**Minutes from PSEA Network Meeting**

**Monday, 2pm, 2 September, 2019 at UNDP U Thant Meeting Room**

**Agenda**

1. Welcome and Introductions
2. Review of Previous Minutes
3. Update on PSEA Focal Points
4. Proposed formation of technical working group
5. Draft PSEA Strategy and PSEA Network TOR
6. Development of standardized awareness raising materials and training package
7. PSEA and intersections with other issues, e.g. harassment
8. Recruitment of national PSEA officer
9. Questions and organizational updates
10. Next meeting date

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| **Summary**  | **Action Points**  |
| **Welcome and introductions** * See attached attendance list
* Full time coordinator on board for initial 6 months, to be supported by national coordinator
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| **Review of Previous Minutes*** The following documents have been uploaded to the MIMU website: code of conduct, organization check list, six core principles and PSEA minimum package. Once more materials are available, we will create a dedicated page. See <http://themimu.info/sector/gender>. Information on the updated materials were also circulated via MIMU weekly update last Friday. There have been five downloads so far of the English/Myanmar Code of Conduct.
* On the translation issue, UNFPA has completed translation of some of the poster material, this will feed into the core materials that will be developed by the Technical Working Group.
 | * PSEA Coordinator to follow up on Myanmar training of investigators
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| **Update on PSEA Focal Points*** The current list needs updating.
 | * Organizations to send name and contact details for ONE PSEA Focal Point and ONE Backup to Lian.
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| **Technical Working Group*** Powerpoint with some responsibilities and commitments presented. Technical Working Group should be 4 or 5 Network members who are involved in PSEA implementation activities within their own organization, and able to contribute to reviewing and drafting documents and material. This material will then be circulated amongst Network members for their comments. Examples of work include drafting Action Plan, reviewing training materials and awareness materials, etc.
 | * Interested individuals please inform Lian by close of business Wednesday 4 September, ideally to meet by the end of the week.
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| **Draft PSEA Strategy and PSEA Network Terms of Reference** * Accountability in Myanmar is to the Resident Coordinator – has been adjusted to cover all humanitarian and development partners
* How to engage the UNCT and CPG? Need to consider the accountability and how we will ensure leadership --- will bring this up with the incoming RC/HC to see how best to address the Myanmar context
* Action Plan will be drafted/updated and endorsed
* Check on sequencing about if the Strategy and Action Plan should be adopted at the same time or one piece at a time
 | * Strategy and TOR will be circulated amongst Network members for inputs.
* Network Coordinator to check with RC/HC on sequencing and endorsement by UNCT in addition to HCT.
* Network members to inform Lian on what they want in the Action Plan (2019-2020)
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| **Development of standardized awareness raising materials and training package*** UNOPS will lead this process by an international consultant and national consultants
* There are already a lot of materials available and translated – eg UNHCR
* All organizations are requested to share relevant training materials
* NRC has material developed but has to verify the translation of their materials; they have developed a glossary
* No one is aware of an online training course in Myanmar language
* People in Need has some materials developed to accompany the English version of their online training
* Hope to have standardized materials available by the end of year and there will be national colleagues on board to ensure the quality
* Plans to also develop some video content; would be good to hear from GEN on feedback related to their video
* Will leave this work to the technical group for now
* Would be good to have various categories of awareness raising and core contents
 | * Organizations to share training material, particularly Myanmar content, with Lian
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| **Presentation on relationship between SEA and other violations, e.g. workplace harassment*** See presentation. This was developed in response to some discussion in the previous meeting regarding sexual harassment in the workplace. The two are related and there should be zero tolerance for both, but for the purposes of this Network, the focus is on sexual exploitation and abuse by staff.
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| **Recruitment of national PSEA officer** * Hoping to advertise the position by the end of the week and hopefully on board by end of September. Duties will be to support the national coordination and particularly review of Myanmar language material.
 | * Organizations requested to circulate amongst their networks.
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| **Questions and organizational updates*** Persons with disability are more vulnerable to SEA – has anyone considered this particular vulnerability? Has anyone considered it- any thoughts would be appreciated
	+ Proposal for risk analysis should help to address some areas for PWD
	+ In CARE, they have looked at this in the area of accessibility of complaints and feedback reporting given significant issue (globally) due to limitations to access the complaints mechanism due to restricted movement, social restrictions, etc; this is addressed by giving more consideration to constraints in accessing the mechanism
	+ In Sittwe and CRS, DRC has conducted disability assessment across 2 IDP camps and resulted in recommendation that led CWC group in Sittwe to develop materials particularly for PWD, some of which were specific for specific vulnerabilities; DRC also recently completed an information needs assessment that could be relevant
* Question on mandatory reporting- Is there is a common mechanism to report (example: email to submit complaints); each organization should have a specific reporting mechanism for their own organization; efforts will be put in place to help develop inter-agency mechanisms
* Whose investigative capacity are we trying to develop? We need to decide if we want to promote organization/institution-specific investigations
* Need to ensure that focal points are clearly designated for each organization/agency
* Need to ensure that agencies are also accountable for having built capacity of vendors and partners; this could also be tracked through the training tracker
* OXFAM update: conducted awareness raising sessions from CSOs from Rakhine, Kachin, Kayin; also had an in-house focal point training; will do additional training in October (2 full days) and open that to other organizations (INGO or other focal persons); OXFAM to confirm training dates; have also done awareness training for camp-based staff in August; OXFAM to share dates with Lian who will circulate to the network
* NRC: received mission from PSEA and Safeguarding team who trained 70% of staff on one day training; will try to finalize training for all staff by end of year; have created a core team who can conduct further training; next year will focus on the partners; also during the mission they have revised their internal reporting procedures; they will nominate one SEA focal point in each office as they need focal points closer to the ground to support improved reporting; NRC has draft TORs for focal points that they will share with Lian
* OXFAM also to share TORs for focal points
* World Vision has TORs for prevention committee that they will share
* PIN conducted online training for all staff including 2 in Rakhine; will share TORs for focal points
* NPA supported training for all partners with a consultant recruited to lead; they encouraged all partners to adopt policies and they will support development of partner policies
* UNHCR will share their training tracker so we can start one
* Network will provide a standardized package for those who want it
* Could also have short induction materials particularly to respond to high turnover and need to do continuous training
* “Standardized” may be problematic – could be proposed as “Minimum Training Package” to avoid push-back/differences between UN and non-UN actors and requirements
 | * Technical WG to consider the most appropriate community-based complaints mechanism for Myanmar for SEA – whether we want to develop a dedicated complaints system or are we satisfied using existing complaints systems and just ensuring robust referral mechanism.
* OXFAM, NRC, People In Need to share Focal Point TORs with Lian
* World Vision to share prevention committee TORs with Lian
* UNHCR to share training tracker with Lian to start tracking who has done what, where
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| **AOB, next meeting*** Next meeting likely at end of October. Proposed at UNHCR with session on data protection.
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*Meeting ended at 3:30pm*