Government of the People's Republic of Bangladesh
Ministry of Disaster Management and Relief
Bangladesh Secretariat, Dhaka
www.modmr.gov.bd

Minutes of Humanitarian Coordination Task Team (HCTT) Meeting

Date: 9 August 2018
Time: 12:00 am
Venue: Conference Room of MoDMR
Room no-104, Building No-4
Bangladesh Secretariat, Dhaka

Meeting of Humanitarian Coordination Task Team (HCTT) was held on August 9, 2018 at 12.00 A.M in the conference room (Room no-104, Building No-4, Bangladesh Secretariat, Dhaka) was co-chaired by Secretary MoDMR, Md. Shah Kamal and the United Nations Resident Coordinator, Ms. Mia Seppo. The participant list is seen in the annexure ‘A’. Participants in the meeting discussed the following issues.

Agenda:

1. Opening remarks and round of introduction
2. Report on progress of the implementation of the HCTT 2018 Workplan
3. Update on national floods preparedness
4. MoDMR’s strategic guidance to strengthen humanitarian coordination
5. Planned events
6. Miscellaneous

Minutes:

1. Opening remarks and round of introduction

MoDMR Secretary and UNRC opened the meeting. All participants introduced themselves notably in specifying which clusters or working groups they were representing, when applicable.

2. Report on progress of the implementation of the HCTT 2018 Workplan

Resident Co-ordinator office (RCO) made a presentation which provided (1) background information on the establishment, mandate and composition of the HCTT; (2) an overview of the HCTT workplan 2018; (3) a report on progress on workplan implementation; (4) a presentation of key achievements made by HCTT, clusters and working groups; and, (5) a recap of key upcoming events. The presentation also included several challenges as well as a proposed pathway-forward. The presentation and related documents are accessible here:

- Presentation:
  https://www.dropbox.com/s/j77w66p33ee/Special%20HCTT%20meeting%20draft%20final%20presentation%208.8.2018.pptx?dl=0
- HRP and JNA:
  https://www.dropbox.com/sh/yky060bbr0oe1g8/AAD0MDRutlU92cwzza9O1ReKq?dl=0
- HCTT documents:
Among the challenges highlighted discussed were the following:

- Collaboration with national counterparts to be strengthened;
- Strategic direction of HCTT’s work to be provided;
- Information Management Working Group (IMWG) to be established;
- Engagement with the private sector to be strengthened;
- Coordination of the entire Disaster Risk Management (DRM) cycle in country to be clarified to ensure linkage between DRR - Preparedness - Response and Recovery efforts;
- Detailed information to be shared by national authorities on GoB’s led response to ensure that when/if required, complementary assistance by the humanitarian community is adequately planned/provided;

**Action points:**

- Resident Co-ordinator office (RCO) to propose how best to guide the nexus between humanitarian affairs and development agendas;
- MoDMR will share detailed information on allocations;
- MoDMR will inform HCTT members and the focal points on the side of the national authorities;
- HCTT co-chair send a letter to the focal points to request their participation in all future HCTT meetings;
- On engagement with the private sector engagement, the Resident Co-ordinator office (RCO), in consultation with the HCTT, will present a proposal to the MoDMR for the organization of a consultation between national authorities, humanitarian community and private sector.

3. Update on national floods preparedness

**Action point:**

- Clusters and working groups which were still required to send their inputs to HCTT Floods Response Preparedness Plan following the ad-hoc HCTT meeting of August 1st agreed to send those by August 15.

4. MoDMR’s strategic guidance to strengthen humanitarian coordination

Linkages between the HCTT and the wider humanitarian architecture in Bangladesh are still to be strengthened. Participants informed the need for recommendations from MoDMR on how inter-cluster cooperation could be optimised at local level, in support of District Disaster Management Committee (DDMCs) and Union Disaster Management Committee (UDMCs). While strengthening humanitarian coordination in Bangladesh, MoDMR Secretary insisted that mechanisms promoted by the humanitarian community continue to be respective of the Disaster Management (DM) Policy, DM Act 2012 as well Standing Order on Disaster (SoD).

**Action point:**

- Clusters to make a proposal respective of the disaster management policy to optimise the effectiveness of the cluster approach at local level (with District Disaster Management Committee (DDMCs) and Union Disaster Management Committee (UDMCs). It is expected that the modality will help to complement the transfer of information from the local level to the national level to facilitate decision-making processes.
5. Planned events

- DREE: Final Planning Conference: 16 August 2018
- DREE: 2018: 7-11 October 2018
- Earthquake Workshop in Sylhet and Chattogram - TBC
- Civil Military Co-ordination (SLS and Cox’s Bazar Training): October 2018
- Emergency humanitarian supply chain management at Dhaka: August/September 2018

6. Miscellaneous

HCTT Members agreed to the organization of a Special HCTT meeting every three months.

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Memo No: 51.00.0000.321.38.012.15-

Date: September, 2018

Distribution (Not according to seniority)

1. United Nations Resident Coordinator, Ms. Mia Seppo, HCTT co-chair.
2. Additional Secretary (Disaster Management/Relief), Ministry of Disaster Management and Relief, Government of the People's Republic of Bangladesh.
3. Sultanul Sayeeda, Joint Secretary, MoDMR
4. Shahbuddin Ahmad, Deputy Secretary, MoDMR
5. Md. Shakhir Ahmed Chowdhury, Deputy Secretary, MoDMR;
6. Mohammad Anwar Hossain, Senior Assistant Secretary, MoDMR;
7. A.K.M. Musha, CD, Concern Worldwide (NGO Representative);
8. Abigail Nyukuri, UNICEF, Nutrition cluster Coordinator;
9. Alex Maclean, DFID (Donor Representative);
10. Amir Kumar Das, FAO, Food Security cluster;
11. Arif Abdullah Khan, UNDP, Shelter cluster;
12. Ashiq Aziz, World Bank;
13. Atishay Abhi, World Bank;
14. Boniface Karanja, UNICEF, Education cluster;
15. Daniela d’Urso, HoO, ECHO (Donor Representative)
16. Dilruba Haider, UN Women, GiHA;
17. Dr. M. Ehsanur Rahman, ED, DAM (NAHAB NGO Representative);
19. Hasibul Barir Rajib, IFRC, Shelter cluster;
20. Ignacio Urrutia, World Bank;
22. Kaiser Rejve, CARE, Needs Assessment Working Group (NAWG);
23. Md. Abdul Mannan, Ministry of Women and Children Affairs,
24. Md. Mijahidul Islam, L.G.D.
26. Mohammad Mainul Hossain Rony, FAO-WFP, Food Security cluster (FSC);
27. Mohammed Golam Muktadir, DPHIE;
28. Moustapha Niaowg, UNICEF, WASH cluster;
29. Mr. Khurshid Alam, UNDP, Early Recovery cluster;
30. Murshida Akhter, UNFPA, GBV cluster;
31. Naoki Matsumura, JICA;
32. Sanjay Srivastava, World Bank;
33. Suleiman Namar, World Bank;
34. Surendra Regmi, IFRC;
35. Swarna Kazi, World Bank;
36. Syed S. Arefeen, WFP, Logistics cluster;
37. Kazi Shahidur Rahman, UN RCO
38. Henry Glorieux, UN RCO

Copy
1. Ps to Minister, Ministry of Disaster Management and Relief (kind information for honorable Minister)
2. Ps to Secretary, Ministry of Disaster Management and Relief (kind information for Secretary

(Mohammed Shakhir Ahmed Chowdhury)
Deputy Secretary
Ministry of Disaster Management & Relief
Participants: (Not according to Seniority)

1. MoDMR Secretary, Md. Shah Kamal, HCTT co-chair
2. United Nations Resident Coordinator, Ms. Mia Seppo, HCTT co-chair.
3. Satya Brata Saha, Additional Secretary, MoDMR
4. A.K.M. Musha, CD, Concern Worldwide (INGO Representative);
5. Abigail Nyukuri, UNICEF, Nutrition cluster Coordinator;
6. Alex Maclean, DFID (Donor Representative);
7. Amir Kumar Das, FAO, Food Security cluster;
8. Arif Abdullah Khan, UNDP, Shelter cluster;
9. Aship Aziz, World Bank;
10. Atishay Abhhi, World Bank;
11. Boniface Karanja, UNICEF, Education cluster;
12. Daniela D’Ursso, HoO, ECHO (Donor Representative)
13. Dhiruba Haider, UNWomen, GiHA;
14. Dr. M. Ehsanur Rahman, ED, DAM (NAHAB NGO Representative);
15. Hasan Mohiuddin Ahmed, WHO, Health cluster;
16. Hasibul Bari Rajib, IFRC, Shelter cluster;
17. Ignacio Urrutia, World Bank;
18. Jabeed Ahmed, Ministry of Education;
19. Kaiser Rejve, CARE, Needs Assessment Working Group (NAWG);
20. Md. Abdul Mannan, Ministry of Women and Children Affairs,
22. Md. Monir Hussain, MoDMR;
23. Md. Shakhir Ahmed Chowdhry, MoDMR;
25. Md. Zakir Hussain Aranda, MoDMR;
26. Mohammad Anwar, MoDMR;
27. Mohammad Mainul Hussain Rony, FAO-WFP, Food Security cluster (FSC);
28. Mohammed Golam Muktar, DPHIE;
29. Moustapha Niawg, UNICEF, WASH cluster;
30. Mr. Khurshid Alam, UNDP, Early Recovery cluster;
31. Murshida Akhter, UNFPA, GBV cluster;
32. Naoki Matsumura, JICA;
33. Purnobroto Das Goutam, MoDMR;
34. Sanjay Srikatena, World Bank;
35. Shabbir Ahmad, MoDMR;
36. Sharif Shah Alam, MoDMR;
37. Suleiman Namar, World Bank;
38. Sultana Sayeeda, MoDMR
39. Surendra Regmi, IFRC;
40. Swarna Kazi, World Bank;
41. Syed S. Arefeen, WFP, Logistics cluster;
42. Kazi Shahidur Rahman, UN RCO
43. Henry Glorieux, UN RCO