

Greetings from the secretariat of SCB (DMCC, BRAC)!

Please book your time for SCB meeting on **05 April, 2017** which will be held at meeting room-2 , BRAC centre (3rd F), 75 Mohakhali, Dhaka 1212. Meeting will be held from 3.00 pm to 5.00 pm.

Tentative meeting agenda are,

- Review of last meeting minutes
- Arrange group meeting for Sphere Handbook revision
- Term of reference for sphere school
- AOB

You are requested to provide your views and comments in the meeting so that we can compile it at the meeting. Please let us know your suggestion if any.

Herewith I attached the draft last meeting minutes, draft TOR and Sphere Handbook guideline for your review.

We welcome your suggested agenda for the meeting (if any). Please confirm your participation through a reply mail.

Thanks for your cooperation.

On behalf of the SCB Secretariat :

Best Regards

Khaled Bin Yousuf

Officer, MIS and Documentation | Disaster Management & Climate Change | BRAC

T: +880 2 9881265 (Ext 3653) | | Mob:01709632414 | | F: +880 2 8823542

18 Floor, BRAC Centre | 75 Mohakhali, Dhaka-1212, Bangladesh

decc.brac.net | www.brac.net