

Summary Action Points from SPHERE Meeting
Date: 29 November 2017
Time: 3:30-5:00 pm
Venue: BRAC Centre, 75 Mohakhali, Dhaka 1212

A meeting was held with the SPHERE focal members at the secretariat of Sphere community Bangladesh on 29 November 2017. The members discussed on different issues related to active communication process among the SPHERE members and future actions plans. The below mentioned decisions have been made after discussion with the members.

Discussion Point	Options	Decision
Poor level of participation in the SPHERE meetings	<ul style="list-style-type: none"> -Communications between members can be virtual from now on. -National organizations can be added as members. -One member can motivate others to encourage greater participation. 	<ul style="list-style-type: none"> -Mailing lists will be updated through organizational heads. -A SPHERE steering committee can be formed with 5-6 members. These members will regularly follow up on the activities and meetings of other member organisations. -Later a whatsapp/skype group can be created with the members.
Annual Conference	<ul style="list-style-type: none"> -SPHERE is transforming in to an organization from a project. Hence, there are a number of questions on membership criteria, the selection of board members and the governing body. 	<ul style="list-style-type: none"> -These concerns will be discussed and after compiling these discussion points, they will be shared. -Annual work plan will be discussed. -January 2018 could be the proposed timeframe for this conference.
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"> -Sumon Islam and Shasanka Saadi will prepare the ToR -Disaster forum has agreed to host this initiative.
Next SPHERE Meeting		<ul style="list-style-type: none"> -The next SPHERE meeting will be held on 20 December 2017. -Task of hosting meeting is open to all organizations.
Update sharing on Global SPHERE Focal Point Forum	<p>Global SPHERE Focal Point Forum was held on 07 November to 09 November in Bangkok, Thailand. This was co-hosted by Sphere & Community World Service Asia. Gawher Nayeem Wahra, Bangladesh SPHERE focal, attended the forum.</p>	<p>Updates from the forum have been shared in the meeting.</p>

Attendees:

Bithun Tasnuva Mazid, BRAC

Dr. Md. Sayidur Rahman, BRAC University

Gawher Nayeem Wahra, Disaster Forum

Jafar Iqbal, BRAC

Moyen Uddin Ahmmed, BRAC

Shanjida Afrin, BRAC

Shasanka Saadi, BRAC International

Sumon Ahsanul Islam, Humanitarian Leadership Academy

Wahida Bashar Ahmed, United Purpose

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