AAP/CE Working Group Meeting Minutes – December 2023

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| **Date/Time/Venue** | 27 December 2023/ 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 to the participants.
* The organizer introduced the meeting agenda and started the presentation.
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| 1. **November Meeting Minutes, action items review**
	* OCHA to upload September/October/November meeting minutes. IN PROGRESS
	* OCHA to finalize the CVP SOP, instruction guide, and data flowchart then share with members. COMPLETE
	* OCHA to arrange bilateral meetings with key cluster and working group leads to define collaboration. IN PROGRESS
	* AAP Team to review and improve online training course with assistance of WG volunteers. IN PROGRESS
	* AAP Team to develop an AAP resource guide and share with WG members. IN PROGRESS
	* AAP/CP AoR to bilaterally discuss and develop children’s helpdesk and tip sheet IN PROGRESS
 | #OCHA to upload September meeting minutes. #OCHA to upload October meeting minutes. #OCHA to upload November meeting minutes. # OCHA to arrange bilateral meetings with key cluster and working group leads to define collaboration.  |
| 1. **Working Group Discussion**

**CERF Proposal*** There was certain amount of money available for AAP across the globe and lots of different countries applied for this funding to do AAP specific projects. UNOCHA received the funding, 400,000 USD, instead of 750,000 USD proposed amount. It was required to quickly revise the entire project proposal within coming weeks.
* Quick summary update – the bulk of the funding is going to sub-grant organizations to help support their AAP activities. Another part of the funding is going to sub-national staff, AAP focal points in two areas and technical manager, which will be managed by IOM. Funding allocation will also involve in additional training – online and in-person training, and resource development.

**CVP Concept Note*** CVP has been started since two to three years ago and faced difficulties to continue due to the staff or capacity limitations. WFP will start taking responsibility for CVP and put the concept note.
* Project Steering Committee is also projected in the CERF proposal. This steering committee will be formed with the working group members, representing UN, INGO, NGO/LNGO/CBO/CSO. Sterring committee will oversee and advise the project roll-out once the confirmation is ensured. WG members can nominate themselves to the committee in line with the category of organizations. OCHA will send request for information to people who can talk more about steering committee and its involvement. ToR of steering committee in the proposal is just overview and a more comprehensive guide will be developed in early next year.
* UNDP Emergency Relief Fund are allocated to each humanitarian crisis around the world. AAP is prioritized in under-funded emergencies category and UN agencies are supposed to apply to this fund, partnering with national and local organization to deliver ideally.
* One member of WG suggested that AAP related coaching and mentoring support to working group members should be included in the proposal as local organizations have resource limitation in establishing feedback mechanism.

**Reply**: The organization that will receive sub-grants through the proposal will support capacity building through training in AAP for everyone in needed. In next year, WG will hold hybrid meeting in Yangon every quarter to share resources and information. **CFM Survey Results*** A few weeks ago, CFM survey together with PSEA network sent out to AAP WG members and PSEA network members in order to understand more about CFM and encountering issues in this particular area. After analysing the data, visual presentation will be shared to members in January or February 2024. The survey got 17 responses and found out that each organization has one CFM although there are a lot of challenges around AAP mechanism such as funding constraints, staff capacity limitation, technological issues.

**Training Update** * AAP in-person training was provided in Nyaung U instead of previous plan in Mandalay due to the security concern. Participants are from upper region of Myanmar, especially from Mandalay, Sagaing, and Shan State. Some training participants are joining today WG meeting.
* A member raised a question related to next AAP in-person training in Rakhine State. Reply – although the training accommodation and training participants have already been selected, training participants cannot be informed about this according to the security concern. If the exact training time and place is assured, the information will be provided to the participants.
 | #OCHA to analyse the survey data and share the visual presentation to WG members |

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| 1. **Member Updates**
* IOM provided AAP training to 24 implementation partners – 23 online and 1 in-person in Yangon, with a developed training package (MAPPD – Mainstreaming AAP, Protection, PSHEA, Distribution) in December. In 2024, IOM has a plan to strengthen crossing cutting and also mainstreaming activities in AAP, Protection and PSEA. So, IOM will have three technical persons for AAP, Protection and PSEA.
* Youth Group aims to help community and want to share the information they need. They are currently developing some curriculums from UNESCO and UNICEF, specifically focus on comprehensive sexuality education. Teaching materials are required to develop (36 mins to go)
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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) |