

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 Ahmed). 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,

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	HAS	01711427744	shahidul.kabir@unrc.org	
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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	abdurrahim@plan-international.org	
6.	John D. Roy	World Vision	NO Coordinator	01711888408	RoyJohn@wvi.org	
7.	Hasina Zaman Henna	Humanitarian Leadership Academy	Head of Knowledge and Learning	01916969841 01716108007	h.zaman@humanitarian-academy.org	
8.	G. Nayeem Wahid	Disaster Forum	convener	01713005863	nayeem5508@gmail.com	
9.	SUMAN AHMED ISLAM	Humanitarian Leadership Academy	CD	01819240657	S.islam@humanitarian-academy.org	
10.	Mojen Uddin Ahmed	BRAC	J.PM	01716649236	mojenuddin.ah@brac.net	
11.	Hasina Akter Mita	NIRAPAD	Program Manager	01730416116	mita@nirapad.org.bd	
12.	SHAWKAT ALI TOTA	COAST	Asst. Director	01713144177	total.coast@gmail.com	
13.	Chowdhury Md. Mojin	Sangram	Assistant Director, Admin	01795711110	cm.mojin@gmail.com Sangramngo@yahoo.com	