Mr. Robert Watkins, UN Resident Coordinator (UNRC) and Mr. Satya Brata Saha, Additional Secretary, Ministry of Disaster Management and Relief co-chaired the first HCTT meeting of 2015. The UNRC in his introductory remarks emphasized on the need for quick and timely decision making in the time of emergency. He also emphasised on the need of high level preparedness efforts of clusters for effectiveness in response. He inform the possible opportunity for funding humanitarian advisor position in his office from ECHO and his office is preparing for submit a proposal. Mr. Saha noted that the Government will extend its cooperation to the humanitarian coordination team as needed (The list of the members present in the meeting is Annex-I). Following are the highlights of the discussion and the key decisions/action points:

1. **Pre HCTT meeting (10 May 2015) minutes review:**
The pre-HCTT meeting record of discussion was read out and the members re-emphasized on few decisions:

   - It was agreed that, despite the current HCTT ToR clause that allows convening a HCTT meeting on the request of any two members, from now on it would not be considered an HCTT without representation from GoB jointly chairing the meeting. The development partners may wish to convene meeting amongst themselves for the purposes of their own coordination and humanitarian actions.

   - HCTT will now be more accountable for operational decision making regarding small and medium size disasters coordination as well as normal time disaster preparedness coordination. It was discussed that HCTT transforms from an advisory function towards more operational roles and reform into a "Humanitarian Operational Coordination Group". The full member HCTT meeting will review HCTT ToR including the membership criteria; and role with mandate in line with the government structures and policies. A proposal in line with this discussion was presented in the second agenda point of today’s meeting.

   - Members noted that representation of both Government and the international humanitarian community in HCTT and LCG DER will need to be balanced to ensure concrete decision making.

   - Members also emphasized that Government’s capacity on linking all phases of needs assessment, including Joint Needs Assessment, with the existing Government structures (SOD) is crucial.

   - Inter-cluster coordination and preparedness will need to be strengthened through applying various global tools and procedures. At the same time, clusters should be strengthened through partnership with the different government ministries and departments.

   - Activities of HCTT should be result oriented. Suggestion is to review and redefine the HCTT mandates and ToR, through agreement of different stakeholders.

   - Members suggested that the alternate co-chair from Government can be Director General, Dept. of Disaster Management (DDM).
Decision/Action points:

- HCTT members agreed on the above first point on joint chairing requirement and organize development partners meeting, when necessary. However also stressed on quick decision making by HCTT jointly with Government.
- Upon discussion with the Ministry, the Additional Secretary will revert on who can be the ‘alternate’ chair from Government side.

2. Coordination architecture, mandate and ToR of the HCTT

- Based on the actions agreed in the last pre meeting, HCTT secretariat proposed a draft realignment idea of the existing coordination structure (enclosed presentation). The realigned structure is not anything new rather emphasizes on clear line of accountability as well as recognizes the effort of task based working groups. The realigned structure also defines agency responsibilities within the humanitarian coordination architecture including that of UN.
- However members expressed concern undermining some of the cluster functions in the realigned structure. They also noted that this proposal on realignment was not shared ahead of the meeting. Members expressed concern on the new proposition where they see the Logistics, Nutrition and Child Protection cluster as support clusters.
- Further discussion on working groups, i.e. information management working groups, emergency communication working group, cash learning, gender, need assessment, accountability etc. is needed, to see where these fit – within the HCTT structure or should these be informal and/or task based structure.
- Discussion on the FD6 approval requirement of the Government as well first track approval of FD6. Members express this process is not progressing much as NGOB under the other ministries. However notes that HCTT’s support in fast tracking FD6 is crucial and should continue.
- The role of the HCTT in relation to the LCG DER remains the same i.e. advisory function to the LCG DER in addition to being a decision making body and a technical/operational forum.

Decisions/Action points:

- The proposed realignment structure was rejected by HCTT members. 3 clusters being proposed to be support clusters should remain as fully operational clusters.
- Cluster representation will continue in the HCTT meeting and the cluster coordinators will provide brief progress update in every HCTT meeting.
- HCTT will continue to support NGOs on fast tracking FD6 proposal approval through bilateral discussion with NGO Affairs Bureau and MoDMR.
- HCTT agreed to raise at the next LCG DER the need to support coordinated needs assessments in Bangladesh be it via support for the FD6, triggering of coordinated needs assessments and develop an overall picture of the Bangladesh needs assessment framework (SOD/D form, BNASP, PDNA) in addition to supporting it via LCG DER list of priority actions.

3. HCTT membership:

HCTT secretariat proposed a broader membership and emphasized on the equal opportunity of members representing other coordination forum- such as national NGO coordination forum etc. It was proposed to have “Shifting the power” a national NGO partner and BDRCS to be
representing at HCTT, in addition to the current member - BDPC or in alternate. At the same time, co-chairs noted that the size of the group should be manageable. USAID also expressed interest to be a full member of HCTT.

Decisions/ Action Points:
- The chairs agreed to continue the membership discussion following the review of the coordination architecture.

4. Clusters’ work plan:
UNRC proposed that the cluster work plan can be in the agenda for the next meeting. As agreed that the clusters will continue being represented in the HCTT and allowed some time to present briefly in each meeting. The UNRC office will develop a draft work plan format, to be finalized with feedback from clusters. This work plan will be the basis for HCTT’s results framework that will be annually reviewed/evaluated.

Decisions/ Action Points:
- Clusters members are requested to provide feedback on draft work plan format (Enclosed)

5. Protection issues presentation by Mr. Mika Kanervavuori Human Rights Advisor, Office of UNRC: The agenda item was postponed to the next meeting. The UNRC stressed on considering discussion on protection issues in the cluster.

6. AoB: The co-chairs will soon finalize the next meeting date.
Meeting: Humanitarian Coordination Task Team
Date: 24 May 2015
Time: 3:00 to 5:00 P.M
Venue: Village Well (19th floor), IDB Bhaban, Dhaka

Participants:
Co-chairs: Satya Brata Saha (Additional Secretary, MoDMR), Robert D. Watkins (UN RC Bangladesh)

Clusters: David Doolan (Food security cluster/FAO), Claire Conan (Food security cluster/WFP), Seeta Giri (Early recovery cluster/UNDP), Andrew Musyoki (Nutrition cluster/UNICEF), Marielle Pettersson (Shelter cluster/IFRC), Radislav Cicic (Logistic cluster/WFP), Muhammad Rahim (Health cluster/WHO), Shabnaaz Zahereen (Child Protection cluster/UNICEF);

NGOs: Hasina Inam (INGO Representative/Danish Church Aid), Md. Saidur Rahman (NNGO Representative/BDPC), Umme Khadiza (BDPC), AKM Musha (INGO Representative/Concern Worldwide), Snehal V. Sonesi (INGO Representative/Oxfam);

Donors: Michelle Cicic (Donor Representative/ECHO), Shahnaz Zakaria (Observer/USAID);

UN RC Office: Kazi Shahidur Rahman (UN OCHA), Mika Kanervavuori (UNRCO);

DER Secretariat: Malik Kabir (LCG DER Secretariat/ WFP);

Other Agency Representatives: Louise Mvono (UNICEF), Syed Asraful Islam (Representative of DDM on behalf of DG), Eun Jung Yi (Cash Working Group/Oxfam);