1. Opening remarks by the co-chairs

At the outset of the meeting, the co-chair Mr. Robert D. Watkins, UN Resident Coordinator and Mr. Satya Brata Saha, Additional Secretary, Ministry of Disaster Management and Relief (MoDMR) welcomed the participants. Mr. Robert D. Watkins presented the meeting agenda to the participants and invited Mr. Damien Joud, Food Security Cluster Coordinator (on behalf of the Needs Assessment Working Group) to deliver the presentation on the south-east flash flood Joint Needs Assessment (JNA).

2. South-East Flash Flood JNA Phase II findings and recommendations by Damien Joud, Food Security Cluster Coordinator, WFP/FAO

Mr. Damien delivered his presentation thanking the HCTT for the decision of conducting JNA and the government for their leadership role and coordination at local and national level. Torrential rain since 24 June 2015, triggered flash flood and landslide in 29 upazilas of 3 districts of South-East Bangladesh. JNA Phase II was triggered by HCTT on 29 June 2015. The assessment was conducted based on the D-Form information, community focus group discussion, consultation with Upazilla Government officials, and secondary data review by different clusters. Data entry was done in the field using tablet.

A total of 1.8 million people have been affected by the flash flood of which 694,658 people are severely affected. The priority sectors for response included food security, livelihood and shelter. Some immediate relief have been provided by the Government, INGOs, NNGOs, IFRC-BDRCS and UN Agencies to the affected people.

Highlights of the discussion:

- Mr. Andrew Musyoki from Nutrition cluster informed that the cluster is working to respond on Severe Acute Malnutrition and also planning to conduct further detail survey on nutritional needs of the affected people. In this regard the Nutrition cluster will also communicate with Integrated Phase Classification (IPC) team.
- Mr. Anisur Rohman from Department of Disaster Management (DDM) informed that authenticated information is important for any post disaster assessment. Mentioning the malpractices in Bangladesh regarding data inflation on disaster impact and needs, he emphasized on the validation of information at Upazila level by relevant government departments including UNO and PIO.
- Mr. Rene de Vries from ECHO mentioned that government and other humanitarian agencies also prepared reports on the South-East Flood and enquired whether those reports were considered during the JNA analysis. Replying him, Ms. Murshida Akhter of OXFAM mentioned that the report is prepared based on the quantitative information from D-Form and qualitative information from JNA primary data. The secondary analysis is conducted by different clusters where all the available secondary information was analysed and incorporated based on their relevance.
• Mentioning the limitation of JNA sample size for data collection, Mr. Rene de Vries said that large number of minority groups living in the affected districts were not included in the JNA sample for focus group discussion. He also enquired if water and sanitation services were also affected by the flood. He suggested to identify the major causes of the disaster impact and vulnerabilities of the affected people before prioritization and response. Damien responded that there was no evidence that specific minority groups were more affected. There was limited impact in the UNHCR camps and in the Kutupalong makeshift site as Ukhia and Tekhnaf were not severely affected by the flash flood.

• Mr. Mohammad Mohsin from Education cluster informed that the methodology including sampling process and size was decided in the JNA Planning Meeting held in DDM with the leadership of DG, DDM where all the issues of minority group were also discussed.

• Ms. Rachel Fuli from WFP mentioned that the JNA should have the immediate, medium and long term recommendations. Damien responded that it was detailed in the report for some sectors, not all.

• Ms. Seeta Giri from UNRC Office informed that with the JNA completed, HCTT has the necessary information to make informed decision on the next steps which was not the case in the last HCTT meeting on 29th June. She emphasized on the need for clear process of sector prioritization by the Needs Assessment Working Group.

• Mr. Robert D. Watkins and Mr. Satya Brata Saha thanked the JNA team for two weeks of intensive work and preparing the detail JNA Phase 2 report. They enquired on the response made so far by the Government and non-government agencies and remaining gaps. In response, Mr. Damien Joud confirmed that Joint Response Plan can be prepared based on the gap analysis. He further mentioned that for detail gap analysis upazila-wise government response information is required. Joint Response Plan for the priority sector can be made available to HCTT by 22 July 2015.

3. South-East Flash Flood JNA Phase II Lessons Learned

Mr. Damien gave a brief update on the lessons learned and way forward for improvement highlighting the experience during the JNA Phase-II Assessment in the south-east. Praising the leadership and coordination role of DDM and participation by all the clusters he thanked the JNA team and ACAPS. He emphasized on the newly used mobile based data collection process and need for its replication for improving quality of data processing. He also stressed on the commitment of humanitarian partners, capacity development of government stakeholders and the need to institutionalize assessment practice for regular assessment within the country context.

Highlights of the discussion:

• Mr. Robert D. Watkins thanked Mr. Damien for the presentation and reflection of the lessons. He also thanked Government particularly DDM for its leadership in the JNA phase II conducted recently and emphasized on the need to embed JNA in the national assessment system. He invited suggestions from participants.

• Mr. Mohammad Mohsin (UNICEF) informed that Bangladesh Water Development Board (BWDB) and other specialized government agencies have capacity for relevant analysis and mapping. DDM could collaborate with these agencies can prepare high quality assessment reports.
• Emphasizing on the capacity development of DDM, Mr. Andrew Musyok (UNICEF) mentioned that DDM should have adequate experts for preparation of the report and lead the JNA.
• Ms. Murshida Akhter (OXFAM) stated that the JNA should be more inclusive and cover gender and protection aspects as well.
• Bijoy Krishna Nath (Concern Worldwide) mentioned that along with D-Form information the cluster specific information is also important. He emphasized on the improvement of the quality of D-Form information for quality assessment report.
• Mr. Hasibul Bari (IFRC) suggested involvement of Disaster Management Information Centre (DMIC) in report preparation as they have adequate facility and expertise.
• Mr. Rene de Vries (ECHO) emphasized on the government leadership and mentioned that existing practice of INGO pushed JNA need to be replaced by government initiated and led JNA. He enquired how this JNA Phase II report will be used for response, meeting the expectations from the field.
• Mr. Satya Brata Saha (MoDMR) emphasized on the capacity improvement and suggested needs assessment training for all the relevant stakeholders. He also mentioned that the Government has the accountability at national and local level regarding post disaster assessment which may need to revisit to include the JNA and other assessment processes.
• Ms. Seeta Giri (UN RC Office) thanked DDM for the leadership in the JNA process and ensuring timely D-Form data to inform the JNA. She reminded the HCTT that two years back D-Form were available after a month or more following a disaster event. While some progress has been made, she suggested further improvement in quality assurance of D-Form data and report preparation capacity of DDM. DDM could explore collaboration with relevant research institutions to enhance its capacity for data analysis, preparation of report and maps. She also highlighted the need for central repository for sharing and preserving all assessment database and reports for future reference and learning.
• Followed by the discussion, Mr. Robert D. Watkins advised Ms. Seeta Giri to prepare a short paper with recommendations on how to reinforce and institutionalize JNA, building on this JNA experience and the above ideas shared by the HCTT members. The paper will be presented at the next HCTT meeting.

4. Any Other Business (AOB)
• Mr. Robert D. Watkins shared the progress on appointment of International Humanitarian Affairs Advisor in the UNRC Office and also the national officer for humanitarian affairs. He thanked DFID for confirming funding for these two positions. The national Humanitarian Affairs Specialist is expected to join early August of 2015. The Terms of Reference (ToR) for the national and international experts have been shared with HCTT members for review and feedback.
• Mr. Robert D. Watkins highlighted on the need for a smaller group that can make policy decisions. An expert will be available to help HCTT and humanitarian stakeholders to think through this issue.
• Mr. Robert D. Watkins mentioned that he will be on leave from 21 July 2015 and during his absence Ms. Argentina Mataev Piccin will be in-charge of HCTT matters together with Mr. Satya Brata Saha, Government co-chair.
5. Meeting Decisions

1. **Joint Response Plan** will be prepared by Food Security Cluster, Early Recovery Cluster and Shelter Cluster. Damien Joud, Food Security Cluster Coordinator will coordinate with relevant stakeholders and facilitate the preparation of Joint Response Plan by 22 July and share with all the members.

2. Seeta Giri will prepare short paper with recommendations on how to re-inforce and institutionalize JNA. The paper will be presented and discussed in the next HCTT meeting.

3. Andrew Musyoki will share plans for upcoming SMART survey on nutrition.

4. A rapid market assessment will be conducted by FSC to decide the transfer modalities

5. The next HCTT meeting will take place end of August. Date and time will be confirmed in the coming days.

List of Participants

1. Robert D. Watkins, UN Resident Coordinator Bangladesh (Co-Chair)
2. Satya Brata Saha, Additional Secretary, Ministry of Disaster Management and Relief (Co-Chair)
3. Md. Anisur Rohman, Director – Monitoring and Evaluation, Department of Disaster Management (DDM)
4. Mohammad Mohsin, Education Cluster, UNICEF
5. David Doohan, Food Security Cluster, FAO
6. Damin Joud, Food Security Cluster, WFP/FAO
7. Andrew Musyoki, Nutrition Cluster, UNICEF
8. Hasibul Bari, Shelter Cluster, IFRC
9. Md Abdul Awal Sarker, Early Recovery Cluster, UNDP
10. Laila Kabir, BDPC, National NGO Representative
11. Murshida Akther, OXFAM, INGO Representative
12. Rene de Vries, ECHO
13. Ms. Rachel Fuli, WFP
14. Bijoy Krishna Nath, Concern Worldwide
15. Tom Tanhchareun Tanhchareun, WFP
16. Mohammad Mahabubul Alam, WFP (VAM)
17. Farhana Khan, UNHCR
18. Ashraful Amin, Sr. Prog. Officer, VAM Unit, WFP
19. Seeta Giri, Office of the UN Resident Coordinator