

SPHERE Community Bangladesh (SCB)
(Draft Meeting Minutes)



<p>SPHERE Community Bangladesh (SCB) Meeting-08 February 2017, Time: 9.00 AM Venue: Meeting Room 1, Level 3, BRAC Centre , 75 Mohakhali, Dhaka-1212</p>	
<p>Meeting chair: M.A Rahim, Manager, Emergency response, Plan International, Bangladesh</p>	
<p>The list of Participants is at Annexure I.</p>	
<p>Agenda:</p> <ul style="list-style-type: none"> - Review of Last meeting minutes (20th Dec, 2016): - Launching of SPHERE Community Bangladesh (SCB) website - Annual work plan of the year 2017 - Others 	
Discussion	Decision/ Status
<p>1. Review of Last meeting minutes (20th Dec, 2016):</p> <ul style="list-style-type: none"> - Minutes reviewed by the members 	<ul style="list-style-type: none"> - Last draft meeting minutes approved as final meeting minutes
<p>2. Launching of SCB website:</p> <ul style="list-style-type: none"> - As per last meeting decision BRAC developed and hosting a website for SCB which domain name is http://www.spherebangladesh.com/ - Briefing about the Website by developers (BRAC) - Updating and Maintenance - Promotion of the Webpage <p>2.1 Comments to develop the website:</p> <ul style="list-style-type: none"> - Website needs more (modern) attraction in outlook and design - SOD, National policy paper and relevant documents should be there - Member organizations should share their situation report during emergency - Important links (government offices, clusters) should be included. - List of Sphere trainees and members will be revised and uploaded. 	<ul style="list-style-type: none"> - The SCB website: http://www.spherebangladesh.com/ launched officially from 8th February 2017. - The website will be updated by the secretariat, Mr. Khaled Bin Yousuf, DMCC, BRAC will update the webpage regularly on behalf of the secretariat and Mr. Gawher Nayeem Wahra, Director, DMCC programme, BRAC will be the coordinator of the present secretariat. - Later a small team not more than 5 members can be formed to handle the webpage with the representation from different organization. It will reduce the management difficulties due to drop-out. - Name of the country focal included in Sphere Project international website (http://www.sphereproject.org/community/focal-points/focal-points/) will be replaced by focal of new secretariat soon. Secretariat coordinator's name will be there. - Update and evaluation process of the website will continue this year round. So, members are requested to provide their feedback and suggestion for the improvement of website content. - Members will promote the website among other relevant organisations.

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<p>3. Annual Work Plan</p> <p>3.1. BRAC proposed to open a Sphere school to promote knowledge sharing practice and enhance awareness in this issue.</p> <p>Participants in the meeting discussed and agreed to concentration on opening the school only is better for 1st year than providing more tasks in annual action plan. Other plan can also be included for next 2 years. Considering this, following proposal and comments come from different participants:</p> <ul style="list-style-type: none"> - <i>Target participants for the school may be practitioner, university teachers, government officials, students, SCB members</i> - <i>A terms of reference (ToR) should be prepared indicating management procedure and content of lessons and all other things in detail</i> - <i>Advocacy on sphere project could be the one content of lessons along with other relevant subjects.</i> - <i>The 1st training / course will be for their SCB member by the SCB trainers.</i> - <i>The 2nd training will be for the University teachers for 2-3 hours, as Sphere is not included in the Disaster management courses.</i> - <p>3.2. Many participants asked to re-check the contact list and make it more functional and accurate so that presence of participants in the meeting can make to a larger quantity</p>	<p>3.1. The Terms of Reference (ToR) will be finalised on next meeting prior which draft will be shared to SCB members for review.</p> <p>3.2. Contact list of SCB members will be re-checked. A letter will issue to the organizational head to provide two staffs name as representatives. Member's personal email will be included so that it can be used if he leave his organization. By February 2017, this process will be started</p>
<p>4. Others:</p> <ul style="list-style-type: none"> - Next meeting date - Most of the participants proposed to arrange brainstorming Adda in a frequent interval. It may be a great way of learning and sharing knowledge and experiences. 	<ul style="list-style-type: none"> - Next SCB meeting will be held on 5th April, 2017 from 3:00 to 5:00 pm. Venue will be declared later - Meeting was completed with a 20 minutes Adda
<p>Next SCB meeting will be held on 5th April, 2017 from 3:00 to 5:00 pm. Venue: To be confirmed.</p>	

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Meeting adjourned at 12:00 pm.

ANNEXURE-I

List of SCB members participants in SCB meeting on 8th February 2017

SI	Name	Designation	Organisation	Contact Number	Email
1	Syed Waliul Islam	Head of training	NGO forum for public health	01815002113	wali@ngof.org
2	M.A Rahim	Manager, Emergency response	Plan International, Bangladesh	017158048173	abdur.rahim@plan-international.org
3	Dulon Gomes	Program manager	Christian Aid	01730017549	dgomes@christian-aid.org
4	Md. Zahangir Alam	Humanitarian Response coordinator	Dan Charch Aid (DCA)	01719312052	zaal@dca.dk
5	Roufa Khanum	Focal lead	Center for Climate Change and Environmental Research (C3ER), BRAC University	01717178162	roufa@bracu.ac.bd
6	Areffen Ahmed	Donor reporting and communications	BRAC	01747730207	arefeen.a@brac.net
7	Bably Surya	Sector specialist	BRAC	01709647531	bably.surya@brac.net
8	Dr. Edwin Theophilus Goswami	Manager, HNPP	BRAC	01730350022	edwin.tg@brac.net
9	Moyen Uddin Ahmmed	Programme Manager	DMCC, BRAC	01716649236	moyenuddin.ah@brac.net
10	Ratan Kr. Podder	Project coordinator (DM)	Caritas	01730318574	rattan@caritasbd.org
11	Proma Paboni	Sector specialist	BRAC	01719984347	proma.u@brac.net
12	Anindita Chakraborty	YPT	BRAC	01797584274	anindita.c@brac.net
13	Mushfiqua Mosharref	SPO-PHP	Oxfam	01746252536	mmosharraf@oxfam.org mushfiqua72.mushrref@gmail.com
14	Wahida Bashar Ahmed	Country coordinator	CORDAID	01716674997	wahidabasharahmed@yahoo.com
15	Rakibul Husan Shuvo	MRC-HP	Islamic Relief	01777773829	rakibul.husan@islamic-relief-bd.org
16	Khaled Bin Yousuf	Officer, MIS and documentation	BRAC	01709632414	khaled.by@brac.net