AAP/CE Working Group Meeting Minutes – July 2024

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| **Date/Time/Venue** | 24 July 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**
	* Developing mapping for capacity building training – which organization provides AAP training to which targeted population for knowledge sharing and mutual learning. It would be required to have a focal person to update the information and this information could be share on the MIMU page on a monthly basis with a spreadsheet.
	* AAP assessment form – it would be better to consider to use IASC assessment form.
	* AAP team to review and improve online training with assistance of WG volunteers IN PROGRESS

It wasn’t available to consult with AAP online course task force for the review. This online course will be launch in LMS. The course is updated in line with CHS changes. * + CEF AAP Project Recruitment IN PROGRESS
	+ Forming CVP TWG – the first meeting was completed and are developing data standards COMPLETE
	+ Forming CAPS-C IN PROGRESS
	+ Initiate the AAP Standard indicators workshop POSTPONE – due to the process of transition to reselect Co-chair and CERF project launching.

  | # AAP Coordinator to share the online course with WG member after launching it#AAP Coordinator to communicate if the process is to be continued  |
| 1. **Working Group Discussion**

**Working Group Members Status Update*** The total number of participants reach to 348 participants, adding 8 new members this month.

Humanitarian Need Response Plan **CERF AAP Project Update (IOM)*** One staff member who responsible for development of CVP is already on board while three additional positions are in progress – two have already received their job offers and one has accepted, expecting to receive the offer end of the week. It is expected all project staff to be on board in end of August, at least in September.
* Sub-contractor, Plan International Myanmar, is going to lead on both in-person and online trainings. For these trainings, IOM has already finalized narrative proposal and budget and are in the approval chain. PIM is to sign the actual agreement and IOM will inform to PIM if the agreement is ready to start on 1 August 2024 to align with the end of MHF project in July 2024.
* Formation of Project steering committee is in progress and 7 submissions was received from national NGOs and CSOs. According to agreement on ToR, it is supposed to have 1 INGO and 1 UN Agency, so it is requested to reach out EOI to complete formation of project steering committee over the next few weeks.
* WFP formed a CVP-TWG and CVP-TWG has already held two meetings to date. They are in the process of developing data standards and reporting process.
* One of the aspects of AAP project is to support on coordination of the AAP/CE WG to be able to held discussion on working group level.
* Next Steps
* To finalize recruitments and contracting of Plan within July
* To operationalize the project steering committee
* To advertise EOI for small grants to national CSO once all project staff are on board so that they can support the implementation of small grants for the 15 national level organizations in Northwest and Southeast.
* To finalize CVP data standards and reporting process by WFP
* To develop AAP online training materials by Plan
* To roll-out trainings (online and in-person) on AAP by Plan
* IOM will support AAP coordination process, especially in northwest and southeast as soon as the staff are on board.

**AAP Online Course Update and Capacity Building Plan** * Introduction to AAP (beginner level) is already launched. The coming online course is related to establishing effective CFM and it will be intermediate level. At this point, it is required to discussed among workstream members about which curriculum will be mainly used to develop. And, we plan to hire the consultant (content writer), develop the content and launch this online course.
* Based on the last month discussion, a standardized online course: overview AAP course including PPT slide, designed by UNOCHA is uploaded under interagency AAP training package in the AAP MIMU Page.
* Three AAP/CE in-person training will be organized with 40 participants per batch, especially for participants from northwest and southwest.
* To develop AAP related assessment
* To support and empower partners, especially the grantees from workstream B led by IOM
* Regular coordination with the IOM, WFP, AAP/CE Sub-clusters and other clusters

**AAP/CE Working Group Co-chair Update*** + There has been two Co-chair, one from UN Agencies and one from INGO/CBO/CSO since 2020. To strengthen localization approach, there will be three co-chairs starting from August – one from UN Agencies, one from INGO and one from national NGO/CBO/CSO. Interested organization can submit EOI to AAP/CE Working Group. The criteria will be the interested individuals from organization have AAP/CE experience at interagency level, support monthly meeting and lead discussion, and participate in AAP/CE related coordination. In addition, the interested candidates can give nine hours participation commitment to AAP/CE Working Group.
 | #IOM to share the information of small grants as soon as the staff are on board# AAP Coordinator to share the information of in-person training regarding selection criteria# National AAP Coordinator to share EOI for AAP/CE WG Co-chair. |

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| 1. **Member Updates**
* UNICEF completed its plan to provide five AAP training for UNICEF’s partners within this year. According to the request from partner organizations, the training will be provided in the future. UNICEF can share AAP online course which is uploaded in UNICEF learning portal so that the learners can learn and access the learning resources by logging in to the course. UNICEF is conducting satisfaction surveys to education, health and nutrition partners.
* UNFPA shared updated information of GVB Sub-cluster developed by UNFPA and GVB coordination at both national and sub-national levels. According to the previous meeting discussion, some partners are encountering the difficulties to connect to GVB survivors, women and girls as they don’t know the availability of GVB service providers. In the current context, the issue is that there is no detailed information of GVB service providers. To address this issue, UNFPA developed a database and the organizations can reach out to UNFPA GVB Coordinator to be able to connect GVB service providers. This process is in collaboration with Child Protection AOR.
* Khin Hla – Provided updated information of the organization as there are many activities including nexus approaches in central Rakhine. As security concern and bank transition difficulties arise, it is requested to share how the processes are running in other areas, especially in Rakhine state.
* Acted received the requests (feedback) from their non-operating areas and want to share these requests to appropriate organization. But there is limitation to access the information.
* Nyein Chan Oo - CHS second edition is out now and there are slight changes in it. So, the question is that AAP/CE WG has a plan to update the training modules based on the changes. Under the section of interactive handbook in MIMU, newly out CHS handbook including other resources is updated.
* May Thwe – They provided child-participation AAP training and took the reference from Kaya. It is informed that child-friendly CFM teaching is produced in collaboration with AAP/CE WG and CPAOR and encourage to use it.
* UNWOMEN developed DoD curriculum is in translation process and can access this curriculum in MIMU on September. Gheart roll-out plan will be held in Yangon next month and invitation will be sent to AAP/CE WG. There will also be cascade training opportunities from nominated ToT trainee from WG. Gheart resources will be available in MIMU.
 | # UNICEF to share AAP online course link. # National AAP Coordinator to upload the course link in the AAP MIMU Page#UNFPA to share the list of GVB sub-cluster #AAP Coordinator to circulate this within AAP/CE WG members# AAP Coordinator to develop a ToR and a data collection form and share to members# AAP Coordinator to update the training module with updated commitments# UNWOMEN to share the DoD curriculum to working group #National AAP Coordinator to ask information from WFP and share to UNWOMEN |
| **AOB*** UNOCHA cannot join to present HNRP today because they are conducting a meeting to discuss about this. So, meeting minutes will be shared to working group members if it is available.
* HNRP Focal Point – 20 individuals are nominated for HNRP and OCHA will contact to the nominees for further process. 2025 HNRP will collect the data from affected communities. If the members are interested to participate in HNRP, can inform to National AAP Coordinator. And, National Coordinator will contact to nominees for detailed information and focal point responsibilities.
 | # AAP Coordinator to share HNRB meeting minutes |
| **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) |