**PSEA Focal Points Network Meeting Minutes, 15 March 2018**

 **Next PSEA Meeting: 30 April 2018, 12-2 pm, UNHCR Khalda, EMOPS Room**

**Agenda:**

* Introduction and Announcements
* Refresher – PSEA, PSEA FP, FP network
* PSEA measure in place – Current status, progress summary
* NGO Chair

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| **Agenda item** | **Discussion** | **Action point** | **Responsible Agency** |
| **Introduction and Announcements**  | * The purpose of calling the meeting is to resume the PSEA FP network activities in a coordinated manner as the last meeting was in September 2017, selecting and NGO co-lead, finding volunteers to work on essential documents and training materials that will be used in the upcoming trainings for agencies and refresher review of existing frameworks
* A sample PSEA posters and awareness material were distributed to members in Arabic and English
 | Members to send their awareness posters needs to disalvo@unhcr.org or shehadeg@unhcr.org  | All |
| **Refresher – PSEA, PSEA FP, FP network** | Network coordinator gave a brief refresher on definition of PSEA, reporting requirements, and the role of focal points and of the PSEA Network in working to help all organizations to best fulfill their commitments on PSEA. and the reporting role for them  |  |  |
| **PSEA measure in place – Current status, progress summary** | A self-audit check list survey was circulated during March to PSEA Network members. 32 organizations conducted the survey, the data of which was recorded and consolidated anonymous, without organization affiliation. The same survey had last been given in 2016, providing an opportunity for comparison of results. NB: The survey provides an informal, non-scientific general view of PSEA preparedness efforts, with the goal of given a broad sense of progress and areas where efforts can be improved.On the positive side it was noticed that many categories showed improvement in comparison with 2016, in particular on the administrative mechanisms and steps needed for PSEA, as well as on response & reporting, and complaint mechanisms. It was noted that there is a need for more focus on the practical side of engaging with communities, compared with the administrative side that is mostly in place, with a weakness in community and awareness-raising and coordination efforts.Steps required for recruitment and interviews, and Code of Conduct are largely in place, with a major improvement in M&E noted. The availability of outreach, Codes of Conduct and other material in Arabic scored very low, and a lack of engagement of government officials and CBO staff in SEA trainings is apparent as an area for improvement. More work is needed on training and familiarization of the staff.In discussion:* Members expressed their concern on recruitment processes, and the need for more robust checks of references, and requirement of criminal record extracts prior to hiring.
* There is a need in general to include external parties (suppliers, contractors, CBOs, govt) in PSEA training and awareness, and to ensure that all contractors and suppliers are fully integrated in PSEA plans.
* Partners mentioned that there is a need for familiarization with national laws relevant to PSEA in the training materials and the various legal response options.
* Network Coordinator encouraged members to look at the PSEA TF website <http://www.pseataskforce.org/ar/> that contains a lot of tools and guidance materials that may be of benefit to their organizations.
 | Presentation to be shared with PSEA network  | Co-chairs (see below) |
| **NGO Chair**  | The Network approved by consensus and acclamation INTERSOS as Co-Lead for PSEA Network in 2018. Congratulations and welcome to INTERSOS! |  |  |
| **The Mechanism and the review committee**  | Network coordinator gave a brief presentation on the current PSEA mechanism in place to effectively receive and refer SEA complaints between PSEA member agencies in a safe, confidential, transparent and accessible manner, and to support complainants and witnesses, outreach efforts, and investigative capacity.In addition Network coordinator explained the community based complaint referral mechanism that includes:* Roles and Responsibilities of Agencies and Staff
* Guiding Principles
* Receiving Complaints and Reports
* Inter-Agency Referral Pathway
* Investigations
* Supporting the Needs of Survivors, Complainants and Witnesses
* Mandatory Reporting
* Recording and Reporting SEA Complaints with the PSEA Network

Members highlighted the need of having a feedback and follow up mechanism following the complaint mechanism.**Network coordinator called for volunteer to review the current referral mechanism. The review committee:** War Child Canada, UNICEF, INTERSOS, UNWOMEN and UNHCR | Meet on review of Mechanism | War Child Canada, UNICEF, INTERSOS, UNWOMEN and UNHCR |
| **Training Material Committee**  | **Training Material Committee:** UNHCR, INTERSOS, OXFAM and IRC volunteered to review the available PSEA training material.  | Meeting on training plans and materialsFinalize Network training package, in English and Arabic, and share with FPs.  | UNHCR, INTERSOS, OXFAM and IRC |

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