**PSEA Network Myanmar: Introduction to new members**

Welcome to the PSEA Network Myanmar! The Network is open to new member organizations from humanitarian, development and peace building fields in Myanmar. New members can join at any time. The information contained in this document is intended for new members to understand how the PSEA Network operates, and how to access resources. If you have any questions, please feel free to contact the central PSEA email address: mmrpsea@unfpa.org

1. **What is PSEA?**

***‘PSEA’*** stands for the Protection Against Sexual Exploitation and Abuse. The definition for PSEA comes from the UN Secretary General’s Bulletin, [*Special measures for protection against sexual exploitation and abuse*](https://undocs.org/ST/SGB/2003/13). It is distinct from sexual harassment in the workplace, as it concerns an abuse of power perpetrated by a humanitarian, development or peace building staff member against a beneficiary or community member. The PSEA Network’s work focuses on PSEA, but there are some resources that also include sexual harassment.

***‘Safeguarding’*** of vulnerable adults and children includes PSEA as well as child protection. The definition of safeguarding can be found on the [Bond website](https://www.bond.org.uk/resources-support/uk-ngo-safeguarding-definitions-and-reporting-mechanisms#Safeguarding), and is a broader term as it includes harassment as well as neglect. Your organization should decide which term to use, but the PSEA Network includes resources that can be used in the implementation of both PSEA policies as well as safeguarding policies.

1. **What is the PSEA Network?**

The PSEA Network is a national network of UN, INGO, NGO and CSO representatives that meets every 2-3 months to discuss PSEA and safeguarding implementation in Myanmar, and to share resources. Key documents such as the Network Terms of Reference, action plan and strategy are available under the ‘PSEA Network Information’ tab on the [PSEA MIMU page](http://themimu.info/sector/protection-sexual-exploitation-abuse-psea) (see below).

1. **Mailing list**

Your organization may nominate as many people as you like to be on the PSEA Network mailing list. The mailing list can be accessed [here](https://docs.google.com/spreadsheets/d/1qQg9eeK5luMBRTFMO-9U_hZAG7aIYvKlOZRxq_p-JUo/edit?usp=sharing). If a staff member leaves your organization, please delete their name from the mailing list. If you don’t receive emails for a while, please also let us know so that we can check you have been properly added to the mailing list. Unfortunately, human errors occur and we apologise if someone has unintentionally been left off.

1. **PSEA/Safeguarding Focal Point list**

This is separate to the mailing list, and is circulated to members regularly and is available [here](https://docs.google.com/spreadsheets/d/1C3lPeeM-QocwHQPLmGDB4UzYzfDJ-ayF0BZGZkemr_A/edit?usp=sharing), as well as on the PSEA MIMU website (requires member login to access). Your organization should nominate *one* main PSEA/safeguarding focal point and *one* back-up. It is important to keep this list up to date in case an allegation of SEA or safeguarding needs to be referred to your organization. Focal points should meet the minimum requirements necessary for this position, including having relevant Terms of Reference integrated into their existing job description.

1. **PSEA MIMU page**

All of the PSEA Network resources can be accessed via the PSEA MIMU page: <http://themimu.info/sector/protection-sexual-exploitation-abuse-psea>. We strongly recommend to bookmark this page and visit regularly to keep updated. A few key points:

* ***PSEA Network member log-in.*** Some documents are only accessible by PSEA Network members only via log-in. The log-in information for PSEA Network members is below.

User Name: psea-member

Password: psea-member2019

* ***New announcements*** can be found on the left hand side. This includes new documents or resources that have just been made available.
* ***Online submission of SEA allegations*** can be made to the PSEA Network Coordinators via the link on the left hand side. This is only for non-confidential information for annual reporting purposes to inform the PSEA Network of trends and risks, in order for us to do better programming and risk mitigation.
* ***Useful websites*** on the left hand side include a link to the GBV Working Group and Mental Health and Psycho-Social Support Working Group, which both have information on services for referral of survivors.
* ***PSEA Network Information*** tab includes key documents such as the PSEA Strategy, Network Terms of Reference and Network Action Plan. It also includes the meeting minutes as well as the Reporting Framework.
* ***PSEA Network Resources and Tools*** tab includes documents which your organization can download and adapt to implement your PSEA/safeguarding policy. It also includes communication materials which you can also be downloaded and used for free.
* ***Training tracker*** is a tool designed to help us keep track of the planned training and so that other members can join. Please fill in the training tracker if you have a PSEA training planned.
1. **PSEA Facebook Private Group**

This group is intended for organization staff who are not familiar with the MIMU webpage and would like to get resources via social media. If you would like to join, please contact mmrpsea@unfpa.org.

1. **PSEA Network members’ minimum requirements**

As a member of the PSEA Network, we ask that organizations have the following in place; the list is intended as a guide to ensure organizations are committed to PSEA prevention and response implementation.

1. PSEA/safeguarding focal point appointed
2. Code of Conduct or PSEA/safeguarding policy in place
3. PSEA/safeguarding focal point Terms of Reference integrated into job description
4. PSEA/safeguarding organization or programmatic risk assessment (i.e organizational assessment) conducted and/or PSEA/safeguarding action plan in place
5. All staff trained on PSEA principles including all volunteers and sub-grant partners, or a plan in place to ensure all are trained
6. Response system in place for handling complaints, including how to refer survivors to services
7. **PSEA Network members’ desirable requirements**

The following are desirable requirements that we hope all Network members are able to fulfil, either at the time of joining or soon thereafter:

1. Resources allocated for strengthening/implementing PSEA/safeguarding policy within the organization (e.g. training, printing materials, engaging communities etc).
2. Information on GBV services in operational area are updated regularly and available to PSEA focal points and all staff, or ability to access updated referral information
3. Endorsement or approval from organization’s senior management to participate in PSEA Network Reporting Framework, including regular reporting to Coordinators on non-confidential information
4. PSEA/safeguarding organization or programmatic risk assessment (i.e organizational assessment) conducted regularly and uploaded on MIMU assessment platform