AAP/CE Working Group Meeting Minutes –

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| **Date/Time/Venue** | 26 June 2024/ 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*** New participants introduced themselves.
* The organizer explained the interpretation process in this meeting.
* The organizer introduced the meeting agenda and started the presentation.
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| 1. **Meeting Minutes, action items review**
	* AAP Team to review and improve online training course with assistance of WG volunteers. IN PROGRESS
	* AAP Team to develop the expression of interest – EOI for sharing knowledge and share it to the WG Members COMPLETE
	* AAP Team to translate and share the AAP Self-assessment to WG members COMPLETE
	* Initiate the AAP standard indicators workshop IN PROGRESS
 | # PIM to upload remaining meeting minutes.# AAP Team to initiate the AAP standard indicators workshop  |
| 1. **Working Group Discussion**

**WG Member Update*** The total number of AAP/CE Working Group members remains unchanged since April 2024, with 340 members (UN – 59, INGO – 129, NNGO – 57, Red Cross Movement – 14, and CSO/CBO – 81)

**AAP Online Course Update** * The online course development supposed to be completed in 24.06.2024. However, we are trying to transform some course reading content into culturally-appropriate infographics. To do this process, we extended the content writer consultancy contract to 08.07.2024 and expected to come out the draft within this week. After the content development process, we will upload the course on to the LMS system with course uploading consultancy service. Before launching it to the public, we will first consult with AAP Online Course Review Task Force and get feedback, following the appropriate update the course.

This online course is basic level and we aim to implement another AAP online course at intermediate level for AAP practitioners. **CVP TWG Meeting Update** * CVP-TWG has been formed and has started meeting. TWG would welcome 1-2 more member organizations, particularly NNGOs, CBOs/CSOs. CVP TWG have started work on defining CVP data and reporting standards, including how to make sure information collected and shared meets acceptable data privacy and protection standards for both the individual and reporting organization.

The first meeting was conduced with WFP, SCI and Myanmar Down Syndrome Association. As it was the first meeting, introduction session, the objective of TWC, ways forward in which feedback gathering and analysis from different organization for decision-making for HCT based on the community voice were discussed. There will be another meeting on coming Friday to discuss about data standards. CVP TWG would like to invite another five member organizations. Brave Heart would like to apply for CVP TWG and can apply directly to WFP although the deadline passed. UNICEF would suggest to include community representatives who can influence the community and reflect the community voices into CVP for effective and community-centered response in humanitarian and development context. IOM suggests that the name of CVP TWG would be Technical Working Committee or something similar else to differentiate form AAP WG as the CVP TWG is a component of AAP WG. Discussion for CVP TWG ToR development is in process. The results will be presented to HCT in every three months. **CAPS-C Update (IOM)*** CERF project developed EOI for CAPS-C and received applying EOI from some organizations of NNGO and CBO/CSO at the moment. Invitation is extended to fill the slots for UN and INGO. Recruitment process within IOM is ongoing and expected to complete in next month. Grants provision for capacity building is also on-going process.
 | # PIM to transfer the message from UNICEF to WFP |

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| 1. **Updates from Members**
	* IOM – AAP trainings are organized for implementing partners and staff to strengthen AAP within organization and are trying to enhance AAP at field level.
	* UNICEF – UNICEF is also organizing the capacity building within the organization. UNICEF raised a question if there is training mapping for AAP in AAP/CE WG.

**Reply**: AAP training include under the projects as a component of AAP/CE WG. WG is trying to standardize the training content in both online and in-person training. CERF project also includes capacity building component to conduct AAP training. National AAP Coordinator provided AAP training to FXB Myanmar and also now conducting another AAP training for ECW program. UNICEF organized five batch of AAP and PSEA training for implementing partners within six months. The training includes AAP practices and challenges sharing sessions from partners. UNICEF would like to request for setting up a collective feedback mechanism or referral mechanism. Additionally, it would be better that AAP/CE WG can share AAP learning sessions for the organizations from Northwest and Southeast areas. **Reply**: Experience sharing from the organizations was included in WG meetings and extend time slot for sharing session. And, AAP Working Group meeting language was changed from English to Burmese for more engagement from members. * + Brave Heart Foundation – The organization organized the AAP introduction session within the organization last month and also intend to provide capacity building session to field staff.

Brave Heart Foundation received feedback from FGD sessions and observed that many partners are not aware about AAP. * + Care – provide AAP training to new partners and refresher training to existing partners with Care curriculum. Care will update the training curriculum according to the content from AAP/CE Working Group.

One of the Care’s partners is working on disability and are developing the feedback channels to be accessible for hearing impairments. * + SCI – AAP activities are still going in Sittwe area while implementing remotely in Pauktaw area, emphasizing on hotline feedback and collecting through volunteers virtually. Mobile phone connection cut off is the most challenging at the moment.
	+ AVSI – is implementing each project in Kachin+ Northern Shan area and Kayah+ Southern area. Although AAP activities started to implement following enhancing AAP awareness and finding the appropriate channels, feedbacks are not as many as received. Projects are implemented with 13 partner organizations and some partners received many feedbacks while others are need to improve. One of the challenges is feedback come from limited channels from field visits and feedback from other channels such as hotline, message and social media are very limited. AVSI focused more on capacity building and organized AAP training to five partners in last year. In July, August and September 2024, AVSI plans to organize the training for partners’ staff in southeast area. At this point, AVSI would like to know whether the trainings are organized with Working Group curriculum and AAP/CE WG count the training in the record of Working Group.

Reply:* AAP/CE WG has training target and will map out the capacity building. AAP/CE WG successfully organized three trainings under MHF funding in Yangon and Nyaung U and one for FXB Myanmar and one for ECW program externally. AAP/CE WG provided sharing session to requested organizations.
* It needs to wait for one month at least for curriculum workshop. AAP/CE WG is willing to provide the support for the training curriculum development by AVSI.
	+ Malteser International – distributed AAP IEC materials and suggestion boxes while conducting awareness sessions for the community and the partners. It would be better AAP/CE WG can provide the capacity building training or workshop. AAP is mandatory in program development management and feedback receiving rate arose after awareness sessions.
* Standardized SOP in in the reviewing process by IOM headquarter and IOM will share the update.
	+ LWF Myanmar – is conducing reviewing CHS and preparing CRM application in Myanmar. For feedback mechanism, the organization collect data through Kobo tool box online and through FGD/PDM. LWF is willing to contribute to Working Group activities.
	+ UNICEF – is planning to do assessment for establishing feedback mechanism and have some difficulties in developing the assessment questions. For effective feedback mechanism, UNICEF want to discuss about whether AAP/CE WG has developed assessment questions to access the community preferred language or feedback channels. Regarding IEC, IOM want AAP/CE WG share the IEC for information sharing if IEC materials are developed.

Reply:* Assessment questions are in the development process and will share update later. AAP/CE WG do not have yet IEC materials for information sharing, but considered to include this aspect in the CERF project.
* Care – is setting up CFM by providing funds for partners so that they can establish CFM with appropriate and preferred channels within their community.
	+ Rip Aung – child-friendly CFM was discussed in February 2024 Working Group meeting and would like to receive informational materials.
	+ Save the Children – are planning to apply AAP guidance as a pilot in the upcoming project in Magway region and setting up CFM with community preferred channels. Majority of adolescents are familiar with mobile phone and they can send feedback trough scan QR. Volunteers help to send feedback for children.
	+ MRCS – provided CEA training to volunteers and set up mobile phone feedback mechanism for Rakhine, Sagaing and Magway regions. MRCS is receiving the feedback for requesting assistance and would like to know feedback referral system with other organizations.
	+ ACF – is implementing complaint mechanisms and have issues to refer the complaints out of the organization scope. Is there any plan developed by AAP/CE WG for referral system?

Reply: * CVP platform will share the report to HCT and Working Group members to be able to inform the required information.
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| **AOB*** MHAA – is implementing CFM under cross-cutting theme and collect feedback from community. MHAA would like to receive information for AAP training such as available trainers.

Reply:* AAP/CE WG is supporting technical support for training to requested organizations.
* Save the children organized Accountability to Children and Community training to partners including MHAA.
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| **Useful Links**[MIMU – Accountability to Affected People](http://themimu.info/sector/accountability-affected-people-aap)[AAP Glossary in English and Myanmar](http://themimu.info/sites/themimu.info/files/aap_public/Myanmar_AAP_CE_Glossary_ENG_MM.pdf) Language[Interagency Training Package in Myanmar Language](http://themimu.info/sector/accountability-affected-people-aap) (under Interagency AAP Training Package) [Log of Interagency AAP Training Resources in Myanmar language](http://themimu.info/sites/themimu.info/files/aap_public/Log_of_Myanmar_Language_Interagency_Training_Materials.pdf)[Register for the self-paced online AAP course in Myanmar language](https://docs.google.com/forms/d/e/1FAIpQLSfEbSu0oUR382Lt-H-2SCZDHkCEtuBGD0gyVAfEZL2BlPrqpw/viewform) |