

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



<b>SPHERE Community Bangladesh (SCB) Meeting-05 April 2017, Time: 3.00 PM</b>	
Venue: Meeting Room 2, Level 3, BRAC Centre , 75 Mohakhali, Dhaka-1212	
<b>Meeting chair:</b> Gawher Nayeem Wahra, Director, DMCC, BRAC,	
The list of Participants can be found in <b>Annexure I of this document.</b>	
<b>Agenda:</b>	
<ul style="list-style-type: none"> <li>- Review of last meeting minutes (8 Feb, 2017):</li> <li>- Terms of reference (ToR) for Sphere School</li> <li>- Sphere Handbook revision</li> <li>- AoB</li> </ul>	
<b>Discussion</b>	<b>Decision/ Status</b>
<p><b>1. Review of Last meeting minutes (8 Feb, 2017):</b></p> <ul style="list-style-type: none"> <li>- Minutes reviewed by the members</li> </ul>	<ul style="list-style-type: none"> <li>- Last draft meeting minutes approved as final meeting minutes</li> </ul>
<p><b>2. Terms of reference (ToR) for Sphere School:</b></p> <ul style="list-style-type: none"> <li>- Action Plan for 1st year only</li> <li>- People who are already trained can be act as resource person so we need a list of trainers</li> <li>- Some training can start immediately on Sphere Standard for the students of disaster management and related subjects</li> <li>- Designing training plan needed</li> <li>- Language of the draft ToR need some editing</li> </ul>	<ul style="list-style-type: none"> <li>- A group formed to review the draft ToR and finalized it. The committee will include: <ul style="list-style-type: none"> <li>• Bithun Mazid (BRAC)</li> <li>• Hasina Akter Mita (Nirapad)</li> <li>• Shashanka Saadi (Brac Int.)</li> <li>• Aminul Huque (IFRC)</li> <li>• Wahida Bashar Ahmed (United Purpose)</li> </ul> </li> </ul> <p>This group will co-opt any person from the members of SCB if required while representative of Brac Int. Shashanka Saadi will act as convener of the group.</p> <ul style="list-style-type: none"> <li>- Group will also make a plan of action align with objectives and submit it to next meeting for approval.</li> </ul>
<p><b>3. - Sphere Handbook revision</b></p> <ul style="list-style-type: none"> <li>- <i>In sphere handbook there is very little content related to the South Asian context without our serious involvement in the process it will remain same in the next edition.</i></li> <li>- <i>Send the Sphere handbook to different clusters (Food , Shelter, WaSH, health etc) for feedback on relevant chapters.</i></li> <li>- <i>Time is very limited.</i></li> <li>- <i>Need to discuss with all relevant organization and their respective networks</i></li> <li>- A letter/email could be sent to all clusters with the guideline for revision process along with a request of sending their recommendation for change if any.</li> <li>- <i>Trainers would be another group for</i></li> </ul>	<ul style="list-style-type: none"> <li>- SCB will send a letter/email to all clusters with the guidelines for their feedback on possible revision.</li> <li>- SCB will arrange a group meeting. The invitees will include more practitioners and academics to contribute the revision of Sphere handbook.</li> <li>-SCB members are requested to contact with the relevant cluster and share the discussion of this meeting.</li> <li>- A wider meeting for consultation on sphere handbook revision will take place on 20<sup>th</sup> April 2017.</li> </ul>

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<p><i>consultation but they have very limited experience in practicing the sphere standard.</i></p>	
<p>4. <b>Others:</b></p> <ul style="list-style-type: none"><li>- Website updated</li><li>- Contact list updated</li><li>- 2017 Global Platform for Disaster Risk Reduction in Cancun, Mexico</li></ul>	<ul style="list-style-type: none"><li>- Members can send their upcoming events on sphere be published in the SCB website.</li></ul> <p>Members will provide support to update the contact list and a letter will be sent to the chief of the organization request the name of their representative to SCB.</p> <ul style="list-style-type: none"><li>- People who will attend Global Platform can work jointly to develop a country position paper. Mr. Sumon of HLA will take lead in this initiative.</li></ul>
<p><b>Meeting concluded with Thanks and refreshment.</b></p>	

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**ANNEXURE-I**

List of SCB members participants in SCB meeting on 5<sup>th</sup> April 2017

SI	Name	Designation	Organisation	Contact Number	Email
1	Ashish Barua	WASH PC	OXFAM	01730022324	abarua@oxfam.org.uk
2	Umme Khadiza	EPO	Christian Aid	01708126270	ukhadiza@christian-aid.org
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5	Bithun Mazid	Sr. Manager	BRAC	01755692016	Bithun.mazid@brac.net
6	Ratan Kr Podder	PC	Caritas	01730318574	rattan@caritas.bd.org
7	M A Halim	Director	BDRCS	01811458510	<a href="mailto:Halim.ma@bdracs.org">Halim.ma@bdracs.org</a>
8	Aminul Huque	DMO	IFRC	01737080798	Aminul.haque@ifrc.org
9	Ozan Agbas	HAO	MSF	01844050106	<a href="mailto:Bangladesh-hao@oco.msf.org">Bangladesh-hao@oco.msf.org</a>
10	Wahida Bashir Ahmed	Program Advisor	United Purpose	01716674997	Wahida.bashar@united-purpose.org
11	Hasina Zaman Henna	Head of Knowledge and Learning	HLA	01716108007	<a href="mailto:h.zaman@humanitarian-academy">h.zaman@humanitarian-academy</a> <a href="mailto:hasinazaman@yahoo.com">hasinazaman@yahoo.com</a>
12	Suman Ahsanul Islam	Academy Centre Director	HLA	01819240657	s.islam@humanitarian.academy
13	Syed Waliul Islam	Head of Training	NGO Forum for Public Health	01815002113	Wali.ngo.org
14	Nayeem Wahra	Director	BRAC	01713005883	Nayeem.wahra@brac.net
15	Dr. Edwin Theophilus	Manager, HNPP	BRAC	01730350022	Edwin.tg@brac.net

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18	Fahima Islam	Project Implementation	BRAC-DMCC	01749211796	Fahima.i@brac.net
19	Arefeen Ahmed	Deputy Manager	BRAC	01747730207	Arefeen.a@brac.net
20	Shanjida Afrin	SS	BRAC		
21	Proma Urbi Paboni	SS	BRAC		
22	Khaled Bin Yousuf	SS	BRAC		
23	Bably Surya	SS	BRAC		