Meeting Minutes (draft)
Humanitarian Coordination Task Team (HCTT) meeting
27 August at 3:30-5:00 pm
UNIC Conference Room (8th Floor), IDB Bhaban, Sher-e-Bangla Nagar, Dhaka

List of Participants

Co-chaired by: Robert D. Watkins, UNRC and RR Bangladesh and Satya Brata Saha, Additional Secretary, MoDRM

Participants:
clusters: David Doolan (Food security cluster/FAO), Damien Joud (Food security cluster/FAO), Ashraf Amin (Food Security cluster/WFP), Manas Rudra(Food security cluster/WFP), Khurshid Alam (Early recovery cluster/UNDP), Awal Sarker (Early recovery cluster/UNDP), Hasibul Bari Razib (Shelter cluster /IFRC), Marielle Pettersson (Shelter cluster /IFRC), Jacklin Rebeiro (Education cluster/Save the Children);

GoB: Md. Zahirul Haque, Deputy Director, DDM

NGOs: AKM Musha (INGO Representative/ Concern Worldwide), Senit Gebrzgiabher (INGO Representative/Plan International), Umme Khadiza (NNGO Representative /BDPC), Moyen Uddin Ahmed (BRAC);

Donors: Paul Eastwood (Donor Representative /DFID), Rene de Vries (Donor Representative/ECHO);

Secretariat: Mostofa Anwar Hossain (LCG DER Secretariat/ WFP), Kazi Shahidur Rahman (HCTT Secretariat/ UNRC).

Other UN agency representatives: Dilruba Haider (UNWomen), Mohammad Anwar Hossain (UNICEF)

1. Opening remarks by the co-chairs

Mr. Robert Watkins, UN Resident Coordinator and UNDP Resident Representative (UNRC RR) and Mr. Satya Brata Saha, Additional Secretary, Ministry of Disaster Management and Relief co-chaired the meeting. The UNRC in his introductory remarks emphasized on the recurrent and medium scale disaster in the same area. He mentioned that there are similar areas affected by the flood during June and after Komen in July. Mr. Saha express the Government’s willingness to support the Humanitarian Coordination and pointed out their effort to respond quickly to the disaster.

2. Presentation on the findings from the light Komen assessment report;

Kazi and Damien were requested to present the rapid impact assessment cyclone Komen findings as agreed during the last HCTT members’ response coordination meeting at DDM on August 03, 2015.

This assessment used the SoS and D-form of the Government.
The geographical areas targeted in the Joint Response Plan for June floods have been affected again by Komen and associated flooding, plus some additional areas. A total of 2.7 million people are affected by the last recurrent events. 217,700 HHs are in need of emergency assistance. According to the Government D-form report 29,580 shelters are fully damaged. The cyclone has increased the impact of other events (water logging in South East). The priority assistance are;

1st priority: food (88%), shelter (11%)
2nd priority: safe drinking water (58%), shelter (32%)
3rd priority: sanitation (93%) and livelihoods

Highlights of the Discussions:

- Mr. Rene de Vries from ECHO mentioned that it is difficult for the donors to take decision as the new assessment come up with different recommendations, when the intervention for the previous plan has not started yet. This is almost 4 weeks after cyclone komen and we have not provided the response to the affected people.
- Mr. Paul Eastwood from DFID thanked the Need Assessment Working Group (NAWG) for the coordinated assessment, however emphasized minimizing the time required for the assessment and streamline the process.
- Mr. Robert D. Watkins mentioned that the different assessments were conducted because of the nature of the disaster. As we know when the first spell of flood occurred in some part of the south-east districts during June 2015 followed by the second spell in early July, HCTT decided to conduct the Joint Needs Assessment. When the JNA was finalised and response plan was agreed the Komen hit on 30th July 2015. Following the Komen the HCTT decided to conduct a Rapid Assessment of the impact. The current assessment includes the number of people affected by flood plus additional people affected by the Komen.
- Mr. David Doolan from FAO mentioned that after first spell of flood, the NAWG conducted the phase 2 assessment when it was the month of Ramadan. The report was shared just before EID vacation. After that the donor took their time to take decision for allocation of fund. Meanwhile another flood strike due to Komen and the NAWG tried to identify to what extent the damage increased in addition to the previous flood after the impact of Komen.
- Dr. AKM Musha from CWW mentioned that delay in releasing fund from the donors due to process is also a reason for delay in response.
- Mr. Paul Eastwood mentioned that from DFID, we are trying to expedite the process and releasing the fund as early as possible.
- Mr. Khurshid Alam from UNDP mentioned that although the assessment took time, but it provides donors, government and other humanitarian stakeholders a knowledge product. Every time we have done any assessment we gain some
knowledge from the process. He also mentioned that one of the major challenges during assessment is availability of damage and loss information from the government. UNDP through ERF is supporting DDM for improving the process and recently training on the digital version of SoS and D-Form is conducting for further improvement. We are expecting that in the future the information will be available more quickly.

- INGO Representative Senit Gebregziabher raised question about the purpose of doing needs assessment while the Funding to support for the response is not available. It was clarified that assessment is important to influence donors to allocate additional funds.
- Mr. Robert D. Watkins UNRC and RR mentioned that there was lack of reporting of this disaster by the media. As a consequence the donors were not aware and are not considering this disaster as a major event. He also requested the Damien Joud to prepare a timeline for the recent disaster event with the number of event, when the relevant commitment made by donors and when the fund were disbursed. This will gives us a complete picture on lessons for revisiting the process.
- Based on the Paul Eastwood request Mr. Ashraf from the NAWG explained the data collection process and methodology.
- Mr. Paul Eastwood from DFID mentioned that many donors have fund but they do not have enough information to take the decision, therefore this assessment might helped them for informed decision making. Mr. Rene de Vries from ECHO agreed with Paul’s remarks and mentioned that we have to communicate with other bigger donors for more funding for these types of recurrent disaster incidence.

**Meeting Decisions**

- Develop a timeline from the event of the disaster to actual response, so that HCTT members can see where the delay happened and understand reasons to address in this problem in future WASH cluster will immediately provide their WASH response elements and budget based on that CRP will be circulated to all.
- NAWG will work to develop coordinated needs assessment process and methodology for reducing delay in assessment.

**3. Discussion and endorsement of the updated Coordinated Response Plan;**

Mr. Damien also presented the amended Coordinated Response Plan for agreement and endorsement by the HCTT members. He mentioned that the following objectives have been set for the revised plan aligned with the previous plan;

1. Provide appropriate support through ensuring common and standard assistance packages to supplement the GoB efforts;
2. To meet immediate and recovery needs of vulnerable population affected by the recurrent floods and cyclone;
3. Coordinate joint sectoral response to support most affected people.

Based on the working group proposal, Immediate assistance is needed for 8.3 million USD and for total assistance: 36 million USD (excluding WASH figures)

**Highlights of the Discussion:**

- Mr. Khurshid Alam from UNDP mentioned that shelter is one of the emergency needs considering the approaching cyclone and winter season when these affected people need shelter to protect themselves.
- Mr. Robert D. Watkins mentioned that the lessons learned from the previous JNA has been discussed in the last HCTT meeting. He also requested Damien to present if there is any specific recommendation from the NAWG for HCTT to address. Mr. Damien to the response mentioned that the NAWG need to revisit the membership and the ToR to ensure the right people who can conduct the JNA immediately after disaster are present.
- Mr. Khurshid Alam from UNDP supplemented that people have many expectations from the JNA which are not always fulfilled due to lack of time and resources. However the methodology of the assessment need to be revisited to ensure that the priorities are identified properly and the information are captured considering the important aspects like gender, disability to facilitate informed decision making.
- Md. Anwar Hossain from UNICEF informed that there are many field staff trained on the JNA. They should be used for data collection.
- Mr. Paul Eastwood mentioned that we need to ensure assistance to the most vulnerable group of people affected by the disaster. Therefore while targeting beneficiaries for our interventions we need to consider gender, disability and other vulnerable groups.
- Mr. Robert D. Watkins UNRC and RR mentioned that this CRP will be the basis for preparation of the proposal and interventions for upcoming days interventions.
- On the issue of additional funding, Rene De Vries mentioned that ECHO might not have additional fund for response. He mentioned that government may appeal for assistance if more resources are needed.
- Mr. Paul Eastwood mentioned that they have already allocated the fund for this year and they will try to pool fund from the next year to ensure wider coverage.
- Satya Brata Saha mentioned that government usually request for appeal when there is any large scale disaster but for small scale disaster the door is always open for the donor and other stakeholder to respond.
- Dr. AKM Musha mentioned that as different organization are initiating their proposal, they need approval from NGOAB. He requested the government to provide support to expedite the process.
- Mr. Satya Barat Saha mentioned that the ministry already has initiated the discussion and requested the NGOAB to expedite the process.
Meeting Decisions

- NAWG should prepare a clear set of recommendations for improvement in the process of JNA based on lessons learned and present to next HCTT for decision.
- An Inter-cluster coordination meeting will be organized to strengthen the Need Assessment Working Group focusing on two issues: information management and needs assessment process and methodology.
- Relevant cluster representatives will finalize the CRP and share with HCTT members which will be the basis for resources mobilization for response and recovery.
- Government Co-Chair agreed to support expediting the NGOAB approval process for response and recovery interventions

4. Any Other Business (AOB)

- Regarding the allocation of UN fund to this type of disaster, Mr. Robert mentioned that from UN, the CERF fund can be used for lifesaving and underfunded response. He also mentioned about the CERF fund for this year is almost 3million USD to the documented and undocumented Rohingya including host populations.
- Mr. Paul Eastwood shared the recent El-Nino information which might have adverse impact on the climatic condition of the Asian Region. The effect of El-Nino can be on erratic weather events, extreme rainfall and even prolonged dry season.
- Mr. Robert D. Watkins mentioned about the update of the recruitment process of national and international humanitarian advisor in his office. He also requested the HCTT members to refer suitable candidate for the advertised position.