AAP/CE Working Group Meeting Minutes - July 2023

Date/Time/Venue	26 July 2023 / 2.00 – 3.30 PM (MMR Time) / Zoom
Co-Chairs	OCHA / Plan International
Participants	Attendance records stored by OCHA

Agenda items and summary of discussion	Action Points
1. Welcome OCHA co-chair welcomed participants and presented the agenda for the meeting. New members were encouraged to visit the AAP section of the MIMU website. Members were reminded of the availability of the simultaneous interpretation channel.	
2. June Meeting Minutes Review of June meeting minutes (to be uploaded to MIMU without names) Action points from June 2023: • PSEA lead, CP AoR and AAP Specialist to meet and discuss CFMs in Myanmar further COMPLETE • OCHA to share draft mapping survey COMPLETE (activity changed to direct outreach) • AAP Specialist, National AAP Coordinator and IMO to review AAP/CE mailing list and expand membership COMPLETE	# OCHA to upload June meeting minutes
3. Working Group Discussion **Finalize common data points** • The Community Voices Platform (CVP) was developed last year as a data collection and management tool. This has been adjusted and updated to reflect changes and enhance its functionality. • Working group members were sent the common data points for their review. These consist of 16 questions: 14 drop-down options and two open text boxes (actual feedback provided and steps taken to close feedback loop). • A focal person from each partner organization will enter their existing data into Excel (or another mode) then share this with the AAP team (AAP Specialist, National AAP Coordinator, IMO). The team will clean and analyze the data before publishing it on Power BI. This process will be a monthly cycle. • The following documents are being finalized and will be shared with members when ready: Standard Operating Procedure (SOP), instruction guide, data flowchart. • Sensitive information (specific locations, names of feedback providers, personal details) will not be collected during this process. All aspects of data sharing, utilization and management will adhere to the Information Sharing Protocol. • The AAP Specialist will present the CVP to the ICCG on 2nd August 2023, and advocate for its implementation. Bilateral meetings with cluster and working group leads will also be arranged to work out the details of collaboration. • The purpose of the CVP is to provide a high-level overview of AAP and complaints and feedback across Myanmar. **Humanitarian Need Overview (HNO)/Humanitarian Response Plan (HRP) Process 2023** • OCHA welcomes all those who wish to be involved in the upcoming HNO and HRP processes, particularly members with experience contributing to these documents.	# OCHA to finalize the CVP SOP, instruction guide and data flowchart then share with members # OCHA to arrange bilateral meetings with key cluster and working group leads to define collaboration

Ideas for Member Engagement/Suggestions for Future Presentations • Trocaire: Following the successful practice from last year, member presentations should continue. This approach fosters a learning environment within the working group. Through these presentations, working group members will have the opportunity to share their experiences, insights, and best practices. • OCHA co-chair encouraged members who are interested in presenting their AAP work to arrange a time at an upcoming meeting.	
4. Updates from Members • **Trocaire:** In Southeast Myanmar, efforts are underway to establish a remote feedback and complaint handling mechanism in response to the limited access in the region. At this stage the mechanism is still being developed so there is no detailed information. The process essentially involves training community leaders and focal points to actively collect feedback from the community. Addressing safety concerns for both the feedback providers and collectors remains a priority. • **Care International** utilized the *AAP - Do's and Don'ts for Field Staff* presentation in recent training sessions. Although the participants were already familiar with the local context, this guide was well received. • **NRC** have only received two survey responses so the survey will remain open until the end of July. All working group members were encouraged to participate. NRC will share survey results with the AAP/CE WG if there are no internal issues. • **UNICEF**: Two days of in-person Training of Trainers (ToT) on AAP will be provided in Sittwe to UNICEF's implementing partners in July. In September, two training sessions will be conducted in Shan State, and another session in Hpa Ann (Kayin State). For those interested in AAP but unable to attend the in-person sessions, UNICEF has offered an E-course training that is accessible to everyone. • **OCHA** is currently developing a comprehensive training curriculum on AAP and will share relevant updates with members as this progresses. • **PSEA Network** has arranged a PSEA ToT session in August. Individuals keen on participating in this can reach out to the PSEA Network for more information.	# NRC to share their survey results if possible
AOB • No other business	
Useful Links [MIMU – Accountability to Affected People](#) [AAP Glossary in English and Myanmar](#) Language [Interagency Training Package in Myanmar Language](#) (under Interagency AAP Training Package) [Log of Interagency AAP Training Resources in Myanmar language](#) [Register for the self-paced online AAP course in Myanmar language](#)	