

**Minutes of Strategic Action Plan meeting
Sphere Community Bangladesh (SCB)**

Date: 16 July 2018

Time: 9.00-13.30

Venue: BRAC Learning Centre (BLC), Niketon, Gulshan

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

General discussion/updates	<ul style="list-style-type: none"> Issues about training on Sphere and its effectiveness were raised. Updated list of people who get training earlier on Sphere was proposed to be collected as soon as possible. Process of registration in sphere committee (registration fee, reference) has been discussed. 	
Agenda	Discussion	Decision
Next Meeting Schedule		Meeting Will be hosted by Plan on 11 th September, 2.30 to 5 pm
Sphere training in Cox's Bazar	Number of sphere training has been conducted scattered in Cox's Bazar through different organizations, platforms and individuals. All these training need to be listed for future reference and record.	<ul style="list-style-type: none"> SCB secretariat will communicate with ISCG, INGO platform (recently led by DRC) and National NGO platform in Cox's Bazar to collect the training information for record. SCB members are requested to share their training information on Sphere.
River Bank Erosion project	Along with CEGIS, BRAC is working on River Bank Erosion Project to give people early warning by disseminating maps, flyers and hoisting maps which resembles degree of vulnerability .	A lesson learned session will be conducted among the NGOs and INGOs soon; so that more actors can work together to extend the intervention.
Flood Forecast	Forecast based financing process was discussed which is already been practiced by IFRC, CARE and Oxfam	
Real Time Evaluation	SCB Committee members are proposed to share their real time evaluation on Rohingya issue, parts that are related to Sphere Frame and make a presentation as case study.	Except Rohingya SCB will initiate to conduct real time evaluation of other humanitarian actions

Action Plan (Time bound has not been set but action will be carried out within next one year)

Action	Planning
Translation of third edition of Sphere book (supposed to be published on August 2018)	<ul style="list-style-type: none"> Review old tech group Form working group Connect with cluster lead
Extension of minimum standard for Aged and disable person	<ul style="list-style-type: none"> contact help age connect with task force

	<ul style="list-style-type: none"> • support accordingly
Translation of minimum standard book for Aged and Disable person	<ul style="list-style-type: none"> • coordinate with start network • follow-ups
Series of workshop with university professors and students are proposed to conduct in order to include sphere standard and international compliance in academic curriculum.	<ul style="list-style-type: none"> • mapping (connection between any NGO or INGOs with educational institutions) • finalize the slap in next meeting
Refresher ToT on new version of Sphere book to the participants who received ToT earlier.	<ul style="list-style-type: none"> • TOT list update • contact with participants • arrangement
Training on sphere and other humanitarian standard to the participants from different NGO and INGOs.	<ul style="list-style-type: none"> •

Attendance

Organization	Name
Caritas Bangladesh	John Swapan Gomes
Plan International	M. A. Rahim
HelpAge International	Anamul Haque
Friendship	Farid Ahmed Sagar
Save the Children International	Jacklin Reberio
JJS	Md. Nashir Uddin
Swedish Red-cross	Aminul Haque
Sangram	Chowdhury Md. Moin
CARE	Md. Jafar Iqbal
Disaster Forum	Gawher Nayeem Wahra
BRAC	Moyen Uddin Ahmmed
	Mahmud Hossain
	Tasnim Zaman