management Plan, UNICEF

UNICEF WASH briefed the cross-sector team on plans to re-examine our information management system. Whilst the IM group was active until mid-December the current portal for Sidr information, the LCG-DER website has not been updated for some time. Secondly there is need to strengthen, providing better tools in information and building in components such as M&E.

The WASH WG has offered support to the RCO in this task, building on its existing site to strengthen both the central cross-sector portal as well as each sector. Details include:

- Information management weak at the moment, but can be strengthened relatively quickly. IM needs to be robust, stable, and available at low bandwidth.
- Participation and support needed. More funds needed, joint financing?
- M&E ER activities and for improved preparedness and readiness is needed.
- The portal is to be useful for future disaster responses.
- Information management is human resource heavy, the task has been underestimated. Population of webpage a large task.
- Technical and satellite image support for the cross STWG IM can be provided through WASH.
- Timeline: 8 weeks to get it up, 2 weeks for the first workable products.

What is needed now:

- Desk review of STWG needs
- Indicators (key ones at least) agreed upon.
- Information needs to be available in Bangla and English
- Sector focal point

The RCO asked that this work be endorsed by the cross-sector team. It was unanimous in its support. It is reminded that with this endorsement comes commitment from each WG lead to play a leading role in IM for their sector.

Action Point: James of UNICEF was asked to take this further, working with the RCO to build a TOR for the project and to report back to the next meeting on progress.

7. Report on Shelter Consultation Meeting, from UNDP

UNDP reported back on the shelter workshop held on Thursday 28th of February.

Organised together with DMB a total of 50 participants attended from donors, NGOs, Government and UN. Key aspects of discussion were minimum standards, models and guidelines for implementation. This is still being worked on and should be presented to government by March 3rd. Donors are also waiting for this to be clarified.

For funding, which remains a concern, the Shelter lead said that during this briefing the needs were raised but it was suggested a separate workshop may be required to target just this aspect. The RCO has offered support if required.

Several discussions were stimulated by the shelter workshop report, including settlement planning, land tenure, land reform and the need for coordination between livelihood, Wash, Agriculture and Environment, with Shelter. Sector leads in these groups are encouraged to be part of the shelter WG and take up these issues directly across sectors.

8. Update on Assessments

The RCO requested an update on the status of UN assessments and urged all to complete and distribute as soon as possible. Current Status:

Education:	Completed and circulated (by Save the Children)
Agriculture:	Finalised, circulated- GoB acceptance awaited.
Livelihood:	Done, but waiting feedback.
Health:	Interim report shared with GoB, expected by end of March.
Shelter:	Done as part of Early Recovery – on website.
Landless:	Habitat undertaking this at the moment. Mariko will inform on when it is ready.
Food:	Report finished, but waiting clearance
Environment:	Finished, but endorsement needed.
WASH:	Did not do one at early stage but an 'outstanding needs assessment' will be completed by 20 April. UNICEF offered for anyone to join in this assessment, such as having their questions added to questionnaires etc, to contact James by Wednesday noon.

9. CERF

The RCO outlined the need for the UNCT to submit two substantial reports on impact and results a year for all the CERF funding received for 2007. The deadline for the report is 30 March 2008. The CERF secretariat has provided a template for the reporting which has been circulated in paper and electronic versions.

The RCO will lead the process, write the common part and consolidate inputs from agencies. The agencies needs to provide inputs according to the format distributed.

Action Point: Deadline for this report was is set at 15th of March to allow RCO to collate/review.

10. Quick Points:

- Humanitarian Response Index

Philip Tamminga of Development Assistance Research Associates introduced briefly their Humanitarian Response Index, and their measurement of donors based on their own agreed principles. During this week he will visit all the UN funds, agencies and programmes to gauge opinions on donors after the cyclone, and the RCO urged support for this work. Check DARA/HRI at www.daraint.org

- Strengthening LCG-DER

RCO quickly introduced the topic of DER strengthening. In the coming weeks WFP and the RCO will call a meeting for all interested parties to see how DER can be strengthened, its work between government, UN, NGOs, donors, and the tools/products at its disposal. WFP to confirm.

- Change of Meeting Time

Meeting members agreed to change the cross-sector coordination meeting time to 3pm. Note that the next meeting will occur on Monday 17th of March, not Sunday 16th to allow for the completion of the UNDP Administrator's visit.

11. AOB

Sphere/Cluster Training: UNICEF will organise trainings in these areas, dates to be announced. All invited to participate.

CERF evaluation: An independent team hired by OCHA, arriving most likely at end of April. The team has requested support to find a local consultant that can help with evaluation in Bangladesh (10 working days). Names of any recommendations to Rune, RCO. (Conditions are that the persons have not been involved in the implementation of CERF funds in 2007 in Bangladesh.)

OCHA IM mission. Craig Williams from OCHA will be coming at the end of this month to evaluate needs in Information Management. We are looking to integrate his work with the wider need to strengthen the post-Sidr IM system. More details available from John of WFP.

Next meeting: 17 March, 3 pm, same venue.

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	Amended version completed. To be sent to STWG for final suggestions, subsequently placed on website, circulated through WG, DER etc.	RCO, STWG Leads	2nd Mar	7th Mar	Pending
Need engagement beyond internal group - to obtain govt and NGO support, & representation.	RCO to start this process and report back next meeting. Process underway. See minutes	RCO JGK	17 th Feb	ongoing	Ongoing
Need for wider donor/ngo/govt community to be introduced to new coordination structure	DER meeting to be called	WFP	2 nd Mar	7 th Mar	Waiting
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. <u>Agreement reached.</u> First WG meeting need to be arranged inclusive of government, NGOs. RCO to attend	FAO, ILO	17 th Feb	16th March	WG meeting now pending.
Discussed that Tarik and Mamunal would be focal points for DDR & Environment respectively	Needs confirmation. <u>Agreed.</u>	RCO, UNDP Reps	17 th Feb	24 th Feb	Agreed and Closed
Social Inclusion decided as a cross-cutting issue	Needs further work - decision on focal point. RCO needs more time to work on this.	RCO et al	17 th Feb	March 16 th	Pending
Documentation	Action	Responsibility	Date of 1st Mention	Deadline	Status
Early Recovery Framework: 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. Submissions late. New deadline 3 rd March COB; participants urged to keep to each deadline.	RCO forwards; UN to submit	17 th Feb	3rd March	Pending.
CERF Funding report	Deadline for full report is 30 th March. UN agency input is needed by 15 th March latest	Agency Focal Points	2 nd March	15 th March	Pending.
Assessments Need to be Completed and Distributed	Agriculture: Livelihood: Health: Landless: Food: Environment:	FAO, ILO, WHO, Habitat, WFP, UNDP	2 nd March	Update 17 th March meeting	
Coordination Development	Action	Responsibility	Date of 1st	Deadline	Status

			Mention		
LCG-DER should be strengthened to better undertake its coordination role.	Meeting to be called to discuss	WFP	March 2 nd	March 7 th	Waiting
Information Management needs to be greatly strengthened	Meeting arranged at first between Shelter, Wash, RCO 4 pm. To report back next meeting. TOR in preparation - presented at next meeting.	RCO, UNICEF Wash, WFP	17 th Feb	2 nd Mar	Ongoing
Need for information updates	Although IM will be developed. In the meantime all STWG leaders requested to feed info to LCG site, via rumana.khan@undp.org	STWG	17 th Feb	Ongoing	Nothing received - Please send
Info on participating institutions needed	All STWG asked to send to the RCO.	STWG, RCO RB			Info received. Closed.
Lessons Learnt Workshop -	Needs to be linked into global processes and actors.	WFP and LL planning team	2 nd March		