| **Sl. No.** | **Activities** | **Description** | **Deadline** |
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| **Strategic Objective 1: Functional coordination mechanism in humanitarian WASH response** | | | |
| 1 | WASH Cluster Member – Update list | Inclusion of all key WASH humanitarian partners to be under one umbrella to ensure better coordination based on the IASC core functions for cluster coordination and commitments for accountability to affected populations. This member list will be live document and to be updated quarterly. | October 2017 |
| 2 | Regular cluster meeting and minutes and follow up actions | It is agreed that Cluster meeting will be held bimonthly during normal period and during emergency time cluster coordinator will call for first emergency meeting and member will agree for the frequency of meeting. | At least one meeting every two months |
|  | WASH Cluster Plan of Action | Prepare WASH cluster plan of action for July 2017 to July 2019 | October 2017 |
| 3 | Strategic Advisory Group (SAG) and ToR | SAG needs to be reform as some SAG members are inactive and SAG ToR needs to be updated. | November 2017 |
| 4 | Technical Working Group (TWiG) and ToR | Technical Working Group (TWiG) needs to be reform and ToR also needs to be updated. | December 2017 |
| 5 | 5.1 Cluster Information Management (IM) | Effective IM mechanism needs to be establish immediately to manage – 4W, maps etc. Improve reporting from partners in terms of needs, priorities and response; and strengthening of information management practices into the coordination mechanism. IM Capacity Building. Needs one dedicated IM person. | December 2017 and continuous |
| 5.2 Information sharing platform | Establish information sharing platform for better information flow (web portal, WASH bulletin, file/document sharing, innovation or technologies, best practices, other sector news etc.) | Continuous |
| 6 | DPHE’s roles and responsibilities in cluster | Advocate and provide support to strengthen DPHEs roles and responsibilities in cluster activities. Ensure proper coordination established between the WASH Cluster and DPHE. | Continuous |
| 7 | Inter cluster coordination mechanism, HCTT and networking | Networking with other cluster and HCTT. Active participation of Inter cluster meeting, HCTT meeting and other coordination meetings. Preparing updates and reports for HCTT SitRep, 4Ws, dashboard etc.  Networking and coordination with Global WASH cluster, government agencies and other stakeholders. | Continuous |
| 8 | Minimum requirement of Global WASH Clusters | Minimum requirement of Global WASH Clusters 6+1 core functions are achieved | June 2018 and continuous |
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| **Strategic Objective 2: Humanitarian WASH agencies are prepared to deliver quality WASH response** | | | |
| 9 | National WASH Cluster Strategic Plan | Development of WASH Cluster Strategic Plan. | December 2017 |
| 10 | WASH Emergency Response Preparedness Plan (EPRP) | Development of EPRP (Jul 17 to June 19) including sectoral plans, objectives, indicators, strategic priorities, contingency plan, funding requirement and preparedness of possible AWD to ensure on time quality service delivery. | March 2018 |
| 11 | WASH Contingency Plan | Development of WASH Cluster Strategic Plan. | March 2018 |
| 12 | 12.1 Prepositioning of emergency WASH supplies | Update the present situation of WASH supply stocks, find the needs & gaps and resource mapping. | November 2017 |
| 12.2 Prepositioning of emergency WASH supplies (1st phase) | Prepositioning of WASH supplies to be ready for first phase response  (1st phase). | March 2018 and continuous |
| 12.3 Prepositioning of emergency WASH supplies (2nd phase) | Prepositioning of WASH supplies to be ready for first phase response  (2nd phase). | March 2019 and Continuous |
| 13 | WASH Response capacity mapping and needs | Conduct a capacity mapping including capacity need assessment of Cluster member agencies. | December 2017 |
| 14 | Capacity Building  (2 for national level) | Training/workshop on WASH cluster coordination, information management, climate change, gender, disable people, elderly people, operational guidelines, WASH technologies, standard, hygiene promotion, policies, strategies, Sphere, contingency plan and stock, WASH need assessment, water quality, AWD, | - January 2018  - January 2019 |
| 15 | WASH Need assessment and roster of WASH professionals / volunteers | Finalize a roster of WASH professionals and volunteers for WASH need assessment (72 hours, JNA etc) linked in Need Assessment Working Group (NAWG). Initiative to capacity building of roster people (training/workshop). Draft sample WASH questionnaire, need assessment tools, forms, formats, templates, checklists etc for emergency support | March 2018 and continuous |
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| **Strategic Objective 3: Functional WASH coordination in district level (in disaster prone districts)** | | | |
| 16 | District level WASH cluster (disaster prone districts) | Formation/reformation/reactivation of district level WASH cluster (in disaster prone districts) as part of emergency preparedness and to better local coordination. Phase 1 (10 districts) and phase 2 (10 Districts) | Phase 1: June 2018  Phase 2: June 2019 |
| 17 | Support district WASH cluster | Provide technical support to district WASH clusters | Continuous |
| 18 | Establish two-way information flow  (national-district) | Share all information, data, reports, case studies, stories etc from national to district and district to national. | Continuous |
| 19 | Capacity Building  (2 for district level) | Training/workshop on WASH cluster coordination, information management, climate change, gender, disable people, elderly people, operational guidelines, WASH technologies, standard, hygiene promotion, policies, strategies, Sphere, contingency plan and stock, WASH need assessment, water quality, AWD, | - June 2018  - June 2019 |
| 20 | Monitoring of district level cluster activities | Regular monitoring the activities of district level WASH cluster | Continuous |
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| **Strategic Objective 4**: Adhering common technical and programme quality standards | | | |
| 21 | Operational Guidelines for WASH in Emergencies – Bangladesh | The second addition of the guidelines already updated and finalized and waiting for government approval and printing. | December 2017 |
| 22 | WASH IEC Bank | Establish WASH cluster IEC bank – google / drop box | December 2017 and continuous |
| 23 | WASH NFI and Hygiene kits | Updated list and technical description of culturally appropriate WASH NFI / hygiene kit with quantity, quality and approximate price (live docs) | December 2017 and continuous |
| 24 | Minimum Standard / Requirements/Priorities/ cross cutting issues | Identify and finalize minimum WASH standards/requirements, priorities, cross cutting issues, obstacles, gaps for different stage of responses in line with national guidelines and sphere standard | March 2018 |
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| **Strategic Objective 5: Effective monitoring mechanism is functional in humanitarian WASH response** | | | |
| 25 | Monitoring and Evaluation | Establish WASH cluster monitoring mechanism (SMART) and reporting system. Measuring progress against targets and recommending for corrective action where necessary. | March 2018 and continuous |
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| **Strategic Objective 6: Adhering cross cutting issues in humanitarian WASH response** | | | |
| 26 | Guidelines to address cross cutting issues | Develop guidelines to address climate change, gender, disable and elderly people |  |
| 27 | Advocacy | WASH critical issues and funding gaps identify and brought to the attention of relevant and key stakeholders (HCTT, donors, government etc.) | Continuous |
| 28 | Accountability to affected populations | Ensuring that WASH cluster approaches to provide equitable priority to all diverse people including cross cutting issues e.g. climate change, gender, disable, elderly people etc. |  |