

Meeting minutes of Sphere Community Bangladesh (SCB)

Date: 11 September 2018

Time: 14.30-16.30


Venue: Ground floor meeting room, Plan International Bangladesh, country office, House 14, Road 35, Gulshan 2, Dhaka 1212

Meeting was started by sharing some updates and accepting the last meeting minutes. All the discussion and decision points during the meeting are included in the following table:

Agenda	Discussion	Decision
Next meeting	Next meeting will be held on 7 November 2018 between 2.30 pm to 4.30 pm	World Vision has given consent to host the next meeting
Letter to Cox's bazaar	A letter with introducing the SCB and engaging SCB in different sectors	Letter will be sent to ISCG, RRRC, UNHCR, IOM and national NGO platform from SCB secretariat
Connected to Global level	Need to develop global communication with global level	<ul style="list-style-type: none"> • Secretariat coordinator will always communicate with global network
Meeting with UNOPs and Start fund	Discussion points of the meeting, <ul style="list-style-type: none"> • Introducing of SCB • Know how they check the humanitarian project quality • Offer them to engage SCB in qualitative evaluation of humanitarian program of their partners • Offer to engage SCB in capacity building and evaluation 	Team 1: Comprises of members from CARE, Plan International, World Vision, SCB Secretariat, Zahid bhai (WHO); lead by Kazi bhai (UNRCO) Team 2: Comprises of members from Save the Children, World vision, SCB Secretariat, Plan and HelpAge; lead by World vision Team 1 will conduct the meeting with UNOPS Team 2 will conduct the meeting with Start Fund.
Response package (of other organizations) compilation/review	A general review on the emergency response package of NGOs and INGOs in Bangladesh (all SCB members) will be compiled to assess the package status and find out the gap with the sphere standard	All SCB members are requested to send their organization's response package directly to Mr. Shashanka Saadi (shashanka.saadi@brac.net)
ToT on Sphere		ToT on Sphere project will be discussed after the publication of fourth edition
Translation of Sphere Project (fourth edition)	<ul style="list-style-type: none"> • Need to prepare a ToR • Translation to Bangla should be completed by June 2019 	<ul style="list-style-type: none"> • Secretariat will prepare it with the support of IFRC
Sharing of SCB ToR		Secretariat will share it. Members can provide their comments if any for review
AOB	<ul style="list-style-type: none"> • At the time of membership application to Sphere Project, it requires two reference name and address • Friendship is organizing training on "Rural housing guideline" • SCB will arrange an event on International tools and 	<ul style="list-style-type: none"> • SCB secretariat will provide support in this regards • SCB secretariat will provide support • UNDP will support to organize the event providing resources and financial support.

procedures for its members

List of participants:



Plan International Bangladesh
Country Office
Participants List

Meeting/Workshop/Training for: *Sphere Community in Bangladesh*
 Venue: *Gr. Floor Meeting Room, BCO*
 Date: *11/9/2018* Time: *2:30 pm.*

Sl No	Name of Participant	Name of Organisation	Designation	Signature
1	<i>M. A. Rahim</i>	<i>Plan International</i>	<i>ERM</i>	<i>[Signature]</i>
2	<i>Mizanur Rahman</i>	<i>Habitat for Humanity</i>	<i>Act. Pas-urban</i>	<i>[Signature]</i>
3	<i>Tanvir Ahmed</i>	<i>NIRAPAD</i>	<i>Junior PO</i>	<i>[Signature]</i>
4	<i>ZAHED</i>	<i>WHD</i>	<i>NPO</i>	<i>[Signature]</i>
5	<i>Roa Monir Mosherof</i>	<i>NHO Forum For Public Health</i>	<i>PM</i>	<i>[Signature]</i>
6	<i>Kaw's. Bismillah</i>	<i>UNRCO</i>	<i>HAS</i>	<i>[Signature]</i>
7	<i>Mariya Akhin</i>	<i>SCI</i>	<i>PO - Documentation</i>	<i>[Signature]</i>
8	<i>Shukla Tapra</i>	<i>SCI</i>	<i>Deputy Project Manager</i>	<i>[Signature]</i>
9	<i>Ms. Sharif Uhm</i>	<i>IFRC</i>	<i>Sr. Programme officer</i>	<i>[Signature]</i>
10	<i>Anwarul Haque</i>	<i>Heritage International</i>	<i>Project Manager</i>	<i>[Signature]</i>
11	<i>DULON GOMES</i>	<i>WORLD VISION</i>	<i>dulon.gomes@wvi.org</i>	<i>[Signature]</i>
12	<i>MANUK AZAM SHAH</i>	<i>Plan International</i>	<i>Head of DRM</i>	<i>[Signature]</i>
13	<i>MJ Jabbar Iqbal</i>	<i>CAFE Bangladesh</i>	<i>PM, Emergency Response</i>	<i>[Signature]</i>
14	<i>Sharmila Naban Nipa</i>	<i>CBRC, BRACU</i>	<i>Lecturer</i>	<i>[Signature]</i>
15	<i>ALEXANDER TRIPURA</i>	<i>Ceritas Bangladesh</i>	<i>Sr. Program Officer</i>	<i>[Signature]</i>
16	<i>Mojan Uddin Amma</i>	<i>BRAC</i>	<i>Programme Manager</i>	<i>[Signature]</i>
17	<i>SHASHANKA SAADI</i>	<i>BRAC INTERNATIONAL</i>	<i>HEAD OF EMERGENCY RESPONSE PROGRAM</i>	<i>[Signature]</i>