

Summary Note on Accountability to Affected Populations/Community Engagement Working Group Meeting (Nov 2022)

Date/ Time & Venue	23 November 2022, 2.00 – 3.00 PM (via Zoom)	
Chair	Plan International	
Participants	Attendance records stored by OCHA.	
Agenda items and summary of discussion	Action Points	
<p>1. Welcome</p> <p>OCHA presented the agenda for the meeting and co-chair welcomed the participants to the meeting.</p>		
<p>2. October meeting minutes: action items review</p> <p>The October meeting minutes was approved without further suggestions/feedback from the WG members. It will be uploaded to MIMU without identifying names.</p> <p><u>Action points from September meeting</u></p> <ul style="list-style-type: none"> - #Gil Francis to lead the workshop for reviewing the AAP indicators – Propose to seek consensus among AAPWG electronically due to time constraints. Suggestion is to keep the existing indicator and have extensive consultations throughout 2023 for new/revised indicators. <p><u>Action points from October meeting</u></p> <ul style="list-style-type: none"> - #OCHA to upload Sept meeting summary (Completed) - #AAP co-chairs to review the draft ToR of HCG and to schedule a bilateral discussion with HCG members next week - #Rakhine WASH cluster coordinator to present the detailed progress of AQAWG to the group - #AAP co-chair to share the preliminary findings of study on linkage between GBV and AAP with SE CWG (Myo to check in with CWG co-chair). - # WFP co-chair will reach out to WFP colleague on community engagement for FGDs (Completed) - #WFP co-chair to share in email the topic guide and final call for support with the WG (Completed) 	<p>#OCHA to upload October meeting summary</p>	
<p>3. Updates: Member updates; Relevant updates from related groups and sub-national AAP updates and Workstream updates</p> <p>The following updates were provided</p> <ul style="list-style-type: none"> • Humanitarian Communication Group: HCG updated that ToR was endorsed during the last meeting and the responsibilities of the group were discussed among the members as well. The ToR will be circulated with HCT members for endorsement. • GiHA: Next GiHA meeting will take place on 13 December 2022. • PSEA: PSEA network meeting will take place in the first week of December. Invitations were already circulated. 	<p>#For Gil to share the updated results of AAP mapping and common data point electronically</p> <p>#For OCHA to select the members of review committee</p>	

- Rakhine Accountability Quality Assurance WG/ WASH Cluster: WASH Cluster briefly updated on AQAWG that they have held 5 meetings that focused on establishing an effective working group in Rakhine to provide advice on monitoring and responses, implementing and ensuring accountability and quality responses based on the experience. During the meetings, the group also discussed and revised the indicators. In November meeting, the members focused on the aspects of people-centered programming. The next step is to use the new indicators in the monitoring activities.

The following updates on workstreams were provided:

AAP self-paced online course: The self-paced online course launched by AAP/CE WG started from August 2022 and has already enrolled up to 150 participants so far. Out of 150 participants, there are 45 completed learners and 27 learners in progress which showed that half of the learners were not able to complete the course due to their tight work schedules and insufficient allocation of time. OCHA suggested to consider having another channel of communication with the learners and adjusting the learning time to improve the rate of completion. The meeting participants were encouraged to provide suggestions and inputs on that matter.

Update on resource mobilization: Co-chair updated that the working group submitted the action plans/proposal of the group towards MHF for the first standard allocation via online. If the proposal is granted, the working group will be responsible of the coordination on national and sub-national level.

MHF Standard Allocation: OCHA updated that MHF first standard allocation for 2022 includes a national-level component for AAP and MSNA. Some partners have provided their proposals for either AAP or MSNA. On AAP fund, AAP/CE WG also provided the guidance on strengthening the AAP capacity to the coordination and information management as well as on the activities focusing on building sustainability on AAP within clusters, sectors and working groups. It also includes building the platform for voices of the community. In order to review the proposal on AAP/MSNA, the strategic and technical review committee that will include each representative from INGO, NGO, UN agency, cluster coordinator will be formed. The committee will review the proposals using the MHF's score card. OCHA requested the interested members of the group to reach out.

4. Update on AAP Focus Group Discussion

OCHA briefly updated that the final call for AAP inputs on HNO was done last week. AAP FGD was conducted through support from partners. OCHA thanked the partners for inputs on HNO and support for AAP FGD. OCHA introduced the know colleague and requested for an update on FDG results.

5. Presentation on FGD results (KNWO)

Karenni Women Organization (KNOW) presented the results of FGD conducted in Karen State.

Introduction on KNOW's activities

- OCHA distributed the FGD Guidance within the AAP/CE Working Group to provide inputs in the Humanitarian Needs Overview 2022-2023
- KNWO reflected on FGD tool and prepared the community feedback plan.
- KNWO conducted 3 FGD sessions in October 2022. (2 in Demoso and 1 in Loikaw)

FGD methodology

- Priority needs

<ul style="list-style-type: none"> • Has the humanitarian assistance received by your community in the last 6 months matched these priority needs? • The humanitarian assistance that impacted positively and negatively on community • How to give feedback and the usage of feedback mechanisms • Feedback from community <p>Overall findings</p> <ul style="list-style-type: none"> • Needs – medication/ cost of medication, food, drinking water, clothes, shelters (turpoline, blanket, mosquito nets), solar lights and personal hygiene kits (water bucket, soap and cleaning materials) • For who? – for pregnant women/ breastfeeding mothers, young children, teenagers, people with chronic diseases/ disabilities. <p>Feedback mechanisms</p> <ul style="list-style-type: none"> • The communities are not at all familiar with community feedback system. • Distribution of cards and awareness sessions – the people who are unfamiliar with the system do not use them at all. • Some of the communities understand the system but do not make any feedback. <p>Next steps</p> <ul style="list-style-type: none"> • To continue with the planned assistance accordingly to the needs described in the report. • To consider incorporating the well-proportioned assistance in new projects • To coordinate with camp committees. • To make decisions on beneficiaries’ selection process and targeted population. • To strengthen the community feedback mechanism and find ways to engage with the communities that don’t provide “feedback”. To change into “Community Feedback Mechanism” from “Community Report Mechanism”. 	
<p>6. Workplan for 2023</p> <p>Co-chair of the working group facilitated a Jamboard session for brainstorming of priority areas for AAP/CEWG going forward (Main thematic areas, guided discussion). Members engaged in the Jamboard session and provided feedback, suggestion and comments. OCHA suggested the members to provide additional feedback on actions points to be continued into next year.</p>	<p>#Co-chair to combine all the inputs through Jamboard and to distribute with members to collect additional feedback.</p>
<p>7. AOB</p> <ul style="list-style-type: none"> • To announce call for new co-chairs and consult with member on selection process. OCHA will develop ToR for co-chair and will reach out to partners for support. ToR will be shared with the group members within the next few days to collect inputs from members. • Co-chair requested for the member representation → Template for member presentations has been created and was shared with members for easy reference. • National NGOs were encouraged to provide presentations. • OCHA provided information on next steps of Humanitarian Programme Cycle (HPC) – many consultations were held including the session with AAP/CE Working Group. Draft Humanitarian Needs Overview (HNO) is about to be finalized. There is a draft 	<p># For OCHA to develop ToR for co-chair and do outreach to INGO Forum to assist with process/timeline)</p> <p># For OCHA to explore with UN agencies’ appetite for co-chair role.</p> <p>#To explore with local networks and</p>

text prepared for AAP session and will be distributed with the members to ensure that it reflects the opinion of working group. It was suggested to keep the existing indicators and have extensive consultations throughout 2023 for new/revised indicators. It is important to have consistency and strengthen the capacity. OCHA will circulate the indicators as part of HRP narrative to collect feedback on what's to adjust as final stage of the development.

ICCG support for outreach to local partners).
#For OCHA to distribute the draft text/indicators on AAP

Useful links

- AAP MIMU Page <http://themimu.info/sector/accountability-affected-people-aap>
- AAP English – Myanmar AAP glossary http://themimu.info/sites/themimu.info/files/aap_public/Myanmar_AAP_CE_Glossary_ENG_MM.pdf
- Interagency Myanmar language AAP training package <http://themimu.info/sector/accountability-affected-people-aap> (under the heading Interagency AAP Training Package)
- Link for expression of interest in the self-paced online Myanmar language training on AAP: [link](#)
- Log of interagency Myanmar language AAP training resources http://themimu.info/sites/themimu.info/files/aap_public/Log_of_Myanmar_Language_Interagency_Training_Materials.pdf