

Kayin PSEA Network Monthly Coordination Meeting

Hpa-an, Kayin State

Date : 27th January, 2022

Time : 10:00 AM – 12:00 PM

Venue : Microsoft Team

Total participants: 17

Sr.No	Agenda	Discussion Point	Action Point
1	Registration of participants	PSEA network, Kayin meeting started with introduction of participants.	
2	Confirmation of the previous minutes of meeting.	MI lead The minutes of the last coordination meeting was reviewed and confirm by the participants.	
3	Sharing the Review comments on Kayin State PSEA Network TOR	The comments on Kayin State PSEA Network TOR was discussed and received 2 feedbacks. 1) the difference of frequency of meeting on TOR 2) A complaint referral mechanism intended for an inter-agency one?	
		<p><u>One of the organizations</u></p> <p>- Meeting frequency is suggested to hold bi-monthly or quarterly basis. -As every organization has its own complaint feedback mechanism and report in different way, having a new one for PSEA network is needed to know how to link with the existing organizational one in order to avoid duplication. Also, it should be sought technical support from experts.</p>	-If produce network complaint mechanism, be careful not to produce duplicate with respective organizational complaint mechanism.
		<p><u>MI,</u></p> <p>- MI started PSEA project with UNICEF for 6 months. So far 5 coordination meetings have been conducted. Current PSEA Project with UNICEF (6 months) was started from Mid-November 2021. The members noted that holding meeting on quarterly basis was too long. We discussed and there was suggestion to hold meeting on monthly basis. Also Shared about the complaint mechanism of MI.</p>	
		<p><u>One of UN Organizations-</u></p> <p>-See the difference frequency to conduct meeting in Kayin TOR. It is right that PSEA project is with UNICEF funding.</p>	--To insert the CP service into section (5) ; the information of GBV/CP services

		<p>Before the project, we have discussed about the PSEA. So, please don't base the discussion keeping Project activities in mind. PSEA Network meeting is currently state level wide. Please lead as far as you can. Thanks to MI for leading in PSEA Network meeting and NRC is CO-Lead. As shared by the Chair of the meeting, emergence of network is an organic process and growing with new learnings and aspirations of member organisations. Currently this coordination is at the level of Kayin state, however one can discuss on expanding it as South East level PSEA Network, aligning with other initiatives at a later stage.</p> <p>-The description on TOR is perfect. Role and responsibilities of each have many factor. Strategic Planning also have many factors. We should add the member organization's name in member list of TOR dated today. Later we can invite the participants according to the updated member lists. In section (5) only mention the information of GBV services. Actually, if the victim is under (18) age, we should take the services of Child Protection (CP).</p> <p>Regarding frequency of the PSEA Coordination meeting, a participant mentioned that UNFPA is leading for GBV meeting (monthly). Child protection services provider meeting is holding every 1.5/2 months. UNICEF is leading Humanitarian Mine Action Network Group/ Mine Action Group meeting monthly. We can get update information and take action by conducting monthly meeting.</p> <p>PSEA network at Kayin is very young, so it would be good if all participant can attend monthly meeting. Need to discuss - how we can input, how our members prepare to implement the strategic plan. We may hold the ad hoc meeting to make assessments, referral pathway, capacity building, and finding PSEA services in future. If we can't hold monthly, suggest to hold the meeting every 1.5 months. We can do how to coordinate/ collaborate as a Kayin State Network. So, we should plan depend on the Strategic Plan of TOR, and</p>	<p>-Request to translate TOR in Myanmar Language and to circulate all members if possible.</p> <p>-To mention Agency name (member list) in TOR who willing to be a active member</p>
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		<p>what we can get achievement/lesson learnt. Then we can arrange for next year plan, how we can input into National Level.</p> <p>It is requested to translate TOR in Myanmar if possible.</p>	
		<p><u>MI</u></p> <p>- MI had conducted PSEA project earlier but the PSEA Network was not part of the project and it evolved after interaction with some like-minded organisations. During initial days, we had decided that coordination/network meeting to be organized on a quarterly basis. We used to have a longer meeting for 3 or 4 hours. Lately, National PSEA also attended the Kayin PSEA network meeting and it was realized by members that instead of quarterly meeting we need to convene monthly meeting for shorter duration. And therefore, in the last meeting it was repropose to convene it on a monthly basis for around 2 hours</p>	
		<p><u>MI,</u></p> <p>-We have shared the 5th meeting minutes and TOR to all participants after meeting and request suggestions. But only got two comment. For my opinion, initially one time per 3 months to hold meeting is enough. When we prepare the TOR, we decided that lead organization will be chosen for every 6 months. After meetings, the members suggested that lead organization will be for 1 year duration. Now we can have monthly meeting for 1.5 to 2 hrs. Later we can review the frequency of meeting.</p>	
		<p><u>National PSEA Coordinator</u></p> <p>- According to the International best practices, duplicate and parallel way is not important but there should be a referral in final. Communities can report by using several ways for PSEA case. Finally, case should be reported to HQ in time. Be sure the cases from suggestion boxes within two weeks. The responsible person of complaint box, email and phone need to quick response and report the case in time. We can put hot line number of PSEA</p>	<p>-Should put not only PSEA national hotline but also the respective organizational hotline in TOR if they are Ok</p>

		network in TOR and also put hot line number of other organizations if they wish. Anyway, if the organization can't solve the reported case, it would be nothing at the end. Firstly, we encourage to improve to report the PSEA case, after that we should try to improve our investigation process.	
4	Update on Agency Mapping in Kayin State – PSEA, CP, GBV	<p>the agency mapping format being suggested by Network members earlier and request inputs, comments and suggestions.</p> <ul style="list-style-type: none"> - MI explained the detail meaning of Agency mapping column. - A participant proposed the chari agency fill the template as a sample and send it to members for their inputs. - UNICEF requested to clarify two columns (Eligibility and Description) in Agency Mapping. - National PSEA Coordinator suggested to insert the column related with policy in Agency Mapping. 	<ul style="list-style-type: none"> -To send the template all members after MI filling the data as sample -To clarify the eligibility and description column in Agency Mapping -To insert the PSEA/Safeguarding policy column in Agency Mapping
5	SEA related activities, practices, experiences of organizations- Sharing by organizations	<p><u>IRC- Internal only</u></p> <ul style="list-style-type: none"> - awareness system, mechanism and sharing session. - <p><u>KMSS -In Community</u></p> <ul style="list-style-type: none"> -Case Management training to CPT -Life skills Awareness session for teenagers (until 19 years) -EYE awareness session -Child Friendly Space, Session for psychosocial support (Nutrition etc.) -PE session - Transformation session for the children who is separated by parents who work away from them - SGBV awareness session -PSEA awareness session with project area -Distribution flyers to community -Distribution Safe Migration Booklet -Distribution Mine Risk Education IEC -How to overcome and stay safe in crisis situation -Distribution CP kits to IDP; Myawaddy, Hpapun 	

		<p>-Supporting the necessary to the related case with child protection -COC related with PSEA for Child protection</p> <p><u>MI – In community</u> -Working on PSEA in 20 villages of 3 village tracts. -Initially work together with the assigned Outreach Support Workers in previous project. In the current phase planned to set up Survivor support group in the selected villages and mobilise PSEA activities through them.</p>	
6	<p>Sharing on planned learning and interactive sessions: -Workshop to understand and determine the functioning of existing referral pathways and services on CP and GBV and the ways to link community</p>	<p><u>MI</u> A participant highlighted the referral that he have got. -A participant shared about developing mobile animation video related with PSEA and requested suggestions from other members. MI has got a budget to bring it out as part of IEC. MI will like to explore animation video based on its PSEA comic book in local language and it will be produced on behalf of PSEA Network, Kayin. In case there are other comic books available, we can also look at that to convert as animation video.</p> <p><u>UNICEF</u> A participant shared the review of MI's PSEA project activities and lesson learnt workshop especially trying on Survivor Support Group and referral way to CP and GBV.</p> <p><u>KMSS</u> -Shared information and suggested that Action Aid have animation video and produce application like mine risk.</p> <p><u>NRC</u> -Agree to make animation video in community because people is more interesting video than other IEC.</p> <p><u>MSI</u> - Animation video is good idea but we are intended for community. So we also should consider for local languages. But we should also use phamplets.</p>	<p>-Will review available PSEA IEC at KYN network level</p> <p>MI will share the soft copy of Comic book with network members.</p>

7	AOB	<p><u>One of the organizations</u> -TOR has been drafting since 2021 and worth to finalize. -To clarify the complaint feedback mechanism whether it is inter-agency complaint mechanism or each organization complaint mechanism. -To hold PSEA network meeting before PSEA national level meeting so that state level update activities can be shared accordingly.</p> <p><u>UNICEF</u> -Try to attend regularly monthly or quarterly meeting -Suggest that Lead and CO-Lead to plan how to implement the strategic plan and member (supporting level) will give suggestions/inputs on it -Need to clear (Complaint Mechanism and Referral Way) in TOR as state level. If we establish them, we need to try for referral way and to make flow chart for that. Please Lead and CO-lead to decide and members will give suggest for that. We can also get the support of PSEA National Coordinator and make ad-hoc meeting for them. Prefer to establish a state level complaint mechanism and to produce flow chart.</p> <p><u>MI</u> Considering he emerging process of Network, MI would like to hold the meeting on a monthly basis. We know all members are busy and we know, can't participate all member and will depend on availability.</p> <p>-Next meeting on 24th February at 10:00 AM – 11:30 AM</p>	<p>-To share the National Level meeting minutes to state level network members after attending the National Level meeting</p> <p>-To decide that we will establish or not an Inter-agency Complaint Mechanism and Referral way by Lead and CO-Lead.</p> <p>-To organize the ad hoc meeting by Lead and CO-lead to clarify them if necessary.</p> <p>-Request to consider the strategic plan leading by Chair & CO-Chair</p> <p>-Request to share the organizational complaint mechanism, policies and referral way in next meetings</p> <p>-To finalize TOR in next meeting and to confirm the network members final list in TOR.</p>
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