

**SPHERE Community Bangladesh (SCB)**  
(Draft Meeting Minutes)



<b>Engagement of Consultation on Sphere handbook revision- 20 April 2017, Time: 3.00 PM</b>	
Venue: Meeting Room 2, Level 3, BRAC Centre , 75 Mohakhali, Dhaka-1212	
<b>Meeting chair:</b> Shashanka Saadi, Head - Emergency Response Programme , BRAC International	
The list of Participants attached in <b>Annexure II of this document.</b>	
<b>Agenda:</b>	
- Sphere Handbook revision	
<b>Discussion</b>	<b>Decision/ Status</b>
<b>1. Responsibility of each organization in revising the SPHERE handbook</b>	
-A detailed table is attached as Annexure I	
<b>3. Sphere Handbook revision details</b>	
<ul style="list-style-type: none"> <li>• <u>Review Process:</u> Through Individual contribution Through Organisational contribution Through Sphere community Bangladesh</li> <li>• <u>Types of review:</u> -Thematic review -Sectoral review -Chapter wise review</li> <li>• <u>Criteria to achieve validation of the modifications made:</u> 1. Drafting through consultation 2. Circulation among other clusters 3. Validation of national level</li> </ul>	<ul style="list-style-type: none"> <li>-The revision of the handbook including feedbacks should be sent to Geneva by 20 May 2017.</li> <li>-Community consultation is recommended, even though time is limited.</li> <li>-Universities (such as DU and BRAC) can take lead to consolidate the report.</li> </ul>
<b>4. Others:</b>	
-TRANSLATE the guideline and main parts of the report. The secretariat can approach disaster forum to translate it as they have previous experience of translating the SPHERE handbook. The translation of the report may be done by the 30 <sup>th</sup> of April.	<ul style="list-style-type: none"> <li>- Drafts of consultation report from each thematic area should be submitted by 15 May 2017.</li> <li>- Reminders will be sent from 5 May 2017.</li> </ul>
<b>Meeting concluded with Thanks and refreshment.</b>	

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**Annexure I Table depict organization and their respective responsibilities.**

SI	Sector	Comments	Assigned Organisation
1	WaSH		Oxfam
2	Food security and nutrition		CARE, <b>ACFI</b> , WFP, FAO
3	NFI + Shelter		DCA, BDRCS, IFRC, CARITAS, ERR
4	Health (Secretariat's responsibilities)	(Secretariat's responsibilities)	Save the Children, GSK, DCH, DSK
5	Cash/ Economic security (Forecast)	(Forecast based financing)	Oxfam, BDRCS, IFRC, PLAN
6. Protection		( Through UNHCR and IOM)	<ul style="list-style-type: none"> <li>• Child Protection (CP) <u>BRAC</u></li> </ul>
			<ul style="list-style-type: none"> <li>• Gender based violence (GBV) <u>UNFPA, UNWomen</u></li> </ul>
			<ul style="list-style-type: none"> <li>• SBHR <u>IOM+ UNHCR + Action Aid</u></li> </ul>
7	Education		Save the Children, PLAN
9	Advocacy after disaster		COAST

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**Annexure II: List of participants along with their contact details.**

SI	Name	Organisati on	Area of Expertise	Years of relevant experien ce	Email and Mobile	Mobile number
1	Ashish Barua	Oxfam	WaSH	7 yrs	<a href="mailto:abarua@oxfam.org.uk">abarua@oxfam.org.uk</a>	1755518798
2	Dr. Edwin Theophilus Goswami	BRAC, HNPP	Emergency medical support, Trauma care	5 yrs	<a href="mailto:edwin.tg@brac.net">edwin.tg@brac.net</a>	1730350022
3	Hasina Akter Mita	NIRAPAD	DRM	6 yrs	<a href="mailto:mita@nirapad.org.bd">mita@nirapad.org.bd</a>	1739416116
4	M.A. Halim	BDRCS	DM (e)	29 yrs	<a href="mailto:halim.ma@bdracs.org">halim.ma@bdracs.org</a>	1811458510
5	M.A. Rahim	PLAN International	Emergency response manager	6 yrs	<a href="mailto:abdur.rahim@planinternational.org">abdur.rahim@planinternational.org</a>	1715048173
6	Md. Reaz Uddin Khan	C3ER, BRAC University	CCA	7 yrs	<a href="mailto:reaz@bracu.ac.bd">reaz@bracu.ac.bd</a>	1712945400
7	Md. Zahangir Alam	DCA	DRR	15 yrs	<a href="mailto:zaal@dca.dk">zaal@dca.dk</a>	1719312052
8	Monira Parvin	BRAC, DMCC	DMCC	8 yrs	<a href="mailto:monira.parvin@brac.net">monira.parvin@brac.net</a>	1709647637
9	Saimunna har Ritu	NIRAPAD	DRM	10 months	<a href="mailto:ritu@nirapad.org.bd">ritu@nirapad.org.bd</a>	1737054407
10	Shashanka Saadi	BRAC, International	DRM/Humanitarian	18 yrs	<a href="mailto:shashanka.saadi@brac.net">shashanka.saadi@brac.net</a>	
11	Shawkat Ali Tutul	COAST, Trust	DRR	15 yrs	<a href="mailto:tutul.coast@gmail.com">tutul.coast@gmail.com</a>	1713144177
12	Suman Ahsanul Islam	Humanitarian Leadership Academy (HLA)	DRM	21 yrs	<a href="mailto:s.islam@humanitarian.academy">s.islam@humanitarian.academy</a>	1819240657
13	Khaled Bin Yousuf	BRAC	DMCC	1 yr	<a href="mailto:Khaled.by@brac.net">Khaled.by@brac.net</a>	
14	Proma Urbi Paboni	BRAC	DMCC	1 yr		