Date: 28 November 2019
Venue: ISCG Conference Room, Cox’s Bazaar
Chair: Nana Kharbedia, Sector Co-Coordinator
Participants: IOM, UNHCR, NPM, CARE, ACTED, DRC, AAID, UNDP, ISCG, GiHA

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AGENDA

1. Welcome & Introduction
2. Discussion about PSEA ToR Finalization
3. NPM Presentation on Incident reporting
4. Discussion on relocations
5. WASH sector update
6. Sit Rep monthly update
7. AOB
8. Action Points
DISCUSSION

1. Welcome & Introduction

2. PSEA Focal ToR Finalization:

SMSD Sector shared the PSEA focal point ToR to all partners for review and feedback. The idea is that each SM agency will have a focal point who has a more in depth understanding of PSEA and existing referral pathways. Sector advises more discussion to finalize the existing referral pathway to avoid duplication. SM sector will revise the ToR in collaboration with PSEA Network Coordinator, talk to Andrea (Protection) and will update all SMS by next Thursday.

3. Daily Incident Reporting:

NPM and SMSD Sector both agreed that outside of the monsoon season, Daily Incident reporting frequency will change to a weekly report starting on 1 December. Moreover, SM Sector and NPM will finalize definitions for new incidents including traffic accidents, drowning, infrastructure hazards, disruption of services, and follow up questions on cause of fire. NPM will conduct the refresher training for all field staff; all camp focal points as well as their volunteers will be requested to attend the refresher training. Training usually is conducted in 3 batches. 2 in Ukhiya, most likely 1 Hour each and 1 in Teknaf; Tessa (NPM) will provide the details.

4. Relocation Update:

Relocation SOP finalization meeting this Monday 6pm will done by Kerry (Sector) to discuss and concise the existing documents and to introduce to new RRRC and field level staff to the relocation process.

5. WASH Sector Update:

Sector will draft the documents with compiling all agreed point from the last WASH sector meeting and sent it to HoSos of SMSD and WASH sector copying with coordinators for further discussion. Sector also request to SD colleagues to define some terminology about (drainage) for better clarification. Initial planning is IOM, UNHCR & UNICEF sector's coordinator will come together and find a solution. WASH sector supposed to assess the capacity of each partner for this work and back to sector with status.

6. Sit Rep Inputs:

Capacity sharing training are conducting by UNHCR, IOM, ACTED and DRC partners; by December 21st 3 Protection 3 Gender 3 SMSD and 2 Nat Haz & DRR training will be completed for this this year.
7. AOB

a. UN Women Gender Officers will join CiC offices in 2020. They report to the CiC and to UN Women.
b. Sector to continue discussions with protection sector on RPA and hope to do this on during EPWG meeting, but sector anticipated that, there has some confusion and still need more discussion.
c. Sector requested clarity on the reporting system for complaints against non-humanitarian staff in camps.
d. Duplicate Whatsapp group set up with camp staff two days ago, sector to request to dismantle.
e. In camp 4 Ext, partners started to build new shelters to accommodate people relocated by ADB roads. The police stated that the land was allocated for a police station.
f. DRC has questions on handling journalists and media in camps.
g. Volunteer cash-for-work payments. What is the update?

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>ACTION POINT</th>
<th>RESPONSIBLE/DEAD LINE</th>
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<tbody>
<tr>
<td>1</td>
<td>SMSD Sector will update the PSEA focal ToR and discuss with Andrea about the referral pathway.</td>
<td>SMSD Sector, next sector meeting</td>
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<tr>
<td>2</td>
<td>Relocation SoP finalization meeting by Kerry (SMSD Sector) with all partners</td>
<td>Monday 6.00 pm</td>
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<tr>
<td>3</td>
<td>Sector write an email to all partners to ask their HoSos about volunteer payment for cash for work.</td>
<td>SMSD Sector, ASAP</td>
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The next meeting will be on 05\textsuperscript{th} December 2019 at 10:00 HRs in ISCG Conference Room.