

Meeting of the DER Sub-Group
12 July 2005

The meeting was chaired by Ms. Rehana Banoo, Manager DPR Section, WFP. The participants introduced themselves.

The attendance list is attached as Annex A.

MAIN POINTS COVERED AT THE MEETING

1. Adoption of the minutes of DER Meeting on 6 July 2005:

It was agreed that the minutes of the regular DER meeting on 6 July (circulated on 12 July) is deferred for adoption in the next meeting of the DER Group.

2. Weather forecast and development of new emergency situations and response:

- Weather bulletin of FFWC distributed among the DER members
- No alarming situation was reported by either FFWC or DER members.

3. NGO Mapping and Identification of Focal Points:

Mr. Malik Kabir of DER Secretariat gave a brief presentation on the progress of NGO Mapping in order to visualize the concentration of NGOs in each district. The map is intended to identify the NGO Focal Points in districts. The participants appreciated the progress on NGO mapping and made a few suggestions as noted below:

Suggestions from participants:

- Mr. Tarik-ul-Islam of UNDP informed that the tasks of the focal points are too generic and more elaboration is needed. He also suggested to define the process of information collection by the focal points.

- The participants suggested agreed criteria for the selection of focal points through discussions both electronically and in small groups. The criteria should be kept simple and precise.
- The focal points should have clear Terms of Reference (TOR).

Action points:

- DER Secretariat will send the criteria for selecting the focal points to all the participants for their review, comments and further input
- Color of the Map and the size of symbols showing the NGOs working in different districts should be made more prominent, distinct and eye catching
- Those who have not sent the information of their district coverage are reminded to send this to DER Secretariat by 21 June 2005.
- At least one meeting is needed before the next DER meeting to finalize the focal points selection criteria and their TOR.
- All the NGOs present in the meeting are requested to send their comments with regard to NGO Mapping and NGO Focal Point by e-mail to the DER secretariat at der.ban@wfp.org by 23 July 2005.

4. DER Relief Management Database:

Mr. Malik Kabir of DER Secretariat demonstrated the DER Relief Management Database along with a brief power point presentation on the features and benefits of such a database. The database was developed during Floods 2004 to store data on who is distributing what type of relief, how much, and to how many families in which district, upazila and union. The database can be used for any future disaster and at present it is ready to be used for Floods 2005.

Suggestions from participants:

- The representative from World Vision Bangladesh proposed if the database could incorporate facility to enable organizations to enter their utilization data remotely

using the Internet. It was clarified that the database is hosted under the LCG Bangladesh website that has some restrictions on it.

Action points:

- During the disaster and emergency period information have to be sent to the DER Secretariat in a timely manner for timely incorporation into the database. That will help using the database as an active tool for current disaster.

5. Miscellaneous Issues:

- The participants are requested to send their feedback if any to the DER Secretariat on these two tools which are still in the development process.
- Mr. Tarik of UNDP suggested having separate letterhead and logo for DER sub-group to have proper and distinct identification of this group, which was supported by participants.
- Ms. Wahida of Action Aid Bangladesh is to share their sphere bangla copies in the next meeting

Next DER Meeting:

Wednesday, 3 August 2005, 14:00 hrs at IDB Bhaban 17th Floor.

DER Secretariat