AAP/CE Working Group Meeting Minutes – April 2024

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| **Date/Time/Venue** | 24 April 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 unavailability of interpretation process in this meeting.
* The organizer introduced the meeting agenda and started the presentation.
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| 1. **March Meeting Minutes, action items review**
	* PIM to upload December/January/February meeting minutes. IN PROGRESS
	* AAP Team to review and improve online training course with assistance of WG volunteers. IN PROGRESS
	* AAP team to develop and AAP resource guide and share with WG members IN PROGRESS
	* AAP Team to develop EOI for sharing knowledge and share it to the WG members IN PROGRESS
	* 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 December meeting minutes.#PIM to upload January meeting minutes. #PIM to upload February meeting minutes.# PIM to upload March meeting minutes.#AAP team to share EOI for sharing knowledge. |
| 1. **Working Group Discussion**

**WG Members Update*** Total number of WG members remains the same as March 2024 with 340 members.

**EOI Update** * AAP National Coordinator received four EOI from Yaung Chi Thit, BDA, Food Security Cluster and MRCS. WG will prioritize the scheduling process for the coming week and communicate individually to discuss the process. If the schedule is finalized, WG will share it with the members.

**AAPWG Steering Committee TOR*** As an interagency initiative, a Project Steering Committee will be established to provide strategic and policy guidance for the overall implementation, progress and reporting of the inter-agency AAP project.
* Support the Project Manager to make decisions for the project, review tools and, guidance papers and other relevant documents, review and support with the selection of local partners and closely coordinate and report project progress to the AAP/CE Working Group.
* The CERF AAP Project Steering Committee (CAPS-C) is established with the following objectives:
* To advise, guide, and streamline the work components of the project across implementation partners and team members.
* To enhance the use of collective efforts ensuring complementarity and partnership of project activities and AAP WG activities.
* To review and strengthen monitoring, reporting and integration of project learning to inform strategic decision making by HCT In Myanmar.
* Functions of the CAPS-C is meeting periodically to monitor, advise and streamline the project modalities and activities the steering committee functions will include:
* Reviewing TORS and joining recruitment panels with lead agencies.
* Overseeing, reviewing, endorsing sub-granting selections in an advisory capacity.
* Contributing and advising the development and operational roll out of the project Community Voices Platform (CVP)
* Advising the work of the project team to complement the AAAP WG Secretariat and AAP CVP Committee.
* Guiding, reviewing, and endorsing capacity building content and training delivery plans of the project.
* Advise and ensure – Advise and ensure that coordination with relevant Protection, PSEA, Gender, Disability inclusion and Localisation focal points is retained and complemented.
* Consult – Regularly consult with and repot to the AAP/CE Working Group members on project status, relevant project updates and progress.
* Support and engage – Proactively support and engage with fundraising for continuity of project outputs and progress in coordination with the AAP WG Secretariat, inter-agency partners and other key stakeholders.
* Membership and Tenure of the Steering Committee
* The CAPS-C will have a tenure of 1 year from project inception to closure and will be elected/nominated and report to the ICCG AAP WG of Myanmar.
* The membership of the committee will be comprised of the following: Local and National **NGOs/CBOs – 3** (one each from Northwest and Southeast and one national partner) in line with the Humanitarian Country Team (HCT) protection and localization strategies. **International NGO -2** and **UN Agencies – 1**
* The following organizations will have non-voting status as the main implementing agencies: **IOM, WFP, Plan International and OCHA** (in support function to the AAP/CE WG)
* Admin and Working Modalities
* Members will nominate a chair and co-chair among themselves, with at lease one of the two roles belonging to Local or National NGOS.
* The member organizations and personnel of the CAPS-C are expected o be consistently available to attend meetings and dedicate up to 8-12 working hours a month to the CAPS-C committee’s work on a voluntary basis.
* The CAPS-C will convene, virtually, usually for an hour.

For the first quarter, it is envisioned that the CAPS-C will meet on a bi-weekly basis. After which the frequency can be reviewed. The members will be expected to communication via e-ail and telephone on urgent project-related matters. * Ad-hoc meetings may be called for by the Chair/Co-Chair with the agreement of the National Project Manager with ad defined agenda.
* The meetings of the CAPS-C will be conducted in English with simultaneous interpretation whenever possible.
* CAPS-C members are required to attend all CAPS-C meetings and provide substantive inputs.
* If a CAPS-C member misses 2 consecutive meetings, the CAPS-C will discuss their continued membership and may request that the respective partners remove themselves from the committee and invite/nominate another member.
* CAPS-C Chair/co-chair will be expected to participate in the AAP WG monthly meetings regularly with the National Project Manager.
* The National Project Manager will be responsible for ensuring close liaison of the implementing agencies and the CAPS-C
* Way Forward
* As implementing agencies, we need endorsement of the ToRs
* Once this is obtained, we will seek nominations/election of members of the SC through the AAP WG
* Once members are nominated/elected, the secretariat of the project will convene the first meeting where the leadership of the SC will be elected
* Members will also be inducted to ensure they fully understand their role in the AAP project as well their responsibility to the AAP WG
* Project Update
* IOM has finalized project set-up and administrative arrangements
* Project codes were created during the week of the Thingyan holidays
* Based on the completion of set-up, all recruitment processes and contracting arrangements will start

**Discussion on AAPWG Steering Committee TOR*** Yadana (Braveheart) – It's encouraging to see the creation of three seats for local NGOs on the Steering Committee, as it provides a rare opportunity for them to raise their voices. However, there is concern that setting too many criteria for steering committee membership and conducting meetings exclusively in English could limit the ability of local NGOs to fully participate and express their perspectives.
* Reply: This is the stage drafting the ToR for CAPS-C and feedbacks and inputs from the members are welcome. Responding to the discussion, there will be simultaneous interpretation during the meeting and National Project Manager will serve as primary liaison person to communicate with the CAPS-C members.
* Khin Hla (Yaung Chi Thit) –
* There are two types of organizations: National NGOs and local CBOs/CSOs. National NGOs often have more resources to access the CAPS-C meeting, while CBOs and CSOs may face capacity limitations. During meetings, representatives from CBOs/CSOs may find it challenging to communicate their ideas in English.
* The inclusion of GEDSI in the CAPS-C ToR is appreciated, and it's important to incorporate gender mainstreaming activities into AAP projects with a gender-sensitive approach. The involvement of women-led and gender-focused organizations in the CAPS-C should be considered to strengthen gender inclusivity and mainstreaming.
* To prevent conflicts of interest, it is suggested to set the criteria like that organizations of CAPS-C members should be ineligible to apply for grants.
* Reply: IOM will take into account the discussed point of conflict of interest when CAPS-C members' organizations apply for grants. The language of CAPS-C meetings, including the modalities for interpretation and the meeting language process, will be determined based on the outcome of discussions at the first CAPS-C meeting
* IOM will share the CAPS-C ToR with WG members for their review and request their endorsement on behalf of both IOM and the WG.".

**INA Result Presentation by IRC*** Responsive Information Services Program was tested as a pilot program from November 2023 to March 2024. Pilot program was implemented for two months as other periods was used for INA survey and feedback collection from clients/service provider. INA survey was conducted in six townships in Southeast area: Ye and Thaton in Mon State, Hlaingbwe and Kawkareik in Kayin State and Yebyu and Thayetchaung in Tanintharyi Region. Although the sample site is 242, 218 respondents participated in the survey due to the fact that some respondents did not participate in the survey because of the safety and security concern.
* Participation of Respondent Type and Gender
* 56% of Female and 44% of Male participated in the survey. And, the respondent types are categorized as host community, internally displaced, non-displaced people conflict affected and prefer not to say.
* The survey also observed the group of vulnerable people to accessing information.
* Key Finding
* Several groups are reported to face marginalization in accessing information which are the elderly, children, and people with disabilities (PWD). Women-headed households and single women were considered to be the seventh and eighth most identified, although they were not specifically mentioned.
* PWD respondents reported insufficient information for making informed decisions and have some challenges to accessing information and reach out to Aid providers. Current conflicts make them more vulnerable.
* Communication Challenges: The impact of the Fake and biased information is important challenges for the credibility of information.
* Women: 71% reported difficulty accessing information because of the unavailability of mobile phones and internet networks. The information about security, safety, livelihoods and economic opportunities, health service, and food access were preferences.
* Preference Information is also collected in the survey. Please refer to the presentation slides.
* Preference Sources – friend and family, community leader, religious leader, an aid agency, face to face sharing & discussion, community-based organization, community events gatherings meetings, VOA, DVB, BBC media, local armed group, CBO/CSO, Facebook (real page) and mobile phone call.
* The survey observed the barrier on accessing information. The barriers include the source of information, confusing and complex information, wrong or out of date information, biased and other sided information, mobile network shutdown, internet shutdown, electricity blackout, different information from different organization and lack of mobile device.
* Recommendation
* To increase information sharing
* PWD inclusive consideration
* Strengthening community-based communication
* Improving digital communication
* Empowering information sources
* Addressing legal documentations needs
* Psychosocial support and information access
 | #IOM to share CAPS-C ToR to members. # Working Group members to respond their endorsement on CAPS-C ToR. |

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| 1. **Member Updates**
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| **AOB***
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| **Useful Links**[MIMU – Accountability to Affected People](http://themimu.info/sector/accountability-affected-people-aap)[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) |