Meeting Minutes of Sphere Community Bangladesh (SCB)
Date: 08 June 2022
Time: 12:00 to 3:00 p.m.
Venue: IFRC Meeting Room - Padma

All the discussion and decision points during the meeting are included in the following table:

Agenda	Discussion	Decision
Welcome	➜ Started with an introduction of the 23 participants ➜ Discussion on SCB history and achievements ➜ Welcomed by Sanjeev Kafley, Head of Country Delegation, IFRC and Mehedi Hasan Shishir, Focal Point of Sphere Community Bangladesh and Manager-Livelihoods and Cash, IFRC	
Review of the member list, criteria, and commitment statements	➜ Two persons of contact should be nominated in the case of organization ➜ Clarify that the existing members need to submit their forms as well. ➜ The member organization's chief can ensure his/her endorsement by signing the commitment statement ➜ When new local organizations that are affiliated with different forums apply for membership, endorsement from the forums will act as a selection criteria. The membership applications will later be vetted in the next Sphere meeting.	➜ Form a database with information of all SCB Members (including two contact persons) ➜ Send the forms again to SCB members along with the ToR ➜ Clarify that existing members who have not sent (including individuals) in their membership forms for 2023 must do so.
Updates on the Sphere Handbook Translation	➜ Shelter Cluster has completed the translation of two chapters:	➜ Follow up with cluster coordinators. ➜ For the moment, a document

	'What is Sphere?' and 'Shelter and Settlement'. The translation has been shared with the previous Sphere Community Bangladesh Secretariat for review. After getting the consent and feedback from SCB, Shelter Cluster is currently in the process of hiring a consultant to harmonize the translations of those chapters. ➜ Food Security Cluster took the lead to translate the chapter on Food Security and Nutrition. They are in the process of ensuring that the translation is cohesive. ➜ When hiring the consultant, it is recommended that a) s/he is a subject expert and b) has previous experience in translating English to Bengali. ➜ Explore possibilities to make the translation accessible for the differently-abled through audio-visual languages, braille, etc. ➜ Set a timeline to complete the preliminary translations by the respective clusters.	detailing steps to be taken (i.e. the methodology) for the translation process needs to be prepared first, and then reviewed properly by members and experts. ➜ Field-tests can be done in different dialectical geographical regions to ensure that the language is accessible to most Bengali-speakers. ➜ Before the translation is finalized, each of the 4 focal groups need to field-test in consultation with sectoral experts. ➜ Secretariat will communicate with the WASH and Health clusters for their engagement in translation of WASH and Health chapters. ➜ A consultant can be hired after all the translation work is completed to harmonize the syntax. All members are requested for exploring funds.
Advisory Group	➜ The duration for the previous advisory group is over ➜ Previous members need to be contacted to establish who are still interested to contribute on the committee ➜ New interested members need to be contacted as well	➜ Secretariat will communicate with the previous members of the advisory groups and the new interested members to finalize the advisory group
Training	➜ A database of trainers who	➜ A google form will be sent to SCB

Preparation/ToT	received training on SPHERE needs to be formed (assume that more than 100 trainers exist in Bangladesh) ➜ Organize the database based on which trainers are currently in Bangladesh and are still active in humanitarian work. ➜ After completing the workshop/orientation on the fundamentals, one can apply for the ToT through a vetting process.	members so that they can send in details of known trainers. This can be filled up by the trainer himself or by someone else on his behalf. ➜ Small workshops/orientation/online training will be arranged for new SCB members on the fundamentals of Sphere. The participants will be asked to disseminate what they have learnt through their own organizations. On the basis of their skills, they will be later recommended for ToT
Engaging Government Officials	➜ Review the yearly plan to arrange a workshop targeting government officials ➜ Workshops targeting in collaboration with different Ministries (esp. MoDMR and DDM) are recommended	➜ Fund sourcing for the workshop targeting government officials.
Publication/Bullet in	➜ A quarterly publication or bulletin discussing case-studies, lessons learned and best practices can be introduced.	➜ The primary target is to produce the bulletin at least bi-annually ➜ Frequency of publication can be increased to quarterly later. ➜ The first issue can be produced between July and December 2023 (approx.)
AoB	➜ Information package can contain links to courses on the global Sphere website as well as pictographs, etc made by the Sphere Secretariat. ➜ Members can be divided into a) observing members b) learning members and c) practicing members, so that the different requirements of members at different levels of commitment	➜ To ensure that all members are on the same page, an information 'package' will be provided with the initial email to succinctly explain what is sphere standards, who are sphere members and what is expected of these members. ➜ From the next meeting, an online version will be arranged along with the physical meeting. ➜ To enhance collaboration,

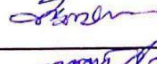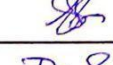|		
	can be catered to. ➔ A proposal has been made that a platform be created where practicing organizations can share their case-studies and lessons learnt. ➔ According to NAWG, the 4W matrix analysis shows that different organizations mobilize different amounts of aid.	secretariat and members will communicate with universities that have already made Sphere standards a part of their curricula. ➔ An additional column can be added in the 4W matrix to show what percentage of the minimum Sphere standard aid packages are covering to encourage organizations to follow the minimum standards.
Closing remarks	➔ All the participants were thanked by the secretariat for their cordial participation.	➔ Next meeting will be held in the 1st week of August 2023. Venue and time will be informed later.

List of participants:
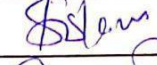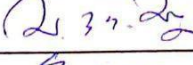
Attendance: SPHERE Community Bangladesh (SCB) Secretariat Meeting
08 June 2023, 12:00 - 03:00 pm
IFRC Meeting Room - PADMA

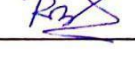| Sl. No.	Name	Position	Sex (M/F)	Age Group* (A = 18-29; B = 30-39; C = 40-49; D = 50-59; E = 60-69)	Signature
1	M M Chishty	Senior Director Programme JJS, Khulna	Male	D	
2	ANTARA DAS TITHI	Sr Officer- Humanitarian	F	B	echter
3	NATASHA ISRAT KABIR	Program Manager -II	F	B	
4	Fredrick Suvan Nell	Specialist	M	B	
5	Md. Kabir Hossain	Project Coordinator	M	C	Hossain
6	Rahat Ara Sinzim Moni	HEA Manager	F	B	
7	Mahmud Minar	Specialist - DRR	M	B	
8	Md. Shahinur Rahman	AD of CVA FocalP, BDRCS	M	C	
9	Nayeem Wahra	Member Secretary	7.	E	
10	A, Kawser Dipu	humanitarian response specialist			
11	SUMAN AHSANUL ISLAM	ADVISER, INSIGHTS			
12	Chhanda Rani	CAIP	F	B	
13	Sudeshna Biswas	Documentation officer, NGO Forum for Public Health		A	

Attendance: SPHERE Community Bangladesh (SCB) Secretariat Meeting
08 June 2023, 12:00 - 03:00 pm
IFRC Meeting Room - PADMA

Sl. No.	Name	Position	Sex (M/F)	Age Group* (A = 18-29; B = 30-39; C = 40-49; D = 50-59; E = 60-69)	Signature
14	Md. Roushon Ali	Coordinator, NAHAB	M	e	
15	Rokeya Begum Shafali	Executive Director	F	D	
16	Zahirul Alam	Coordinator. Shelter Cluster	M	e	
17	MD. FUAD -UR-RABBI	Program Coordinator	M	B	
18	Md. Tauhidul Islam Dipu	Manager	M	C	
19	M. A. A. Maamun	Lead - Plan International	M	D	
20	Moyen Uddin Ahmmed	PM, Humanitaria & Resilience program	M	C	
21	A M Naim Uddin	Manager - DRR	M	C	
22	Md MEHEDI HASAN SHISHIR	Manager - Livelihoods and Cash Focal point sphere	M	C	
23	Raisa Binte Huda	Intern - Sphere Project, IFRC	F	A	
24					
25					
26					

Images: