17.12.2017 - HCTT Meeting Minutes (DRAFT)

Venue: DDM Conference Room, Mohakhali, Dhaka.

Participants:

1. Satya Brata Saha, MoDMR, HCTT co-chair
3. Arif Abdullah Khan, UNDP, Early Recovery cluster
4. Dr. Shahida Akter, NNS/IPHN
5. Iqbal Hossain, WFP, Logistics cluster
6. Kh. Hasanul Banna, CARE, NAWG
7. Leigh-Ashley Lipscomb, GBV cluster Coordinator
8. Malik Kabir, WFP, Logistics cluster
10. Mohammad Mainul Hossain Rony, Food Security cluster
11. Mostafa Anwar Hossain, WFP, Logistics cluster
12. Murshida Akhter, UNFPA, GBV Cluster
13. René de Vries, ECHO Dhaka, Donor Representative
14. Richard Lace, BBC Media Action, Shongijog
15. Kazi Shahidur Rahman, UN RCO, HCTT Secretariat
16. Henry Glorieux, UN RCO, HCTT co-chair.

Agenda:

1. Update on the revision of the SOD
2. Update on Earthquake/Cyclone Preparedness (including cluster’s updates on implementation of priority preparedness actions)
3. Update on Flood Response
4. Clusters & WGs’ 2018 planned key actions
5. AoB

Minutes:

1. Follow-up on agreed action points

HCTT co-chairs reminded HCTT Members that as agreed during previous HCTT meetings, (1) the HRP for the monsoon floods was developed, a CERF application was made successfully and, that six HCTT SITREPs were issued as well as a dashboard regularly updated. They also informed that consultations took place between HCTT co-chair (GoB) and DG DDM to strengthen the representation of national NGOs at the HCTT. As the responsible national entity for NGO Coordination, DDM is expected to provide its recommendations on national NGO representation at the HCTT.

Aware that GoB counterparts of the clusters were invited at the meeting as per HCTT agreement, HCTT co-chair (GoB) informed the members that his office will issue a letter to all concerned ministries for further promoting for their participation at the next HCTT meetings.

HCTT co-chairs provided a feedback on the Disaster Response Exercise and Exchange (DREE 2017), notably on the fact that key UN CMCoord concepts were tested during the DREE such as RDC, HUMOCC and MNCC. They informed that a report is being prepared by AFD and MoDMR. The report will be shared to HCTT once available. HCTT Members were informed that Bangladesh will chair the Regional Consultative Group (RCG) on Humanitarian Civil-Military Cooperation in 2018.
2. **Update on the revision of the SOD**

HCTT co-chair (GoB) informed that the draft of the revised SOD is available and, that it will be circulated by the end of December 2017 for review by concerned stakeholders (including HCTT).

3. **Update on Earthquake/Cyclone Preparedness (including cluster’s updates on implementation of priority preparedness actions)**

**Earthquake Preparedness**: HCTT Members agreed to update on progress of the implementation of the Minimum Preparedness Actions (MPAs) in the L3/Earthquake Contingency Plan. HCTT Members agreed also to take the operationalization process of the L3/Earthquake Contingency Plan up again (identification of the Key Immediate Needs (KIN), identification of the capacity gaps etc.).

**Action points:**

- RCO to re-circulate the L3/Earthquake Contingency Plan and the MPAs / HCTT Members to update the Excel file by 31 January 2018;
- HCTT co-chair to follow-up on the organization of a dedicated workshop for the operationalization of the plan with OCHA ROAP.

**Cyclone Preparedness**: HCTT Members agreed that the contingency plan developed constitutes a useful document for advocacy with national authorities and development partners. Clusters were invited to update their status of preparedness, as appropriate. HCTT co-chair (GoB) informed that all efforts should be made to restore the response capacities for recurrent natural disasters as per pre-August 25th (i.e. pre-positioned stocks of relief items).

HCTT Members agreed that an analysis was required on the status of the existing emergency shelters in cyclone prone areas in terms of hosting capacity, maintenance, safety, existing services (e.g. WASH), referral mechanisms, ease of access and adequate protection for women and children. HCTT co-chair (GoB) informed that some emergency shelters were not maintained since they were not properly registered in national planning and therefore their maintenance was not budgeted. It was reported that this situation has now been corrected. However, a physical assessment of the existing emergency shelters is still required. HCTT Members agreed that the 2018 GoB plan for emergency shelters should be analyzed to identify possible gaps that could be supported by the humanitarian community. Shelter Cluster representative agreed to liaise with IFRC to perform this analysis and, to report back to HCTT before the end of March 2018.

HCTT Members agreed that the Early Warning System is not yet optimal. The system would appear insufficient and/or not adapted to people living on Chars for instance. Mobile communications are not sufficiently used. Moreover, people at risk would be at times reluctant to go to seek refuge in emergency shelters and/or wait for the last minute before moving to the shelters. Shongjog informed that vulnerable persons were confused by the Bangladesh Meteorological Department (BMD)’s signal system in the last event. It suggested to facilitate the understanding of the BMD’s signal system using a flag-based system. Shongjog also indicated that beside an efficient Early Warning System, constant communication was required to sensitize the vulnerable population. It recommended that communities are made aware of the GoB’s plan for the roll-out of a new design of emergency shelters and, of the new services that would be made available in those. HCTT co-chair (GoB) indicated notably that new design would improve shelter accessibility by disabled persons.

**Action points:**

- RCO to re-circulate the cyclone contingency plan for the clusters to update on the status of preparedness and/or priority response activities;
- Shelter Cluster to lead the process of analyzing and identifying possible gaps related to emergency shelters for cyclone that could be supported by the humanitarian community.
4. **Update on the Floods Response**

HCTT co-chairs presented the HCTT Dashboard for the monsoon floods response which was 60% funded. They informed that some information from some clusters was missing in terms of number of persons reached by the Child Protection cluster and, the Early Recovery cluster. Moreover, some inputs provided by the GBV cluster were not properly reflected in the document. The reporting on the results of the Food Security cluster had to be double-checked in collaboration with the Cash Working Group.

**Action points:**

- Clusters to send their final inputs to the dashboard by Thursday 21st December;
- RCO to circulate the final document to HCTT and partners.

5. **Clusters & WGs’ 2018 planned key actions**

Clusters and Working Groups presented their key planned actions for 2018. Main highlights from the presentations and exchanges that followed were:

- Clusters are planning for strong capacity building/developments activities in 2018;
- Most clusters are perfecting their need assessment capacities;
- Clusters are teaming-up on training and preparedness activities (e.g. GBV and CP);
- Clusters are reinforcing the capacities of their related sub-national clusters;
- Clusters are working towards reestablishing their pre-positioned stocks of relief items;
- Nutrition cluster is developing guidelines for Nutrition in Emergencies
- WASH cluster is developing its website;
- Logistics cluster is capitalizing on the lessons learnt of the Rohingya refugee response to strengthen its preparedness activities;
- Food Security cluster is revising the FSC cluster package (mixed food and cash) and it is looking at a standardized complaints & feedback mechanism;
- Shongjog is preparing the transition of its Secretariat functions. It is strengthening its partnership w/ NAHAB;
- NAWG 2018 plan is in development, it includes strengthened collaboration w/ ISCG.

**Action point:**

- Clusters & WGs to share their workplans once finalized

6. **AoB**

a. Considering the existing challenges in the use of the HCTT SharePoint platform, RCO will develop and share a Google calendar to be used by HCTT Members from January 2018;

b. Concerned HCTT Members were reminded to send their inputs to the CERF interim reports on the Landslides, Cyclone Mora and Monsoon Floods to RCO by 20 December 2017;

c. HCTT co-chairs informed that a draft 2018 HCTT working plan will be circulated in January 2018.

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