AAP/CE Working Group Meeting Minutes – November 2023

Date/Time/Venue	22 November 2023 / 2.00 – 3.30 PM (MMR Time) / Zoom and In-Person (Hybrid)
Co-Chairs	OCHA / Plan International
Participants	Attendance records stored by OCHA

Agenda items and summary of discussion	Action Points
1. Welcome and Introduction • In-person participants arrived an hour early and introduced themselves, fostering networking. • Once the meeting started, OCHA co-chair welcomed participants and presented the agenda for the meeting. • Members were reminded of the availability of the simultaneous interpretation channel.	
2. September Meeting Minutes, action items review Review of September meeting minutes (to be uploaded to MIMU without names) • OCHA to upload September meeting minutes IN PROGRESS • OCHA to upload October meeting minutes IN PROGRESS • OCHA to finalize the CVP SOP, instruction guide and data flowchart then share with members IN PROGRESS • OCHA to arrange bilateral meetings with key cluster and working group leads to define collaboration IN PROGRESS • AAP Team to develop the AAP resource guide and share with the working group members IN PROGRESS • DRC to share findings from Bago training COMPLETE • AAP/CP AOR to bilaterally discuss and develop children's helpdesk and tip sheet IN PROGRESS	# OCHA to upload September meeting minutes # OCHA to upload October Meeting Minutes # OCHA to finalize the CVP SOP # OCHA to arrange bilateral meetings with key cluster and working group leads to define collaboration
3. Working Group Discussion **CFM survey with PSEA Network** • The survey form is being finalized, incorporating an instant QR code for easy access. It will be distributed within that week. This collaborative effort, involving representatives from OCHA, UNHCR, PSEA Network, and WFP, aims to gather information on AAP across Myanmar. Key areas of focus include PSEA reporting mechanisms, community access to information, and related aspects. Upon completion of the questionnaire, the survey link will be sent via email. The initial completion date is set for Friday, December 1st, 2023, with the possibility of a deadline extension. PSEA Network Coordinator strongly encourages the members to participate in the survey to provide valuable insights that will guide the shaping of CFM functionalities in Myanmar and inform programming initiatives tailored to these needs. Designed for efficiency and simplicity, the survey consists of 17 questions, primarily in select-option format with minimal open text boxes, and can be completed within 10 minutes. **Status of Community Voice Platform**	# CFM Survey will be sent out as a nation-wide in Myanmar

• Major updates are still in progress. **AAP online Course** • Due to given time, the AAP Self-paced Online Course will be reviewed by a volunteer group drawn from the Working Group members. Representatives from World Vision, Care International, DRC, Save the Children International, Brave Heart Foundation, and Plan International Myanmar will join this group. They will be primarily responsible for reviewing and providing technical feedback on the course content. The review process is expected to require at least three in-person meetings. • DRC proposed categorizing the online training into beginner, intermediate, and advanced levels to enhance learner engagement through personalized learning based on prior knowledge. • The CP AOR inquired about the inclusion of child-friendly feedback mechanisms in the online course. OCHA confirmed that the course will encompass both child participation and disability inclusion. The revision team will engage with the relevant technical focal persons for further consultation. • WVM shared their experience with online courses like Anti-Corruption, Cyber Security, and Safety & Security, where ending with quizzes before completion led to learners taking screenshots of answers, circumventing the learning process. They questioned how the AAP course would address this challenge. The AAP team clarified that randomized quizzes, including pre- and post-tests with non-repeating questions, would be implemented. Additionally, DRC emphasized the importance of designing the course for both effectiveness and engagement, suggesting pre-post-tests to track progress and considering incentives for completion to motivate learners. • The Brave Heart Foundation proposed sharing the AAP online course with government staff to familiarize them with field operations in humanitarian aid. SCI supported that suggestion. However, WFP emphasized prioritizing awareness-raising among humanitarian organizations, particularly local partners closely involved with communities, before expanding the course to other audiences. • Responding to the discussion, OCHA acknowledged the increased capacity of the online course, now accommodating up to 500 participants per session. However, they emphasized the importance of prioritizing quality and learner engagement to avoid boredom. They suggested offering small incentives to encourage participation and completion. Regarding the proposed expansion to government audiences, OCHA stressed the need for careful consideration due to potential sensitivities. Finally, the Plan International Myanmar co-chair highlighted the non-functioning of grievance mechanisms (a type of CFM) due to the current security situation. **HNRP** • OCHA shared information regardless a 266-page draft document with the HNRP and expressed gratitude to the participants in the focus group discussions during information collection process. Recognizing the document's length, the country humanitarian team is working to condense it and currently it is one-and-a-half-page in terms of AAP section. The revised document will highlight key tasks for the working groups and emphasize how humanitarian actors remain central to the response. The final document, incorporating the streamlining efforts, will be shared with working group members upon its launch later in December 2023.	# AAP Self-paced Online Course will be reviewed on coming weeks

4. Updates from Members	
- WVM has a robust CFM mechanism in place, including a system for categorizing community feedback. They are happy to share more information about it to those interested. OCHA encourages WVM and all working group members to participate in the upcoming CFM survey by reminding timely participation which will ensure the survey gathers sufficient data to accurately assess the overall CFM landscape in Myanmar. - UNFPA plans to gather community voices, particularly from women and girls, through their major program supporting 16 partners. They aim to establish a consistent CFM template across partners' interventions. Acknowledging the ongoing development of the CVP by the AAP Working Group, UNFPA intends to utilize it as the primary CFM source for collecting voices once finalized. The information gathered through these mechanisms will be used for program evaluation and reporting purposes. - On November 9th, 2023, UNICEF's SBC Unit hosted a full-day seminar in Yangon called "Knowledge Connect Summit." Bringing together representatives from donor agencies, UN agencies, INGOs, CSOs, the community, and private partners, the summit focused on three key topics: Digital Innovation, Community Engagement, and AAP. Within the AAP theme, two presentations were delivered: one by UNICEF on strengthening and mainstreaming AAP in Myanmar, and another by NRC on CFM operations in IDP camps in Rakhine. To captivate the audience, UNICEF concluded with a panel discussion featuring the AAP/CE Working Group Chair (OCHA), AAP/CE Working Group Co-chair (Plan International Myanmar), a UNICEF representative, and two IDPs from Kachin Region. The discussion explored the importance of AAP, challenges in collecting community feedback, and potential collective efforts and their benefits. - MRCS has invited the National AAP Coordinator to deliver a one-hour online training session on the AAP section as part of their upcoming "Protection, Gender Inclusion, and AAP Training" for Red Cross volunteers from Magway Region on November 29th, 2023.	
AOB	
- DRC suggested including more representatives from CSOs and NNGOs in future in-person working group meetings. OCHA welcomed the suggestion and acknowledged the need for broader engagement from local organizations. They committed to increased advocacy efforts to encourage participation in both in-person and online meetings and explore solutions to boost overall attendance. - UNICEF inquired about the integration of AAP in the ICCG's response plans for ongoing conflicts across Myanmar and how the AAP/CE Working Group could contribute relevant information. OCHA responded by providing updates on the current CFM and CVP initiatives. While some organizations have robust CFM systems in place, others are still developing or struggling to maintain theirs. The CVP aims to bridge these gaps and provide a comprehensive overview of AAP implementation across Myanmar.	

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