

Meeting minutes of Sphere Community Bangladesh (SCB)

Date: 14 March 2018

Time: 3:00-5:00 pm

Venue: HLA Conference room, Gulshan Tower (opposite to BRAC Centre), 6 Floor, Mohakhali, Dhaka 1212

Meeting of SCB started by sharing of some pre-information and updates (by coordinator of the secretariat, Moyeen Uddin Ahmmmed). Agendas were taken from the members and discussion occurs. Mr. Gawher Nayeem Wahra, chaired the meeting. Discussions and several decisions are in the table below,

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| Information and updates | <ul style="list-style-type: none"> - BRAC has started supporting as a secretariat from December 2016 which will end on December 2018 - SCB website (www.spherebangladesh.com) was launched in January 2017. Its domain has been purchased for 4 years which will end on March 2021. | |
| Agenda | Discussion | Decision |
| Strengthening SCB & Communication list | <ul style="list-style-type: none"> - Members need to be more active - Presence of members in the meeting need to be increase - Without active participation no plan and action will come in success | <ul style="list-style-type: none"> - Contact list at google drive (https://docs.google.com/spreadsheets/d/1mwjTiUbV1pF6dCbMqd_6_jdz4dvgL5Qncn-Qy2QRIF0/edit#gid=0) will be shared to all for review. - Personal email ID will be included in the contact list so that it can be used in future (if needed). - Yearly action/work plan will be prepared. In this regard, members are requested to provide their action plan/work plan to the secretariat within 22nd of March 2018. Work plan will be finalized through a day long workshop which will be conducted on 4th April 2018. Venue and schedule will be shared 7 days before. - 4th April will be considered also the next meeting date. |
| SPHERE Curriculum | <ul style="list-style-type: none"> - SPHERE school plan could not be implemented yet - Many University (Dhaka University, Patuakhali University etc) have already included SPHERE as a curriculum | SCB will arrange an orientation programme for the teacher |
| Cox's Bazar Rohingya response and SCB | <ul style="list-style-type: none"> - It is difficult to train all humanitarian workers in Cox's Bazar being their extensive stress. | <ul style="list-style-type: none"> - SCB will prepare one pager or awareness materials on Code of Conduct. - This product will share with all the organizations working there including dissemination (both to workers and affected people) and follow up mechanism. |
| SPHERE audit/learning on Cox's Bazaar humanitarian crises | <ul style="list-style-type: none"> -Asian focal country agreed to fund. -Need an organization in Bangladesh which can host this initiative. | <ul style="list-style-type: none"> - COAST Trust agreed to host and implement the process. |
| ToT | | <ul style="list-style-type: none"> - Secretariat will try to collect the previous list of ToT participants. - New ToT can be planned after May as SPHERE review will be finalized on May 2018. |

Registration Sheet

Sphere Community Bangladesh

Date: 14.03.2018 Time: 03:00 pm -05:00 pm

Venue: Humanitarian Leadership Academy. Gulshan Bhaban (6 Floor, Conference room)

| SL | Name | Organization | Designation | Mobile Number | Email | Signature |
|-----|---------------------|---------------------------------|--------------------------------|----------------------------|--|-----------|
| 1. | Kazi Shahidul Kabir | UNRCO | IAS | 01711427744 | shahidul.kabir@unrc.org | |
| 2. | Razul Karim | BRAC | PH | 01747970042 | razul.k@brac.net | |
| 3. | Aminul Haque | IFRC | Sr. DMO | 01737-080798 | aminul.haque@ifrc.org | |
| 4. | Palash Mondal | CARE | Coordinator | 01915229006 | palashmondal@care.org | |
| 5. | M. A. Rahim | Plan International | ERM | 01715048175 | abdur.rahim@plan-international.org | |
| 6. | John D. Roy | World Vision | NO Coordinator | 01711884408 | RoyJohn@wvi.org | |
| 7. | Hasina Zaman Henna | Humanitarian Leadership Academy | Head of Knowledge and Learning | 01916969841 01716108007 | h.zaman@humanitarian.academy | |
| 8. | G. Nayeem Wahid | Disaster Forum | convener | 01713005883 | nayeem5508@gmail.com | |
| 9. | SUMAN AHMED ISLAM | Humanitarian Leadership Academy | CD | 01819240657 | S.islam@humanitarian.academy | |
| 10. | Mojen Uddin Ahmed | BRAC | J.PM | 01716649236 | mojenuddin.ah@brac.net | |
| 11. | Hasina Akter Mita | NIRAPAD | Program Manager | 01739416116 | mita@nirapad.org.bd | |
| 12. | SHAWKAT ALI TULU | COAST | Asst. Director | 01713144177 | tutul.coast@gmail.com | |
| 13. | Chowdhury Md. Mojin | Sangram | Assistant Director, Admin | 01795711110 | cm.mojin@gmail.com Sangramngo@yahoo.com | |