

Kayin PSEA Network Monthly Coordination Meeting Minutes

Venue : Microsoft Team
 Date : 24th February 2022
 Time : 10:00 AM – 11:30 AM

The Kayin PSEA Network coordination meeting was organized online on the 24th February. The Meeting was attended by 27 participants from 23 organisations representing UN, INGOs, NGOs, local CSOs and Networks.

Agenda of the meeting:

- Review the action point of previous meeting minutes
- Confirmation of the reviewed comments on Kayin State PSEA Network TOR
- Sharing the PSEA Agency Mapping (PSEA, CP, GBV) format to update
- Sharing Updates and information related to PSEA
- Sharing update PSEA activities within members
- AoB

Minutes of the Meeting:

Sr.No	Agenda	Discussions	Action Point
1.	Review the action point of previous meeting minutes	MI led the review session on following issues and put together the actions related as follows.	
		1.To produce/not produce network complaint mechanism	Not produce new one for network complaint mechanism due to there have the respective organizational complaint mechanisms
		2.To insert the CP services in to section 5: the information of GBV/CP services	Will add today TOR section
		3.To translate TOR into Myanmar Language.	UNOCHA will help to translate it.
		4.To mention Agency names (member list) in TOR	Already put and will check with the participants from respective organization today TOR section
		5.To put not only PSEA national hotline number but also the respective organizational hotline in TOR	Will check the participants today in TOR section.
		6. To send the Agency mapping template all members after MI filling the data as sample	Will introduce today Agency Mapping section.
		7. To clarify the eligibility and description column in Agency Mapping	Already delete it and will see in today Agency Mapping section
		8. To insert the PSEA/Safeguarding policy column in Agency Mapping	Already put and will see in today Agency Mapping section
		9. PSEA IEC at KYN network level	MI will share the update information of new IEC in information sharing session.
10. To share the National Level meeting minutes to state level	We haven't received the meeting notes but will share some information of		

		network members after attending the National Level meeting	National level meeting in information sharing session.
		11. Request to consider the strategic plan leading by Facilitator & CO-Facilitator	Pending and together we will develop it.
		12. Request to share the organizational complaint mechanism, policies and referral way in next meetings	To confirm today in AOB session.
2.	Confirmation the reviewed comments on Kayin State PSEA Network TOR	<ul style="list-style-type: none"> NRC led the session to confirm the reviewed comments on Kayin State PSEA Network TOR. It was suggested to get the ToR translated in Myanmar language. 	<ul style="list-style-type: none"> UNOCHA agreed to translate the ToR in Myanmar language. To send the Kayin State PSEA Network TOR to UNOCHA for translating it in Myanmar Language
3.	Sharing the PSEA Agency Mapping (PSEA, CP, GBV) format to update	<ul style="list-style-type: none"> MI explained the update format along with MI filling as sample. Requested to make a session for sharing detail for CSO to be filled easily 	<ul style="list-style-type: none"> To send presentation slide of 4 pillars along with Agency Mapping to members Share the mapping template with organisations. After filling, they need to send back to MI, deadline 7th March 2022.
4. Sharing Update information			
	<ul style="list-style-type: none"> Sharing PSEA Network National level meeting notes 	<ul style="list-style-type: none"> MI share the information of PSEA Network National level 	
	<ul style="list-style-type: none"> KAP Survey on PSEA 	<ul style="list-style-type: none"> MI shared the KAP Survey link to members to answer MI staffs (organization) will answer the survey) 	
	<ul style="list-style-type: none"> Introduction of Kayin PSEA Network platform on www.themimu.info 	<ul style="list-style-type: none"> MI shared the link of PSEA sub-national level platform in MIMU(Sub-National PSEA Networks - Kayin MIMU (themimu.info)) and sample uploaded Meeting minutes 	<ul style="list-style-type: none"> Before upload into MIMU webpage , need to check the approval of each organizations including meeting minutes etc. To ensure not to use personnel name in minutes and just use organizations' names.
	<ul style="list-style-type: none"> Sharing information of new PSEA IEC of MI (Animation video) 	<ul style="list-style-type: none"> MI shared the information that they are planning to product animation video related with PSEA case study. 	
	<ul style="list-style-type: none"> Risk assessment related to SEA and CS planning a workshop involving PSEA Network 	<ul style="list-style-type: none"> MI shared that they are planning to conduct Risk assessment related to SEA and CS planning workshop and requested PSEA National Coordinator to provide and call if he conduct Risk assessment training. 	<ul style="list-style-type: none"> PSEA National Coordinator is planning the risk assessment training related to SEA and to send the participants list to NRC deadline is 10th March 2022.

		<ul style="list-style-type: none"> MI will invite the network members if they wish to attend Risk assessment workshop 	
	<ul style="list-style-type: none"> KAP Survey on PSEA 	<ul style="list-style-type: none"> MI shared the KAP Survey link to members to answer MI staffs (organization) will answer the survey) 	
5.	Sharing update PSEA activities within members		
		<ul style="list-style-type: none"> MI shared the update information <ul style="list-style-type: none"> -Completed PSEA project activities (Workshops with patterner organizations. -Holding internally for Gender& PSEA focal meeting bi monthly. -Plaining to conduct a training for Gender & PSEA Focal in March, 2022 SCI share the update information <ul style="list-style-type: none"> -Produce PSEA poster and attached the offices -Trying to attached at community Centers in this year -Plaining to produce the new poster and will use it the target area after finishing KMSS share the update activities in February 2022 <ul style="list-style-type: none"> -PSEA awareness session in project (5) villages and -Attached PSEA flyers (Mini poster) whenever KMSS outreach workers produce the meetings, circulate flyers to CVG LWF share the information. <ul style="list-style-type: none"> -Internal awareness session in new staff orientation -New staff need to sign for acknowledgement PSEA -Assign PSEA Focal persons -Yangon Office produce refresher training One of UN agencies share the update information <ul style="list-style-type: none"> -New staff need to get PSEA online class as mandatory and need to sign COC included PSEA portion 	<p>Will share after finishing and getting approval to Kayin Network to upload on Sub-national page</p>

		-Circulate the UNHCR PSEA Hot line and PSEA Hot line Card in Camp (Myaing Gyi Ngu)	
6.	AOB	<ul style="list-style-type: none"> • Next Meeting – 18th March, 2022 (10:00 AM -11:30 AM) • Discussion about the CFM for sharing network members • Discussion about the Kayin PSEA network’s files upload into MIMU. 	<ul style="list-style-type: none"> • Will share if respective management team approved • Firstly, need to share the member and member will check with respective management team for approval

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