26.02.2016 - HCTT Meeting Minutes (DRAFT)

Venue: DDM Conference Room, Mohakhali, Dhaka.

Participants:

1. Satya Brata Saha, MoDMR, HCTT Co-chair;
2. Damien Joud, FAO, Food Security cluster;
3. Arif Abdullah Khan, UNDP, Early Recovery cluster;
4. Mostafa Anwar Hossain, WFP, Logistic cluster;
5. SS Arefeen, WFP
6. Emmanuel Drouhin, WFP, Logistic cluster;
7. Saltanat Builasheva, UNICEF, Education cluster;
9. Saba Zariv, UNFPA, GBV cluster Coordinator;
10. Debashish Chowdhury, UNFPA GBV cluster;
11. Bisi Agberemi, UNICEF, WASH cluster;
12. Mohammad Zahidul Rahim, WHO, Health cluster;
13. Mohammad Mainul Hossain Rony, IMO, FSC and Nutrition cluster;
14. Nipin Gangadharem, Action Against Hunger (iNGO Representative);
15. Shakib Nabi, Christian Aid (iNGO Representative);
16. Mahbubur Rahman, NAWG Lead, CARE Bangladesh;
17. Murshida Akter, CWG, Oxfam Bangladesh;
18. Atwar Rahman, CWG Coordinator, Oxfam Bangladesh;
19. Kausik Das, UNWomen, GiHA WG;
20. Dilruba Haider, UNWomen, GiHA WG;
21. Kazi Shahidur Rahman, UN RCO, HCTT Secretariat;
22. Henry Glorieux, UN RCO, HCTT Co-chair.

Agenda:

1. Approval of February meeting minutes
2. March 2017 OCHA ROAP mission & preparedness activities
   a. Needs Analysis (NAWG, CwC KOBO tool)
   b. Response Capacity (CBI, UN CMCoord, Logistics Cluster & Cash WG)
   c. Planning and advocacy (Emergency Communication Team & situation in Haor)
3. AoB

Minutes:

1. Approval of the February 22\textsuperscript{nd} meeting minutes and, update on the agreed actions points;

HCTT Members approved the minutes. As a follow-up to the agreed actions points, HCTT co-chairs informed that (1) the newly established GiHA was now up and running; (2) the planned workshop on the revision of the SOD was organized on March 27. The report of the workshop was prepared, commented and finalized. HCTT Members agreed for its official transmission to the MoDMR. Once informed by the MoDMR, HCTT co-chairs will inform HCTT Members of the next steps of the revision process. The planned OCHA ROAP mission was conducted in March as scheduled.
2. March 2017 OCHA ROAP mission & preparedness activities

a. Needs Analysis (NAWG, CwC KOBO tool)

*Needs Assessment:* Following the NAWG workshop organized in March with the support of OCHA ROAP, the revised ToRs of the NAWG were circulated. Comments and feedback were shared and incorporated. HCTT Members endorsed the revised ToRs of the NAWG. HCTT co-chairs reminded the NAWG of several recommendations made during the workshop that need to be implemented: (1) Technical working group to be convened by CARE in consultation with WFP for data preparedness, access and capacity building for 72-hour tool and others tools; (2) to agree on resilience indicators for the 72-hour tool with some modifications with contextual indicators and to (3) to merge JNA Phase 1 with the validation process of 72-hour tool. HCTT Members agreed that the 72-hour assessment is triggered by the disaster itself and therefore, that it should be produced right after a disaster and, presented to the HCTT for validation and facilitation of decision-making processes.

*CwC/CE:* RCO informed having worked with BBC Medial Action to develop a 4Ws matrix that concerns the official list of 12 districts considered as most at risk of being affected by a cyclone. The objective being (1) to map the humanitarian organizations working in these locations; (2) to map the sector(s) of their interventions, their local partners and contacts in the communities; (3) to help the HCTT to identify focal points at local level for a response and, (4) to help Shongjog to communicate with the communities (before, during and after a disaster). RCO is working with OCHA ROAP to upload the matrix on KOBO.

*Actions:*

- CARE will convey needs assessment technical group meeting for finalize the different tools for needs assessment;
- RCO will circulate the KOBO tool when finalized following concertation with the Shongjog platform.

b. Response Capacity (CBI, UN CMCoord, Logistics Cluster & Cash WG)

*Private Sector Engagement:* OCHA ROAP met with representatives of the private sector on March 14. They expressed a general interest to collaborate on the Connecting Business Initiative (CBI). The next steps include (1) gathering expression of interest from private sector representatives to host the CBI network; (2) identify possible options based on specific criteria; (3) workshop b/w private sectors representatives and humanitarian partners for the launch of the CBI with an initial plan of action to engage in humanitarian actions. It is expected that OCHA ROAP will guide the process.

*UN-CMCoord:* 2017 DREE Initial Planning Conference (IPC) took place on April 2-3 at AFD. Final Planning Workshop scheduled to take place from July 30 to August 03. DREE will be organized on 8-12 October in Mymensingh and, in Dhaka. Prior the Final Planning conference of the DREE, a UK-led capacity building event themed around civilian-military coordination in disaster preparedness and response will be held on 3-5 July 2017 inclusive. The event will bring together Bangladeshi, international civilian and military stakeholders who are likely to be involved in disaster preparedness and response in Bangladesh. It includes the HCTT members. Participants will be concentrating solely on an earthquake scenario and on the specific example of Bangladesh at the operational level. In addition, a senior leaders’ seminar is tentatively plan at the end of the event (Thursday 6 July) to facilitate discussions between senior officers from the Bangladesh military, MoDMR and humanitarian partners.

*Logistics:* Logistics cluster made a presentation on their L3 preparedness activities (Humanitarian Staging Area, Concept of Operation for Cyclone and Earthquake). HCTT members supported Logistics cluster work
considered as a key preparedness work in preparation of a response to a large-scale disaster and, in line with the L3 Contingency Plan.

_Cash assistance:_ Following up on a HCTT recommendation, the Cash Working Group (CWG) developed a guidance note to the humanitarian community that presents the Multipurpose Cash Grant (MPG), its modalities, the package and the criteria for the selection of the beneficiaries. The HCTT Members endorsed the guidance note. OXFAM informed that in the framework of their ALNA project, they commissioned a comparative study on different cash modalities and their feasibility in Bangladesh.

**Actions:**

- RCO to follow-up on CBI and UN-CMCoord initiatives.
- RCO to circulate the MPG guideline to the all HCTT members.

**c. Planning and advocacy (Emergency Communication Team & situation in Haor)**

*Emergency Communication:* OCHA ROAP colleagues met with members of the UN Communications and Advocacy Group (UNCAG) on 14 March to undertake a scoping exercise to determine how in-country, joint advocacy is being undertaken at the UN before and during a disaster response. It was noted that the UNCAG in Bangladesh was very active but that there was no focus on joint communications or advocacy in a disaster response scenario. Currently there is no Humanitarian or Emergency Communications Group established that produces joint communication. RCO has produced SITREPs for the HCTT in 2016. OCHA ROAP suggested that the UNCAG develop a draft Emergency Communications Contingency Plan that would, amongst other things, look to propose a Humanitarian Communications Group that would work for the HCTT. Once the draft plan and the proposal are on the table, it will be shared w/HCTT for inputs. Representative and inclusive membership will be sought for this group (e.g. UN, IFRC/BDRCS, I/NGOs). Wherever possible, collaboration with the Shongjog platform will be sought.

*Situation in Haor:* Flash floods occurred on March 28th March affecting fifty-five Upazila in six districts (Sylhet, Moulavibazar, Sunamganj, Habiganj, Netrokona and Kishoreganj) in the north-east region. Water overflow and breeched embankments in many places and inundated vast areas of croplands risk to the people livelihoods/Income generating which deplete the gain of development. The farmers lost their crop (paddy) which supposed to get yield mid-May, 2017 which is the only crop in that area. Also, laborers lost opportunities to generate some income considering that the work in the fields. The situation is that no house destroyed, no displacement of population, no immediate life-threatening situation. Further the Bangladesh Atomic Energy Commission indicated that there is no uranium contamination in the water.

On April 18th, RCO was informed by DDM of GoB’s willingness to get support from the HCTT for a Needs Assessment in Haor. On April 20th, the NA was triggered as indeed the MoDMR/HCTT co-chair confirmed this request and, HCTT co-chairs requested the NAWG to meet and, to prepare a plan for a need assessment. The NAWG met on April 23nd. The local authorities have been informed on April 24th of the upcoming arrival of the NAWG team. The NAWG presented the NA plan to the HCTT, which supported the plan. The MoDMR made clear that there were no areas in distress and that the GoB had the capacity to manage the situation. It was agreed that the NA will be called a “coordinated needs assessment”. The NAWG informed that it will meet right after the HCTT meeting to finalize the arrangements for the needs assessment. Considering that there was no emergency, the HCTT was in favor to ensure that Phase II assessment tools were comprehensive i.e. covering all humanitarian aspects of a disaster, protection concerns, in particular. The FSC made a presentation of the draft 72-hour assessment undertaken by WFP. HCTT Members recommended that the 72-hour assessment to be released as soon as possible even though in flood-related situations that particular tool is not yet optimal.
**Actions:**

- RCO to keep the HCTT informed of the progress on the establishment of an Emergency Communication Group;
- NAWG to finalize the arrangements concerning the coordinated needs assessment and present their report to the HCTT;
- Interested agencies to support GoB’s recovery and resilience efforts for Haor affected households based on the upcoming needs assessment report.

**3. AoB**

*START Fund:* The Start Fund Bangladesh will be set-up in line with the START Global Fund. A secretariat hosted by ACF, Christian Aid and Oxfam will support the START Fund Bangladesh. A Coordinator will on board to establish the funding mechanisms. Proposals to be funded through the START Fund Bangladesh will be aligned by the HRPs agreed at the HCTT.

*Interim:* HAA informed the participants that he will be on leave from May 11, 2017 to June 4, 2017. The UN Resident Coordinator (RC) or the Humanitarian Affairs Specialist (HAS) at the RCO will cover for him in case of a HCTT meeting organized during that period.

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