



HCTT

Humanitarian Coordination Task Team

SPECIAL MEETING

Co-Chaired by:

Mr. Md. Kamrul Hasan, ndc, Secretary, Ministry of Disaster Management and Relief (MoDMR)

Ms. Gwyn Lewis, Resident Coordinator, United Nations

Date: 22 April 2024

Place: Pan Pacific Sonagaon, Dhaka

Coordinated efforts of



Contents

1. HCTT Background	3
2. The Special HCTT Meeting	4
3. Opening Ceremony of the Meeting	6
4. Key Achievements of the Nexus strategy (2021-2025) in 2023	8
5. Strategic Recommendations for roll out of Early Warning for All (EW4All) initiative	10
6. Commitments for 2024 for the implementation of the Nexus Strategy 2021-25	13
7. Follow-Up Action	13
8. Closing Remarks	13
9. Annexes: Press Release, Summery Note, and Participant List	15



: HCTT Members

1. HCTT Background

Bangladesh adopted the humanitarian coordination architecture, known as the Humanitarian Coordination Task Team (HCTT), in 2012 following a consultation process between the humanitarian community and the Government. Through the cluster approach, the international community coordinates emergency preparedness and responses with the government in an agreed manner, complementing the government’s emergency and disaster efforts. The HCTT is co-chaired by the Secretary of the Ministry of Disaster Management and Relief (MoDMR) and the UN Resident Coordinator. In 2019, the Government formalized this cluster system in its Standing Orders on Disaster (SOD). As of September 2023, HCTT comprises ten national clusters and six working groups. The UN Resident Coordinator also leads the Humanitarian Advisory Group (HAG), a network of humanitarian organizations that supports and advises the HCTT. The Inter-Cluster Coordination Group (ICCG) – composed of cluster and working group coordinators and led by the UNRCO – develops and implements HCTT’s work plans. The national clusters and working groups are co-led by representatives from seven ministries and their related departments, eight UN agencies, and six national and international organizations. Besides its co-chairs, HCTT includes cluster and working group leads/co-leads; three INGO representatives, one local NGO representative, and two donor representatives. Overall, the humanitarian coordination system comprises over 50 organizations that work in the humanitarian and DRR sectors.

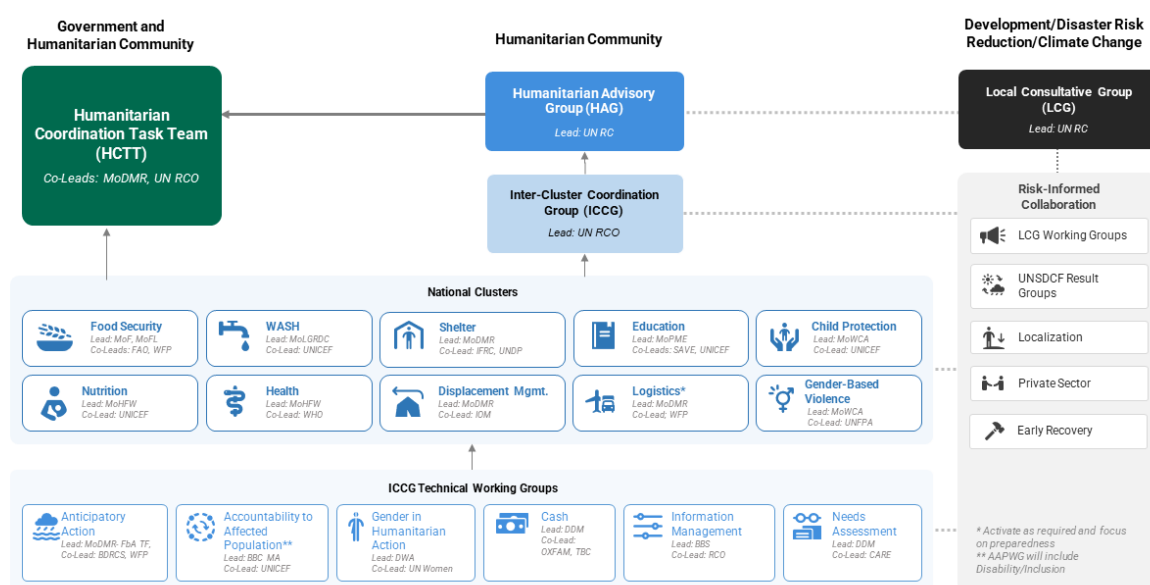


Figure 1: HCTT Coordination Structure in 2024

2. The Special HCTT Meeting

A special meeting of the Humanitarian Coordination Task Team (HCTT) took place on April 22, 2024, at the Hotel Pan Pacific Sonargaon. The focus was on enhancing coordination between national disaster risk management authorities and humanitarian partners to protect vulnerable populations. The meeting was co-chaired by Mr. Md. Kamrul Hasan, Secretary of the Ministry of Disaster Management and Relief, and Ms. Gwyn Lewis, UN Resident Coordinator. Special guest Mr. Md. Mijanur Rahman, Director General of the Department of Disaster Management, also attended.

Over 65 participants from various sectors, including government agencies, UN organizations, NGOs, and donors, attended the session. The event was supported by the HCTT secretariat, represented by the UNRCO, and funded by FCDO and USAID.

The meeting focused on sharing the achievements of the HCTT Nexus Strategy (2022-2025) and endorsing the clusters' priority areas for 2024. Participants discussed the role of all partners in crisis response and disaster risk mitigation, engaging in group sessions on early warning systems and 2024 commitments.



Group discussion by HCTT members

3. Opening Ceremony of the Meeting

The meeting was opened by the Co-Chairs of the HCTT Ms. Gwyn Lewis, Resident Coordinator, United Nations, and Md Kamrul Hasan, *ndc*, Secretary, Ministry of Disaster Management and Relief (MoDMR). Mr. Md. Mijanur Rahman, Director General, Department of Disaster Management (DDM) made remarks as a special guest at the meeting.

Ms. Gwyn Lewis, UN Resident Coordinator, Bangladesh

Ms. Gwyn Lewis, UN Resident Coordinator and HCTT Co-Chair, welcomed participants and thanked the Ministry of Disaster Management and Relief (MoDMR) for co-organizing the meeting. She extended special thanks to Mr. Kamrul Hasan and Mr. Mijanur Rahman for their dedication to improving international collaboration.

Ms. Lewis acknowledged the presence of diverse stakeholders and emphasized the vital role of the HCTT in strengthening humanitarian preparedness and response in Bangladesh. She highlighted the HCTT's contributions, including a 2023 response plan for Chattogram floods that aided over 300,000 people.

She also underscored support for anticipatory action and the early warnings for all (EW4All) initiative, reaffirming the commitment to enhancing local capacities and resilience, and thanked MoDMR for their partnership.



Mr. Md. Kamrul Hasan, *ndc*, Secretary, MoDMR

Mr. Md. Kamrul Hasan, Secretary of the Ministry of Disaster Management and Relief (MoDMR), and HCTT Co-Chair, welcomed participants to the HCTT meeting, acknowledging the presence of representatives from various government,

the UN, development partners, NGOs, and other humanitarian stakeholders. He extended gratitude to his co-chair, Ms. Gwyn Lewis, UN Resident Coordinator, for her commitment to strengthening disaster risk management in Bangladesh. He reiterated the Government's commitment to disaster risk management as a national priority. He highlighted the comprehensive legal and strategic frameworks, including the Disaster Management Act, Standing Orders on Disaster, and the National Plan for Disaster Management, which guide national efforts against natural hazards and extreme weather events.

Mr. Hasan acknowledged the significant successes in reducing disaster mortality rates and credited initiatives like the cyclone preparedness programme, early warning systems, anticipatory action, and community preparedness programmes. He expressed deep appreciation for the collaborative efforts facilitated by the HCTT platform, emphasizing the vital role of UN agencies, NGOs, development partners, and local organizations in reaching vulnerable communities. Looking forward, he stressed the importance of continuing these collaborative efforts, focusing on anticipatory actions and early warnings to minimize future disaster impacts. He concluded by wishing everyone a successful meeting and reaffirming the commitment to empowering communities to face any challenge.

Mr. Md. Mijanur Rahman, Director General, DDM

Special guest Mr. Md. Mijanur Rahman, Director General of DDM, thanked the participants of the HCTT meeting. He praised the leadership of Mr. Md. Kamrul Hasan and Ms. Gwyn Lewis and acknowledged the diverse attendees from government, UN, development partners, international agencies, and NGOs.

Mr. Rahman highlighted Bangladesh's progress in disaster risk management and noted the challenges posed by climate change and urbanization. He emphasized the HCTT's crucial role in fostering collaboration between the government and humanitarian partners under the HCTT Nexus Strategy (2022-2025). Concluding, he expressed optimism about the productive discussions and strengthened disaster preparedness efforts.

4. Key Achievements of the Nexus strategy (2021-2025) in 2023

The HCTT developed and approved a five-year [Nexus Strategy \(2021-2025\)](#) with the Government in 2021. This strategy guides the work of the HCTT in preparedness and response in Bangladesh. The HCTT develops and executes a clear plan of action for each year to implement this Nexus Strategy, involving ten national clusters and six working groups. The key achievements of the Nexus Strategy in 2023 across its four strategic objectives were presented at the HCTT meeting ([attached presentation](#)). These include:

Strategic Objective 01: Risk and Impact Analysis

- Created [online 5Ws](#) (Who, What, Where, for Whom, and When) for humanitarian response monitoring. In 2023, the Information Management Working Group, in collaboration with all national clusters, utilized the 5Ws for major disasters, including flash floods and monsoon rains in the Chittagong division.
- HCTT conducted and published the [Pre-Crisis Assessment of Monsoon Flooding](#) and [Unified Cash+ Framework](#) for improved anticipatory action and response in Bangladesh. These documents presented a proposal for a harmonized inter-sectoral approach to cash+ (cash and other forms of support) in anticipation of rapid onset hazard events as well as during the response phase.
- MoDMR, UNCRO, UNDRR, and the Global Earthquake Model (GEM) Foundation jointly developed and unveiled [Bangladesh's first-ever sub-national earthquake risk assessment](#) in 2023. What makes this assessment remarkable is its integration of the most current data available, including the national census of 2022, and comprehensive coverage of Bangladesh at the sub-national level.

Strategic Objective 02: Priority Preparedness Action

- Being a pioneer in [anticipatory action](#), In 2023, Bangladesh made significant progress by expanding anticipatory action across hazards and regions, strengthening coordination mechanisms, developing national early action protocols, harmonizing triggers, and utilizing CERF and DREF funding for anticipatory action.
- Bangladesh was identified by the UN Secretary-General as among the first group of countries to receive coordinated and targeted support under the [Early Warning for All \(EW4All\)](#) initiative in 2023. For the roll out a national consultation and gap analysis was developed as well as a stakeholder mapping.

Strategic Objective 03: Partnership and Institutional Capacity

- In 2023, HCTT advanced Bangladesh's localization agenda by strengthening Local and National Actors (L/NAs) Hub initiatives across clusters and working groups. This included joint local working groups for GBV and child protection in six disaster-prone districts and GiHA local chapters in four districts, promoting grassroots protection and gender inclusion. Additionally, all Terms of Reference (ToRs) for the Humanitarian Coordination Task Team, including the Humanitarian Advisory Group (HAG), Inter-Cluster Coordination Group (ICCG), ten National Clusters, and six Working Groups, were updated to streamline and strengthen the humanitarian coordination architecture.

Strategic Objective 04: Action Plan for Response

- HCTT has taken initiatives to adopt the Joint Intersectoral Analysis Framework (JIAF) 2.0 in Bangladesh. JIAF 2.0 establishes global standards for analyzing and estimating humanitarian needs and protection risks. This enables a more coordinated and effective response to crises by humanitarian actors such as UN agencies, NGOs, and donors.
- HCTT, through its national clusters, has responded to the flash floods and monsoon rains in Chittagong division, which affected more than 1.3 million people. This includes conducting situation reports, needs assessments, preparing humanitarian response plans, mobilizing funds including CERF, conducting 5Ws for response monitoring, and learning lessons.

5. Key strategic recommendations for roll out of Early Warning for All (EW4All) initiative in Bangladesh.

In March 2022, the UN Secretary-General launched the [Early Warnings for All initiative](#) aiming to protect everyone on Earth with early warning systems by 2027. In 2023, Bangladesh was chosen as one of the first countries to receive targeted support under this initiative. To implement EW4All, the Ministry of Disaster Management and Relief (MoDMR), along with the UN and other organizations, conducted a national consultation, gap analysis, and stakeholder mapping. A national roadmap is being developed, and participants were tasked with discussing key strategies for EW4All implementation. They identified strategic actions and recommendations across the four pillars of EW4All.

Pillar 1: Disaster risk knowledge

Recommendations

- Conduct comprehensive risk assessments and mappings to understand evolving hazards and vulnerabilities across Bangladesh.
- Quantify exposed populations, services, and critical infrastructure for impact-based forecasting.
- Engage local communities in data collection to ensure accurate, localized risk information.
- Develop the capacity of government, NGOs, and communities in disaster risk assessment methodologies and tools.
- Upgrade and make the disaster losses and damages system publicly available.
- Establish an accessible risk data ecosystem for all stakeholders.
- Invest in research on disaster risks specific to Bangladesh, such as flood modeling, cyclone prediction, and earthquake preparedness.
- Conduct sectoral risk assessments and identify specific DRR actions.

- Develop effective risk communication strategies.
- Create and maintain a crop production calendar aligned with natural disaster risks.

Pillar 2: Detection, observations, monitoring, analysis and forecasting of hazards.

Recommendations

- Upgrade and expand early warning observation networks, including rain gauges, water level monitoring stations, and radar systems.
- Invest in data collection and analysis for agencies like BMD, FFWC, and GSB.
- Develop advanced modeling and forecasting systems for hazards such as cyclones, floods, and landslides.
- Promote research and innovation in hazard detection technologies, utilizing AI and remote sensing.
- Collaborate with international agencies and neighboring countries to share data and best practices.
- Enhance the capacity of government and humanitarian agencies to interpret weather forecasts and models.
- Engage local communities in collecting and integrating local-level data into national systems.
- Improve the Common Alerting Protocol (CAP) system and mobile app



Group discussion on identifying key recommendations for EW4All

Pillar 3: Warning dissemination and communication

Recommendations

- Establish a multi-channel warning dissemination system, including sirens, SMS, television, community radio broadcasts, and mobile applications.
- Standardize warnings and translate them into local languages for clear communication.
- Ensure accessibility for diverse community groups, including persons with disabilities.
- Conduct community-level awareness campaigns and drills to educate people on interpreting warnings.
- Implement a feedback mechanism to evaluate the effectiveness of warning dissemination strategies.
- Advocate for the inclusion of BTRC into the national Forecast-based Action task force.
- Ensure local government institutions disseminate early warning messages.
- Focus messages on actionable steps and potential impacts.
- Provide satellite phones to fishermen for receiving warning messages.

Pillar 4: Preparedness and response capabilities

Recommendations

- Strengthen emergency response mechanisms, including evacuation plans, search and rescue operations, and the

provision of essential supplies.

- Conduct regular training exercises and drills for emergency responders, government officials, and community members.
- Ensure availability of essential supplies like food, water, medicine, and shelter materials in vulnerable areas.
- Enhance coordination between government agencies, NGOs, private sector, and international partners.
- Develop systems to reach vulnerable populations, including women, children, the elderly, and persons with disabilities.
- Test and develop contingency plans to improve preparedness and response capabilities.
- Engage volunteers, local government, and communities in preparedness efforts.
- Utilize grassroots presence of organizations like RCRC for early warning.
- Establish and strengthen flood preparedness programs like the cyclone preparedness program.
- Endorse and enforce the EW4All 2024-2027 roadmap.
- Establish funding mechanisms for the continuity of EW4All and early warning systems.

6. The Commitments for 2024 for the implementation of the HCTT Nexus Strategy 2021-25

Participants discussed [the activities to be rolled out by clusters in 2024](#) for the implementation of the Nexus Strategy (2021-2025), validated the plan of action for 2024, and provided additional recommendations. These include:

Commitments 1: Risk Information and Impact Analysis

Plan of Action for 2024

1. Update INFORM Risk Index with new national census 2022 data.
2. Survey pre-crisis data collection and assessment by shelter cluster.
3. Assessment of WASH facilities in cyclone and flood shelters.
4. Mapping of the evacuation shelters and assessment of the disaster management committees (DMCs)
5. Support the subnational Earthquake assessment and follow up in the next steps.
6. Contextualise and develop national level Joint Intersectoral Analysis Framework (JIAF 2.0).

Recommendations

- Update the INFORM risk index and organize capacity development sessions on the INFORM methodology for stakeholders, incorporating local and indigenous knowledge.
- Assessments should include not only formal cyclone and flood shelters but also educational institutions and informal shelters, covering WASH, safety, and security aspects for displaced populations.
- Conduct risk assessments for earthquakes, landslides, and droughts.
- Conduct capacity needs assessments for local administrations.

Commitments 2: Disaster Preparedness and Anticipatory Action

Plan of Action for 2024

1. Finalize Flood and Cyclone National Early Action Protocol (NEAP) and develop Drought Early Action Protocol (EAP).
2. Advocate for the national Anticipatory Action Framework, integrating Disaster Management funds and Social Protection Schemes.
3. Pilot the Unified Cash+ Package for anticipatory action and response.
4. Support developing a national roadmap for the roll-out of the EW4All initiative, including detailed action plans and resource requirements.
5. Conduct awareness campaigns on prevention of sexual exploitation and abuse (PSEA) among partners, communities, and stakeholders through GBV cluster, child protection cluster, and GiHA working group.

6. Strengthen Collective Feedback and Response Mechanism (CFRM) and guide collective reporting by Accountability to Affected Populations (AAP).

Recommendations

- Support in-depth consultations, finalize gap analysis, and conduct stakeholder mapping before developing the national EW4All roadmap, with concrete information on needed support.
- Strengthen inter-ministerial coordination to use government Disaster Management funds and Social Protection Schemes for anticipatory action.
- Pilot the Unified Cash+ Package framework, conduct a 5Ws analysis of recent cash transfers, and enhance the M&E/data system.
- Commend the collective Feedback and Response Mechanism (CFRM) plan, emphasizing the need for effective collaboration and coordination.
- Extend 'protection' work beyond child and SGBV issues to include land and minority communities.
- Develop common early warning messages for different hazards and extreme weather events.

Commitments 3: Partnership for Institutional Capacity

Plan of Action for 2024

1. Conduct knowledge sharing sessions on district joint Contingency Planning by START-NETWORK.
2. Provide tailored training on 1) Emergency shelter management and coordination 2) Health in emergencies 3) GBV in emergencies and GBV risk mitigation measures 4) Drone usage in disaster management.
3. Strengthen local level humanitarian coordination initiatives by harmonizing GiHA chapters, NAWG hubs, and GBV-CP working groups under one strategy.
4. Support the development of a roadmap for implementing Standing Orders on Disaster (SoD) following the Area-Based Approach.

Recommendations

- Before conducting knowledge sharing by START NETWORK, they should first ensure that all contingency plans planned at the district level are completed.
- Recommendations have been made to define the concept of an area-based approach that is easily understandable for local authorities and communities. Since there are similar approaches already exist, such as the community-based approach for comprehensive DRM.
- Recommendations have been made to conduct training in other critical areas, such as child protection in emergencies, gender, climate-resilient WASH, and Emergency Support Services (ESS).
- Develop the capacity of Disaster Management Committees (DMCs) to effectively perform their roles as outlined in the SoD.

Commitments 4: Action Plan for Response

Plan of Action for 2024

1. Commit to Environmental and Social Safeguards in Shelter Management.
2. Develop a Humanitarian Response Plan, situation reports, dashboard and produce 5Ws.
3. Support the mobilization of resources as needed.
4. Translate Sphere Standards into Bangla and other languages such as Chakma
5. Support the Government on the strategic use of the earthquake findings (Contingency planning, etc).
6. Conduct After-Action Reviews (AARs) of emergency responses to document lessons learned.

Recommendations

- Utilise nature-based solutions for shelter and other cluster response.
- Conduct community consultations and beneficiary satisfaction surveys to document lessons learned from

emergency response, in addition to conducting after-action reviews.

- The HCTT should also mobilize funding from private and public sectors, expanding beyond traditional donors.
- The HCTT should also take initiatives and analyses on safeguarding and monitoring accountability aspects during response.
- The translation Sphere standard should include a dissemination and capacity building strategy.

7. Follow-Up Action

1. All activities proposed by clusters in 2024 for the implementation of the Nexus Strategy (2021-25) were accepted, but HCTT should take into consideration the recommendations.
2. HCTT to follow up on the proposed actions/recommendations to support the rollout of Early Warning for All (EW4All) in Bangladesh.
3. MoDMR requested all participants/stakeholders to engage with the HCTT to strengthen disaster preparedness and response in Bangladesh.

8. Closing Remarks

In her closing remarks, Ms. Gwyn Lewis, UN Resident Coordinator, thanked HCTT Co-Chair Mr. Kamrul Hasan, Secretary at MoDMR, and Mr. Mijanur Rahman, Director General of DDM, for their commitment to enhancing disaster risk management in Bangladesh. She also expressed gratitude to all participants, including cluster and working group coordinators, donors, and organizations. She reaffirmed the commitment to strengthen coordination and disaster risk management efforts.

Honorable Secretary Md. Kamrul Hasan praised the HCTT's collaborative efforts in disaster preparedness and response. He reaffirmed MoDMR's support for the HCTT and urged all participants to continue engaging to strengthen disaster preparedness and response in Bangladesh.



Handover of the HCTT ToRs Booklet and Cluster Yearly Report

9. Annexes:

- **Annex 01:** Press Release: Government and Humanitarian Partners Recommit to Strengthening Disaster Risk Management in Bangladesh <https://bangladesh.un.org/en/266779-government-and-humanitarian-partners-recommit-strengthening-disaster-risk-management>
<https://www.daily-sun.com/post/744819>

Annex 02: [HCTT Summery Note](#)

Annex 03: List of Participants

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