

AAP/CE Working Group Meeting Minutes – September 2023

Date/Time/Venue	27 September 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	
<p>1. Welcome and Introduction</p> <ul style="list-style-type: none"> OCHA co-chair welcomed participants and presented the agenda for the meeting. Welcomed to new members explaining about recent email sent to them attaching Working Group Workplan Members were reminded of the availability of the simultaneous interpretation channel. 		
<p>2. August Meeting Minutes, action items review</p> <p>Review of August meeting minutes (to be uploaded to MIMU without names)</p> <p>Action points from August 2023:</p> <ul style="list-style-type: none"> OCHA to upload August meeting minutes COMPLETE 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 	<p># OCHA to upload August meeting minutes</p>	
<p>3. Working Group Discussion</p> <p>CERF UFE Funding – AAP Proposal</p> <p>The proposal is for a 12-month implementation plan, requesting \$700,000 USD (not guaranteed), distributed across 14 countries, specifically aimed at the CERF (Central Emergency Response Fund) strategy and the AAP (Accountability to Affected People) framework.</p> <ul style="list-style-type: none"> Allocated funds cover the employment of five staff members: four Focal Points/Information Management Officers (IMOs) and one Project Manager. Additional resources for supporting the extension of two existing national staff members. Budget encompassing both activity costs and operational expenses. Strengthening humanitarian systems via community-led engagement, focusing on Northwest and Southeast Myanmar, regions facing complex access challenges. This involves implementing AAP standards, tools, and a learning package. Encouraging community-led engagement for accountability. Managing disinformation by engaging with media and influential figures. Improving the country team's systems to utilize data for informed decision-making and operational actions, documented and validated by the affected communities. Implementing a Community Voices Platform and enhancing information and knowledge management systems. <p>Q&A</p>	<p># OCHA to finalize the CVP SOP, instruction guide and data flowchart then share with members</p> <p># OCHA to arrange bilateral meetings with key cluster and working group leads to define collaboration</p>	

Q – Will those staff be managed by AAP/CE WG and OCHA?

A – IOM will recruit the staff and manage fund. They will work closely with OCHA.

Q – Will this project strengthen partnership with CSO/CBOs?

A – Yes, this project has big focus to strengthen the partnership with CSO/CBOs under very low-profile methods.

Q – Which townships have been selected for the project implementation?

A – Not decided the townships but prioritized for North West and South East. If the proposal is gotten go ahead, Steering Committee will be setup to develop all of the detail and it will be hopefully in December.

Q – Under the proposal, will there the mapping exercise and the quality report on AAP mentioned in place such as PSEA, community participation, feedback loops?

A – The community Voice platform that is under development will contain mapping exercises as the national project including North West and South East.

Upcoming AAP in-person training sessions

- The National AAP Coordinator is organizing a five-session AAP In-person Training program. Due to the overwhelming response of nearly 900 applicants, additional training sessions are likely to be offered in the future with sufficient funding support.
- The selection of participants is currently underway, and the results will be shared soon. Each training session will be three days long and will be held in five different locations: Yangon, Myitkyina, Mandalay, Ngapali, and Yangon. If there are any changes to the schedule or locations due to security concerns, selected participants will be informed promptly.
- A maximum of 30 participants will be selected for each session. In addition, facilitators from Clusters and Working Groups are being requested to lead sessions on relevant topics. Once participants are selected, the training organizers will arrange an induction session covering logistics, transportation, and other details.
- The deadline for applying to all sessions was September 22, 2023.

AAP in the HNO and HRP

- OCHA encourages partners to contribute to the HNO and HRP process. Additionally, please inform OCHA if the partner organization is conducting focus group discussions.

Mapping of AAP mechanisms in Myanmar

- The AAP Team is developing the AAP Mapping platform, an ongoing and long-term process.

<p>4. Updates from Members</p> <ul style="list-style-type: none"> • UNICEF is planning targets for next year, including activities, targets, and indicators. They also requested guidance and reference materials to participate in the HNO and HRP. UNICEF plans to provide two-day AAP training workshops in Taunggyi, Lasho, and Hpa-An, covering topics such as integrating AAP into the program cycle, the key pillars of AAP, and the minimum requirements for establishing feedback mechanisms. • OCHA explained the HNO and HRP process as follows: The process involves conducting a multi-sector needs assessment (MSNA) that includes a large section on AAP. The results are based on how people responded to questions about their experiences with AAP. Integrating AAP into the clusters is crucial, and greater effort should be focused on this area. • The Kachin Health Cluster - North East Area is working at the national level on AAP issues related to the health cluster. They have included AAP on their sub-national meeting agendas and invited local partners who have established community feedback mechanisms. Cluster members share their challenges and constraints, and the North East cluster reports to the national level cluster and coordinates with other clusters regarding AAP. • Save the Children International conducted an assessment of community preferences and the effectiveness of existing accountability mechanisms in their implementation area in late 2022 and early 2023. A major finding of the assessment was that communities prefer to provide feedback in person. SCI requested Working Group members to share their experiences with conducting similar assessments. 	
<p>AOB</p> <ul style="list-style-type: none"> • No specific discussion 	
<p>Useful Links</p> <p>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</p>	