AAP/CE Working Group Meeting Minutes – August 2024

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| **Date/Time/Venue** | 28 August 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*** The organizer introduced the meeting agenda and started the presentation.
* Participants introduced themselves in Zoom meeting chat.
* The organizer explained the interpretation process to the participants.
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| 1. **June Meeting Minutes, action items review**
	* AAP Team to review and improve online training with assistance of WG volunteers IN PROGRESS
	* CERF AAP Project Recruitment IN PROGRESS
	* Forming CVP TWG COMPLETE
	* Forming CAPS-C IN PROGRESS
	* CFM Referral Focal Poins Address Database IN PROGRESS
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| 1. **Working Group Discussion**

**Working Group Members Status Update*** The total number of participants reach to 356 participants, adding 8 new members this month. A scan QR code is provided so that non-AAP/CE WG member can register their membership to AAP/CE WG.

**Co-Chairs Selection** * The AAP/CE Working Group has been holding monthly meetings, with Plan International Myanmar serving as Co-Chair since the group's inception. A Terms of Reference (ToR) for the Co-Chair role has been developed, and an Expression of Interest (EOI) was circulated among working group members to select three new Co-Chairs representing the UN, INGOs, and NNGOs/CSOs. The EOI was open from July 29 to August 14, 2024, and three submissions were received—one from Brave Heart Foundation, one from Plan International Myanmar, and one from IOM. OCHA facilitated the selection process and would like to inform the process, seeking confirmation of the Co-Chairs' endorsement. A follow-up email will be sent within one week to finalize the endorsement.

**CEFR AAP Project Update (IOM)*** Nicholas introduced and presented the CERF AAP Project Update from IOM side.

**Selection Criteria for the CSO members of the CAPS-C** * The selection criteria of the CSO representation in the CAPS-C is set up in line with the terms of reference of the CAPS-C (objectives of the collective AAP project, the purpose of the CAPS-C). The followings are the minimum criteria of the CSO members but not limited to others.
* Should be a non-governmental organization or should not be a semi-governmental organization; the organization should not be affiliated to the stake or non-state authorities.
* Apply humanitarian principles (humanity, impartiality, neutrality)
* Widely covering geographical areas/presence.
* Active programming
* Intervention of AAP, complaint and feedback mechanism and action taken.
* Apply leave no one behind-inclusion policy (disability inclusion, Persons with specific needs, gender quality. Etc.)
* Compliance of PSEA policy, safeguarding, Gender base violence prevention, mitigation and response.
* Should not be sub-grant receives to avoid the conflict of interest.
* Should not take multiple roles in the CAPS-C (for instance, a particular organization should not present at both national and regional)
* Working directly with the community on the ground; intervention community-entered engagement, community-based protection/intervention
* Strong coordination and liaising experience with eh UNs, INGOs, Local CSO/and the community.
* Strong networking with the frontline humanitarians (community leaders, volunteers, incentive workers, women, men, girls, boys and children representation)

**Organizations submitted the application for the CSO members** * North West: Four civil society organizations (Seinpan Community Development Organization, Light for Life, CBHP and SVP) provided their profiles. SPCE and Light for Life highlighted their intervention, targeted community, targeted areas and their engagement with the stakeholders accordingly while the other two CBHP and SVP provided none or very limited information about their organization.
* South East: For the member from the southeast, only one CSO (Moe Thauk Nget) submitted the application.
* National Level: Braveheart Foundation

**Selected CSO members for the CAPS-C*** **Representation of Northwest of Myanmar:** Seinpan Community Development Organization was selected to represent the NW.
* Covering Falam, Hakha and Thantlang townships, Chin state and Gangaw Township in Magway region.
* Reach to the affected communities in different ways and come along with the community voice and the AAP working group ad can provide more inputs for the development of the collective AAP strategy as it covers many hart-to-reach areas in chin State and Magwe Region.
* Have very strong coordination and collaboration with the affected communities, the frontline humanitarians, local partners, INGOs and UNs. SPCD is also a member CHAN network which is organized with Chin Humanitarian Actors located in Chin.
* Actively participating in the cluster’s coordination meeting such as NW-Food Security, NW-Education, NW-Protection and WASH. Moreover, the strong community engagement through the community-based interventions which is a must for the criteria is logically heighted in their profiles.

**The strategy and prioritization of SPCD are** * Food security, Education Health, protection
* NFI and Shelter assistance the upper Magway region and southern Chin State
* Aid is given priority the people who are difficult areas and hard to reach areas.
* Work with local organizations, international organizations and private donors
* Providing GBV, PSEA training related to gender activities, providing AAP training including consider for the affected people before making decision
* Established emergency response/management committees in villages/camps at community level to provide humanitarian assistance and share information (military, political, economic)
* Established Inter-committee trust building and capacity building, to reduce risk of disaster and human rights/gender-based violation in Magway areas.
* Emphasizes the participation of women, children and the elderly.
* Priority beneficiaries include women-headed households, pregnant and lactating mothers, People with Disabilities (PWDs) and households with children, the elderly and chronically illness. In making decisions of the trainings, meeting and the activities related to the community include 40% of women’s participation and implement the activities.
* Set up the complaint and feedback mechanism at the village, township level office by forming the complaint handling committee.

**Representation of the south east of Myanmar:** Moe Thauk Nget is selected for the representation of southeast region. * Working for the affected community (hard-to-reach areas where the affected communities been displaced in the southeast region of Myanmar.
* Strong local capacity and contextual knowledge.
* Represent local community to strengthen community participation for the information sharing and data collection.
* Play the key role for the implementation of accountability to affected people as it works on the ground prioritizing the needs of the affected community.

**Representation at the National Level: Braveheart Foundation** is recommended for the representation for the member of the SC at the national level. * Strong practices in the accountability to affected people, information sharing with the community, strong engagement with eh community, providing key messages on free-of-charge service, zero tolerance policies, PSEA, legal compliance, data collection, supports for civil registration, civil documentation.
* Conduct focus group discussion with the affected community to collect community voices and individual consultation (if needed) to check if the community has the complaints or comment on the services provided.
* Strong coordination and engagement capacity.
* Potential expansion of the projects to the southeast.
* Braveheart Foundation is also nominated for the co-lead of the AAP/CE working group.

**Members of the CAPS-C** * CSOs: SPCD (NW), Moe Thauk Nget (SE) and Braveheart (National)
* INGOs: Care International + another one (to be confirmed). One seat for INGO is available and interested organization can email to Working Group Co-chairs.
* UN: UNICEF
* Leading Agencies: Plan International, WFP, IOM, OCHA (in support function to the AA/CE WG)

**AAP Online Course and In-person Training Update*** AAP online course user report – 100 users were assigned and 70 users completed in August 2024.
* User Feedback
* The course content is skippable easily.
* The correct responses are not displayed for typing quiz questions.
* More interactive content such as animation video.
* Limitation **–** The Talent LMS platform allows a maximum of 500 active users for the AAP online course. However, due to price changes in July 2024, the limit was reduced to 100 users between July 16 and September 2024. As a result, the sign-up button became unavailable once the user limit was reached. To mitigate this, the project team monitored the platform regularly and manually deactivated accounts of completed users to free up slots for new participants.
* Interested individuals can join the intermediate-level AAP online course although the course is primarily aims for AAP practitioners. There will be recommendation to complete first Introduction to AAP online course to join the intermediate-level course.

**In-person Training Update** * The first training session will involve 40 participants from AAP/CE, scheduled for October or November 2024.
* Further details will be provided in the Call for Applications.
* The second and third training sessions will give priority to the grantees form IOM.
* A Participant Selection Committee for the training will be established among CAPS-C Members.
* Training curriculum is being currently revised and CVP component will be integrated into the curriculum. PIM will communicate and inform to the trainers in advance after the curriculum development. Gender inclusion should be considered in training.
* In-person training is more interactive than online training, adding group work and experience-based sharing. Training topics related to information and gender/inclusion are also integrated into in-person training.

**CVP Update** * CVP TWG is finalizing the draft of reporting tools, standard procedures, CVP platform development. CVP TWG will present the updated processes in AAP/CE WG monthly meetings and ask for feedback and suggestion. Based on feedback and suggestion, reporting tools, SOP and platform data will be updated.
* CVP TWG is seeking technical working members and interested organization can request the EOI from WFP.
* IOM will share CVP TWG ToR to other members in case there might be interested organizations.
* An ad-hoc meeting related to CVP might occur in September 2024.

**H2H Network Update*** H2H Network is a global network consisting of over 60 organizations, including INGOs and news agencies. The network provides humanitarian funding to its members.
* H2H primarily focuses on cross-cutting themes, Accountability to Affected Populations (AAP), and data and information management. The AAP/CE Working Group has provided recommendations on information provision by humanitarian organizations from an AAP perspective.
* Internews is scheduled to present their findings at the next working group meeting. The Humanitarian Director from Internews has been introduced to the AAP/CE Working Group members.

**CFM Referral Focal Point Update** * Plan International Myanmar (PIM) has developed a CFM Referral Focal Points database, which includes a data flow chart, to provide easy access to contact information for CFM focal points across humanitarian organizations in Myanmar. Focal points will need management approval to represent their organization and complete the form. The database will be updated annually to ensure accuracy and reflect any changes.
* **Golden Women Association** expressed concerns about the safety and security of the organization and its operations in certain regions.
* **Gathering House** appreciates the creation of the database but shares concerns regarding safety and security if the database is published on the MIMU website and made publicly accessible.
* **Braveheart Foundation** is also concerned about public access to the database and suggests providing flexibility for organizations to update focal point information if changes occur.
* **Than Hlaing Oo** raised concerns about publicly sharing the data, suggesting that organizations should request referral focal points from the National AAP Coordinator, who can then share the information within the working group.
* **Save the Children** recommends using organizational generic email addresses when filling out the database to enhance security.
* **YSA** proposes implementing a coding system for focal points, where organizations can request focal point code numbers from the steering committee. The steering committee would then manage and maintain the database securely.
 | # National AAP Coordinator to circulate an email to working group members for Co-chair endorsement.  |

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| 1. **Member Updates**
* **Braveheart Foundation** is planning to do quantitative assessment related to PSEA reporting channels through AAP/CW Working Group and PSEA Network. They would like to know information collection of working group members and active status of working group members.

**Reply:** It is suggested to share TOR for the assessment to National AAP Coordinator. Individuals can fill the registration link for membership through MIMU website. * **Golden Women Association** is providing awareness sessions on GBV and Human Trafficking and planning to organize DRR awareness session in targeted areas.
* **YSA** has been receiving information from the AAP/CE Working Group, but they often face internet connectivity challenges. They would like to request the mobile phone contact of the focal person to ensure timely access to information.
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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) |