

# **National Alliance of Humanitarian Actor, Bangladesh (NAHAB)**

## **5<sup>th</sup> ad-hoc committee meeting**

**02 August, 2017**

**10:00 AM – 01:00 PM**

**DDM Conference Room**

### **Participants:**

1. Md. Yousuf Ali, Director, DDM
2. M. Ehsanur Rahman, Executive Director, DAM& Chair NAHAB
3. Francis Atul Sarker, Executive Director, Caritas
4. Md. Rafiqul Alam Mollah, Executive Director, Unnayan Sangha
5. Abdul Wadud, Adviser, Shushilan
6. Md. Harun- Ur- Rashid, Vice President, NFOWD
7. Nasima Akter, Deputy Director. POPI
8. Md. Al-Amin Sikder, Deputy Director, UDPS
9. Aznabi Nahid, Programme Officer, YPSA
10. Rahima Sultana Kazal, Executive Director, AVAS
11. Manik Kumar Saha, Programme Officer, Shifting the Power / NAHAB Secretariat

At the request of the NAHAB Chair, Mr. Md. Yousuf Ali, Director, DDM kindly agreed to chair the meeting. With the permission of the chairperson Mr. Ehsanur Rahman started the meeting. After brief follow-up of the previous ad hoc committee meeting held on 4 June 2017, agenda wise discussion was held.

### **Agenda of the Meeting**

#### **1. NAHAB strategy Update**

It was reported that the strategy workshop was held on 23-24 July, 2017 at Chuti Resort, Gazipur. Mr. Abdul Latif Khan facilitate the session and he is now preparing the draft strategy paper along with detail work plan of NAHAB for upcoming 3 years. The expected deliverables are supposed to be available next week.

#### **Action Point:**

- From the Secretariat the draft strategy plan and 3-year work plan will be circulate to the ad-hoc committee members for their feedback.

#### **2. Upcoming Bangladesh National Conference on DRRM**

Dr. Ehsanur Rahman briefed the ad-hoc committee about the upcoming Bangladesh National Conference on DRRM scheduled to be held on 3-4 October 2017. Relevant working paper including the meeting minutes of the conference organising committee and the task team information were circulated in the meeting. It was informed that this conference will be held focusing on certain specific themes with in-depth analysis as a follow-up of the recently held National Convention on Disaster

Management. After threadbare discussion following decisions were taken.

### **Action Points:**

#### **1. Engagement of NAHAB**

- NAHAB welcomed the conference proposition and agreed to take part in the conference organising process and in technical sessions.

- NAHAB will propose two themes for the technical sessions: i) Localisation, partnership collaboration promoting local level decision making ii) Knowledge management system development facilitating cross-learning of various humanitarian actors.

**2. Organising Committee members:** On behalf of NAHAB the following members will be proposed in the working sub-teams.

i) Overall Coordination team –Ehsanur Rahman, DAM/Chair NAHAB

ii) Technical sub team - Francis Atul Sarker, Caritas Bangladesh

iii) Guest and Invitation – Manik Kumar Saha, NAHAB Secretariat

As required in other sub-teams including Venue and logistics representatives from NAHAB members will be nominated.

#### **3. Financial Contribution:**

In view of the strategic significance of the conference, it was proposed that financial contribution from NAHAB will be explored. Out of total Taka 32 lac estimated proposed budget it was reported that HLA will contribute half and rest fund will be mobilised from other organisations. It was decided to mobilise Taka 500000 from STP and ELNHA projects to contribute to the national conference by NAHAB and the Chairperson has been requested to contact respective project managements at CA and Oxfam respectively.

### **3. Next Power Café**

A number of issues have been identified as potential topic for the next Café. These include, Private sector engagement in humanitarian response, Dynamics and challenges of urban disaster, Standard and quality settings in humanitarian actions, Child protection and Disability/Inclusion during disaster. Finally following decisions have been made:

- a) The title of the next Power Café will be “Private sector engagement in humanitarian response”.
- b) The date of next Power Café is 21 August, 2017 at 10:00 – 1.00 PM
- c) Venue and other logistics will be confirmed from the Secretariat.

#### **4. Registration of NAHAB**

The issue of registration of NAHAB has been discussed in the strategic workshop and all agreed that the registration is must to move forward to facilitate partnership development.

##### **Decisions and Action Points:**

In the constitution/MOA there is need to have a permanent address of NAHAB. It has been decided that the address of DAM will be used for registration. A formal written consent from DAM will have to be obtained.

#### **5. Establishment of Secretarial**

It was felt very necessary to set up a permanent Secretariat of NAHAB to be hosted by a member organization. Due to the increasing amount of works it has been discussed that it was becoming unmanageable with casual staffing at the current NAHAB secretariat. Hence it was decided to appoint a dedicated staff for the smooth and quick functioning of NAHAB secretariat.

##### **Action Points:**

- a) A clear ToR for the NAHAB Secretariat host organisation will be developed specifying the roles, responsibilities, terms and conditions. Mr. Manik will prepare a draft TOR and circulate among the committee members for feedback.
- b) There will be two staffs in the Secretariat i) A management and coordination staff who will manage the communication and administrative works ii) A Consultant who will be assigned project planning including budget and upcoming Divisional workshop facilitation and documentation. Mr. Manik will develop the job description/ToR for above two staffs.
- c) Required budgetary provision for these staffs will be explored in the ongoing projects (STP/ELNHA) and in the new project being developed for next 3 years.

#### **6. Membership application review of NAHAB**

It is reported that so far 17 applications have been received in the NAHAB Secretariat. It was discussed to have a small working group to review the membership applications..

##### **Action points:**

- a) 5 members Working committee was forming that includes, Mr. Chayon, Caritas; Ms. Nasrin, AVAS; Mr. Jahangir Alam, DAM; Mr. Mahfuz, Shushilan and Ms, Nasima, POPI
- b) This working group will sit and present a review report of the submitted membership application in the next meeting. NAHAB Secretariat will provide required support in this process.

- c) All the present representative of the respective organization will send the contact details of the working group members to NAHAB Secretariat by 06 August, 2107.

## 7. Divisional Workshop of NAHAB

The divisional workshop of NAHAB needs to complete by September 30, 2017 to go for the next stage of NAHAB institutionalization.

### Action Point:

- a) NAHAB Secretariat will circulate a guideline for divisional workshop by 7 August, 2017.
- b) The proposed date for NAHAB divisional workshop were discussed and finalised as follows

Division	Date
Barisal	17 August, 2017
Dhaka	23 August, 2017
Khulna	11 September, 2017
Chittagong	18 September, 2017
Sylhet	20 September, 2017
Mymensing	24 September, 2017
Rajshahi	26 September, 2017
Rangpur	28 September, 2017

- c) Facilitation and documentation of the divisional workshop should be done by a consultant.

## 8. Next Ad-Hoc Committee Meeting:

### Action Point:

- a) The next ad-hoc committee meeting will be held on **12 September, 3.00 – 5.00 PM**. The venue will be confirmed later by Secretariat.

Meeting Minutes prepared by:

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