AAP/CE Working Group Meeting Minutes – May 2024

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| **Date/Time/Venue** | 22 May 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. **April Meeting Minutes, action items review**
	* PIM to upload December/January/February/March/April 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
	* Calling EOI for CAPS-C IN PROGRESS
	* Calling EOI for CVP Steering Committee Members IN PROGRESS
	* Initiate the AAP standard indicators workshop IN PROGRESS
 | #PIM to upload remaining meeting minutes.#AAP team to develop an AAP resources guide and share with WG members  |
| 1. **Working Group Discussion**

**WG Members Update*** The total number of Working Group (WG) members remains unchanged since April 2024, with 340 members.

**AAP Online Course Update*** The revision of the AAP online course is ongoing, with input from the voluntary online course task force. A content writer consultant has been selected to develop the course content in a user-friendly and engaging manner. The course is currently 65% complete and is expected to be finalized within a month. Once the draft is ready, it will be shared with WG members for voluntary testing. An updated one-page AAP online course mapping is now available on the MIMU page.

**CVP Platform Update*** Expressions of Interest (EOI) for the CVP-TWG have been circulated, and a few organizations have submitted their EOIs. The CVP-TWG will be responsible for decision-making on data standards and data sensitivity. Meetings will be held quarterly, with ad-hoc meetings organized as needed. Organizations are not required to share their data with CVP. Community-based organizations (CBOs) and civil society organizations (CSOs) are encouraged to submit their EOIs for the CVP-TWG.

**Discussion on Current Communication*** DPG - A communication tree has been developed within DPG. Implementation of projects has been suspended, and staff have been evacuated to safer areas in Rakhine State. Field coordinators have moved to Bangladesh and reported, using Bangladesh SIM cards, that office properties and assets have been damaged. Communication is currently only possible using Bangladesh SIM cards.SVP – Communication breakdown is happening in Chin and Kalay areas and made a temporary arrangement to make regular contact with staff on every Thursday and Friday.
* SVP - There is a communication breakdown in Chin and Kalay areas. A temporary arrangement has been made to ensure regular contact with staff on Thursdays and Fridays.
* Life for Life – is providing humanitarian assistance in Saw and Mindat Townships. However, the route between Saw and Kaukhtu is blocked, preventing further assistance. Due to security concerns, implementation activities are on hold. Telephone communication is available for now.
* Care Myanmar – Projects in the Rakhine area, including a nutrition project in Buthidaung and Maungdaw under Lift Funding, face communication challenges with partner organizations. In Maungdaw, the internet is only accessible via Bangladesh SIM cards, and the situation in Buthidaung is even more difficult. Partner organizations have resorted to delivering project documentation hard copies to Sittwe.
* CBCHP – CBC is currently implementing the projects in Northwest area. Different mobile sim-cards are alternatively used to maintain the regular connection. For the data transfer and management, soft copies are transferred, using Viber channel.
* Lutheran World Federation – Food d assistance and NFI provision are ongoing in Southeast areas. Partner organizations share data by accessing the internet in areas with availability. In Rakhine State, the LWF uses the UNHCR Kobo data collection platform, gathering data from camps via incentive workers. In Kayin, feedback is collected using tablets after distributions, with offline data collection enabling data transfer once internet access is available.
* Zing Lian Cing - In the Southeast, partner organizations communicate via email or Viber using available internet. In Eastern Shan, internet access is available in Lashio Township but is challenging in field project areas. Due to internet blockages, feedback channels have shifted mostly to face-to-face interactions and suggestion boxes.
* TLMM – In Southern Shan State, data transfer process is done with internet connection using Viber and Signal channels.
* NRC – Internet connection is bad in Bamaw and different operators are alternatively used to get access to internet. Transportation route (car) is not available except one route a week. The residents are fleeting to the safer places. The only reliable route is flight as the water ways are also blocked. Other organizations are evacuated to Myitkyina and it is not effective in feedback refer process.
* The objective of this discussion is sharing our knowledge and experiences.

  | # AAP Coordinator to share AAP online course mapping |

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| 1. **Member Updates**
* National AAP Coordinator will deliver AAP training for FXB organization. Other organization can request AAP trainer if there is a plan to organize and can support according to the availability. AAP indicator process is in the process of discussion and will hold indicator workshop in June or July 2024.
* The CERF project, in partnership with IOM, WFP, and Plan, will start in June 2024. Plan will handle AAP capacity building through both in-person and online methods. Vacancies for the CERF project with IOM and WFP have been advertised through the Working Group email.
* MHF project was extended to July 2024 and capacity building training will be extended under CERF project.
* Ma Su Ei will serve as the Working Group Co-chair until the transition process is completed.
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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) |