AAP/CE Working Group Meeting Minutes – October 2023

Date/Time/Venue	25 October 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 and Introduction • 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 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	# OCHA to upload September 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 **AAP In-person Training** • Nearly 900 individuals from NNGOs, INGOs, UN agencies, and the Red Cross movement applied for the AAP In-person Training. The application deadline was September 22, 2023. Given the overwhelming response and high calibre of applicants, a selection committee was formed. This five-member committee comprised representatives from Plan International Myanmar, WFP, OCHA, and UNHCR. Due to limited training seats (30 per batch), the committee carefully balanced gender and organizational representation in the selection process. Consequently, 15 participants from CBOs and CSOs, 10 from NNGOs, 3 from INGOs, 1 from the Red Cross, and 1 from the UN were selected for each batch. • The first In-person training batch, using an advanced approach, was successfully held in Yangon from October 18th to 20th. Participants hailed from Kayin, Tanintharyi, and Mon Regions. Training facilitators from diverse sectors, including PSEA Networks, UNHCR, MRCS, UN Women, UNOPS, and Plan International Myanmar, delivered the training, both in-person and virtually. A training review meeting will be held within the coming week to further enhance future training sessions. • The second training was planned for Myitkyina from November 6th to 10th, 2023, with participant selection still in progress. The training program additionally provides valuable networking opportunities for participants. **CFM Survey with PSEA Network** • A CFM survey will be sent to organizations across Myanmar to study the current	# would be done training review meeting with training facilitators # CFM Survey will

state of CFM and their effectiveness. The survey will focus on assessing the functioning of CFM mechanisms, the integration of PSEA (Protection Against Sexual Exploitation and Abuse) into reporting procedures, and the overall presence of CFM across Myanmar. However, the survey will not collect sensitive information. • The survey is currently being finalized and is designed to be short and concise, ensuring a quick completion time. OCHA has extended its invitation to partners to participate in the survey once it launches and encourages the forwarding of the survey to other colleagues to encourage wider participation and comprehensive data collection across Myanmar. **Status of Community Voice Platform** • The KOBO form is approaching completion, with question setup already finalized. The instruction guide for the SOP is also finished, and the process is expected to be launched for use soon. **AAP Online Course** • Previously, the AAP Self-paced Online Course accepted 40 participants per month. However, with its recent expansion, the course can now accommodate up to 500 participants monthly. Over the next few months, the course will be focused on enhancing the quality, increasing accessibility for a wider audience, and creating a shorter version. Recognizing that some individuals previously expressed interest but couldn't complete the entire course, it will also be reviewing the content to ensure it's more suitable and accessible for a broader range of learners. OCHA has also invited volunteers with relevant online course design experience and an interest in participating in the review process. **In-person meeting 22nd November** • The upcoming AAP/CE Working Group Meeting in November 2023 will be held as a hybrid session, combining both in-person and online participation. This arrangement allows members based in Yangon to attend in person, while those outside of Yangon can join virtually. Further details and logistics will be provided at a later date.	be sent out as a nation-wide in Myanmar # AAP Self-paced Online Course will be reviewed on coming weeks # Upcoming AAP/CE Working Group meeting will be hold as the hybrid (both In-person and Virtual) approach

4. Updates from Members • AAP staff from DRC, at the invitation of OCHA, delivered the AAP training to CSO representatives in Bago (Northwest Region) utilizing the training curriculum available on the OCHA AAP page in MIMU. While observing the training, it became evident that, despite understanding the importance of community communication, the frontline participating CSOs face challenges in prioritizing this due to travel restrictions and the need for a low-profile approach in the midst of ongoing security concerns. • MRCS has established community feedback mechanisms in the MOCHA response areas of Rakhine and Magway states. These mechanisms, which include providing phone numbers to project participants for the cash assistance process, have gathered valuable feedback. Notably, MRCS received 103 responses from Rakhine State, primarily focusing on correcting wrong/duplicate names, incorrect ID card numbers, and inquiries about non-selection for assistance. While initially deployed in these two regions, MRCS plans to expand the feedback mechanisms to other areas based on their	

success.	
AOB • WFP proposed that the AAP/CE Working Group collaborate on designing the AAP Course for Food Security generic training next year. • The Child Protection Sub National Coordinator from the Southeast Region voiced concerns about various agencies independently providing AAP training to partners with varying approaches. They requested the development of an AAP training package to ensure quality and consistency across organizations. This package, delivered online cluster-by-cluster, could then be cascaded to all humanitarian actors by trained individuals. Regular assessments could determine training providers and identify those requiring AAP training. • OCHA clarified that resources from different sources are available within the MIMU for partner organizations to reference when designing their AAP training courses.	

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