**Minutes from PSEA Network Meeting**

**Thursday 23 May, 2020 10am – 12pm via Zoom link**

**Agenda**

1. Review past meeting action points
2. Brief on new material: Revised Action Plan, Risk Analysis, Data Protection Policy, SOPs Helpline
3. Briefing from Trocaire: PSEA/safeguarding policy implementation - Gloria Malsawm Zaui
4. Briefing from KDNG: PSEA/safeguarding policy implementation - Awng Ja
5. National Awareness-Raising campaign - Seng Aung Sein Myint
6. Lashio PSEA meeting – Seng Aung Sein Myint
7. PSEA Focal Point training pilot – Seng Aung Sein Myint
8. Dedicated meeting on working with partners – 5 August 2020
9. Introduction on misconduct disclosure scheme
10. AOB
11. Updates from members

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| **Summary** | **Action Points** |
| **Review past meeting action points**   * Thanks to WFP, sample data protection policy finalized and circulated * Myanmar country-wide risk analysis finalized and circulated * GBV service mapping – underway * List of organizations trained in online refresher training circulated * ActionAid Myanmar received volunteers for research * Government engagement letter drafted and will be sent * Network survey completed * Action Plan review completed and circulated * ICVA/UNHCR grant applications closed * VSO partner risk assessment tool – will circulate; Plan International safeguarding checklist circulated | * Lian and Thida (Oxfam) to coordinate re Oxfam safeguarding focal point training in Kachin * Lian to circulate VSO partner risk assessment tool |
| **Brief on new material**   * Action Plan review conducted and some changes made to Action Plan for 2020. Focus for remainder of the year is training, community awareness-raising, fundraising for 2021 and supporting field level networks * Myanmar country-wide risk analysis finalized and available for download on MIMU, being translated into Myanmar. Network members are free to use this as resource. Note this looks at country-wide risks, e.g. legal framework, state protection measures, GBV and gender research, and is different to the organizational/programmatic risk assessment (which looks at number of female staff, remote programming, recruitment procedures etc). * Sample data protection policy completed and available on MIMU, note this is NOT specific to SEA data but is for generic data collection within an organization. Network members are free to download and adapt according to needs. * SOPs for helpline finalized and circulated. Note these will be updated slightly now that helpline has been handed over to WVI. |  |
| **Briefing from Trocaire on safeguarding policy implementation**   * Trocaire completed safeguarding awareness training at global, country and partner level. * At country level, Trocaire is using the PSEA network COVID-19 tip sheet especially during this COVID-19 period, and also held safeguarding week to increase awareness within organization. The safeguarding week emphasized the need to be aware of SEA/safeguarding issues and to engage all country level staff. During COVID-19, established Whatsapp group to communicate safeguarding guidelines, this is led by 4 safeguarding focal points. * Challenges – focal point role is volunteer role; much time spent on awareness-raising and promoting culture, but also have to juggle other commitments. * Currently Trocaire is undergoing organizational restructuring, and are recruiting dedicated safeguarding officer to strengthen program activity and support to partners. * Examples of best practice in Trocaire: using organizational self-audit checklist led by focal points. Conducted review mid-year against checklist and updated organization’s action plan. * Currently piloting project with partners and encouraging them to use Trocaire reporting system, developing reporting using KOBO platform together with M&E team. | * Any Network members wishing to receive more information or interested in Trocaire’s resources/tools, please contact Gloria. |
| **Briefing from Kachin Development Network Group on PSEA policy development**   * KDNG is a member of the Kachin State Women’s Network. KDNG has drafted a PSEA policy and circulated this to Kachin State Women’s Network and its members, and the all Kachin Youth Union including youth interns. * Also held a session to increase awareness among KDNG staff. * Worked together with UNFPA to adapt the risk assessment tools and methodology in Kachin. * Challenges faced are getting senior management buy-in. * Discussion and suggestions include:   + Embedding PSEA activities into organization, e.g. from HR side - staff contract renewal, recruitment of new staff, performance appraisals   + Appointing focal points in partner organizations and making sure focal points have action plans   + Using every opportunity to elevate message of safeguarding/PSEA, including senior management meetings   + Safeguarding/SEA audit can make senior managers ‘wake up’ to problem |  |
| **National awareness-raising campaign**   * Short video developed for communities, organizations invited to post on their social media platforms with hashtags. * Agreement to change hashtag or provide non-UN hashtag for zero tolerance policy. * Discussion on issue of including government as aid provider – idea is that all allegations should be reported and referred to service providers, and government staff also have their own CoC and laws that they should follow. * Posters also available for download on MIMU website. | * Lian to circulate instructions on downloading video and hashtags to use when posting on social media |
| **Lashio PSEA meeting**   * Around 40 participants attended. * Priorities were discussed and include engaging with government (particularly MCCT), awareness raising in communities and for staff, senior management buy-in, ensuring that donors require mandatory PSEA policy implementation. | * Lian to draft action plan for Lashio colleagues * Seng Aung to coordinate next online meeting; all organizations with Lashio/Northern Shan staff or programs are welcome to attend. |
| **PSEA focal point pilot training**   * Seng Aung is looking to pilot the focal point training package and needs 20 volunteers. This training is aimed at PSEA/safeguarding focal points and focuses on the skills necessary to fulfil responsibilities as per the generic PSEA Network Focal Point TORs, including: conducting training of organization staff, case management, mainstreaming PSEA in programming (including advocating with senior management). * Training will be held online and has 4 sessions, those volunteering to be involved must be able to attend all 4 sessions. | * Those interested to join the pilot training to email Seng Aung at [ssein@unicef.org](mailto:ssein@unicef.org) or indicate your interest by filling out the form [here](https://docs.google.com/spreadsheets/d/1riD3PNxFBjy5icHoO4tNgQv1E6C_Xp1t-vpN4ZrcJX4/edit?usp=sharing). [UPDATE: as of 24 July, only 3 more spots available for volunteers!] |
| **Dedicated small working group on working with partners**   * We will hold a small working group on working with partners on implementing PSEA policies and capacity-building with the aim to develop a short, 1 or 2 page tip sheet which outlines the key steps to take when building their capacity. * Meeting will be held on 5 August, 9:30am Myanmar time. | * Those interested in participating should email [mmrpsea@unfpa.org](mailto:mmrpsea@unfpa.org) or fill out the form [here](https://docs.google.com/spreadsheets/d/17Axpxi1ZFJRZIdvQINN8-twMTWIPS8mQMVwzFvTMgsg/edit?usp=sharing). |
| **Misconduct disclosure scheme – introduction**   * See Powerpoint presentation. * Discussion on whether or not we could develop ‘blacklist’ of perpetrators for Myanmar – this is very difficult and faces ethical challenges. Suggest to consider joining misconduct disclosure scheme or strengthening recruitment procedures. Refer to PSEA Network’s Safer Recruitment Checklist – available for download on MIMU – for sample questions on how to do background checks for new hires. |  |
| **AOB**   * MIMU PSEA page getting more than 500 visits per month with May being record for visits and downloads. New section on job advertisement submission page also resulting in downloads of Safer Recruitment Checklist. * Kayin network meeting – planning for meeting in August * 2nd Quarter data request * WVI has taken over the inter-agency PSEA helpline, number is on awareness materials | * Lian to circulate details for Kayin meeting in August once finalized * Network members to send 2nd quarter data to [mmrpsea@unfpa.org](mailto:mmrpsea@unfpa.org) |
| **Updates from organizations**   * British Council – Safeguarding children during COVID-19 tips and materials, will share; safeguarding adults training will take place beginning September for office staff * UNCDF – last 2 months, conducting training with team and also organizational assessment. Currently drafting action plan. * VSO – in June, safeguarding training with community volunteers recruited through partners. Conducted refresher training together with British Council. * WFP – internal working group on PSEA formed and training session for focal points will be conducted next week. * CFSI – All 70+ staff have completed online Agora training and will reach out to partners to do the same. * UNICEF – procurement for Agora translation into Myanmar and development of PSEA online application underway. Starting UReport poll with ActionAid. * Plan International – Training of focal points in each program unit. At regional level, safeguarding essentials online course rolled out and reporting procedure revised to include PSHEA. * MHAA – PSEA vinyl used for community consultations in project areas. * UNFPA – Planning informal office dialogue with staff on PSEA * Tharthi Myay Foundation – developing policy and appointed PSHEA focal points. Will be launching policy next month. * WHO – PSEA policy training for all staff; last month, trained emergency staff. Planning training of MOHS staff especially program managers. Meeting of admin team to discuss PSEA. * WVI – continuing community awareness-raising and orientation of new staff on safeguarding policy. Also training of advisory board members. Developing online safeguarding material (e.g. safety online). * LWF – staff now participating in the online training on safeguarding developed by head quarter in Geneva. Also developing training materials for community based staff in local language. * SWISSAID- will conducting SEA Reporting and Complaint mechanism workshop for management level staffs in August. * Braveheart – developed policy and revising recruitment policy. Will test new policy and implementation Hlaingtharyar in next month or two. * UNOPS – Access to Health team and Gender specialist provided PSEA training (online) to ethnic health organizations from Kachin and Mae Sot. Developing PSEA ToT training. * ChildFund MM - provide PSEAH Training to partner organization and contractor's staff, and encourage to Partner let their staff to sign code of conduct annually or when contract restart. | * Lian to circulate British Council materials * Those organizations conducting training, encouraged to invite Seng Aung to attend in order to gain insights into discussions and to enrich PSEA Network training tools. Alternatively, organizations encouraged to feedback main issues/challenges to Lian and Seng Aung. |

Next meeting: September 2020, date to be confirmed