

Coordination Meeting on

The Scope of Collaborating Among Provati3 DDM Component, SUFAL And IRB Initiatives Working in
The Region of Kurigram, Gaibandha and Jamalpur to Disseminate Early Warnings in Project Regions

Venue	: Mini Conference Room, 7 th Floor, DDM, Dhaka
Date & Time	: 23 March 2022 at 3:00 pm
Chairperson	: Netai Chandra Dey Sarker, Director (MIM) & Project Coordinator, Provati3 Project-DDM Component, Department of Disaster Management
List of Participants	: Annex-1

The Chairperson and Project Coordinator of the DDM Component Netai Chandra Dey Sarker, Director (MIM), Department of Disaster Management, extended a warm welcome to everyone and expressed his appreciation for their participation in this Coordination Meeting. He begins by providing everyone with an overview of the project's overview that DDM is implementing “Development of Local Flood Early Warning and Dissemination System” under the PROVATi3 Project, which is funded by IFAD with technical support from RIMES. During different field visits, it has been observed that, multiple projects that are similar in nature, are ongoing by different NGOs in Kurigram, Gaibandha and Jamalpur. Therefore, a coordination among these projects is needed to avoid duplicity and overlapping of activities, and an overall coordination and collaboration is required for project intervention. Chairperson requested the participants to exchange their innovative ideas, for how a single platform may facilitate the collaboration of three distinct projects. The summary of the discussions, point by point, is as follows:

2. The following decisions were taken on the basis of the feedback received at the meeting.

Points of Discussion	Discussion and Agreed Action Points	Conclusion and Action points	Implementer
Discussion issue 1: Activity List and Action Matrix Preparation	Discussion: There should be an activity list of the working projects stating the role and responsibilities including range of detail work plan. Additionally, prior to the next meeting, the Project leads will share their primary objectives and activity describing actions that may be similar in nature on different aspects of early warning. So that a clear reflection of similar actions plans that are capable of collaboration may be created, an Action Matrix is to be developed in this manner.	Early warning regarding role and responsibilities of different projects should be finalized and Action Matrix is to be prepared.	Project Leads of Provati3 Project DDM Component and other NGOs
Discussion issue 2: Discussion on avoiding the repetition of the same activity in the same region.	Discussion: There are several activities that are identical in both the Provati 3 and SUFAL projects, such as early warning generation and dissemination, that can be categorised according to the unions involved. Resources should not be squandered throughout this approach. As a result, emphasis should	Identification of Similar activities in a certain zone to avoid duplication.	Provati3 Project DDM Component

	be given to how duplication of activities in a certain zone might be avoided.		
Discussion issue 3: Discussion on identification of Common regions	Discussion: Projects cannot deviate from their core activities. These areas cannot be changed because they're related to donors. One option may be to identify the most vulnerable unions, provided that this does not conflict with TORs, and another could be to use a methodical approach to identify common regions, which could aid in the allocation of activities of the project areas.	Common regions, which could aid in the allocation of activities of the project areas should be identified	Provati3 Project DDM Component
Discussion issue 4: Discussion on sharing DMC database format	Discussion: The DMC database format created under Provati3 project will be shared with other projects such as CARE, Concern Worldwide, SUFAL, and Islamic Relief. These will assist in alleviating some of the stressors associated with the creation of a new database. Each project will also combine their data into this format so that a common platform can assist each project on an individual basis. -	The DMC database format will be shared with other projects	Provati3 Project DDM Component

3. Afterwards, as there was no other topic to be discussed in the meeting, the chairperson thanked all present at today's meeting and declared the meeting closed.

Netai Chandra Dey Sarker
Convenor and Project Coordinator and
Director (MIM)
Department of Disaster Management
Date: 27 March 2022

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Copy To:

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2. Country Program Lead, RIMES, Dhaka
3. Consortium coordinator, SUFALII consortium, Care Bangladesh, Dhaka
4. Humanitarian Program Manager Concern Worldwide, Dhaka
5. Program Manager, Humanitarian & Resilience · Islamic Relief Bangladesh
6. PA To Director General
7. Office Copy

Probir Kumar Das
Member Secretary and Deputy Project
Coordinator
PROVATi3 Project-DDM Component
Department of Disaster Management
Date: 27 March 2022