

## Athens CWC Working Group Meeting

<b>Date:</b>	15th June 2016	
<b>Participants:</b>	UNHCR (Timo, Arwen, Marion), Caritas (Helga, Sofia), Internews (Siobhan, Carolyn), IOM Greece (Veatraki), Oxfam (Nina), Solidarity Now (Alexandra), Translators Without Borders (Lali), Danish Refugee Council (Laurence), Norwegian Refugee Council (Claire), IFRC (Miguel), Hellenic Red Cross (Maria)	
<b>Chair:</b>	UNHCR & Solidarity Now	
<b>Agenda</b>	<b>Discussions</b>	<b>Action points</b>
<b>Review of minutes / action points</b>	<ul style="list-style-type: none"> <li><i>ACTION : A Handbook on CwC is being developed, anyone interested in assisting with its creation can contact Arwen. The first draft should be ready in two weeks. It is a living document and should be updated every 3 months by the WG.</i></li> <li><i>ACTION: A contingency plan is being developed by the Inter-sectorial WG. Timo will share relevant documents as soon as received but every organization should start thinking about their input in a collective action plan, and estimate the costs.</i></li> </ul>	<p><b>Volunteers to contact</b> <a href="mailto:kidd@unhcr.org">kidd@unhcr.org</a></p> <p><b>Pending</b></p>
<b>Housekeeping : reporting from this meeting</b>	<ul style="list-style-type: none"> <li>A WG member created a widely shared Facebook post based on the last CwC WG meeting that contained inaccurate information. This can be harmful for refugees.</li> <li>WG members should not speak for other organizations in public, but only for themselves. Questions etc should be referred to the source.</li> <li>The endorsed minutes are the authoritative source of what was discussed during the meeting</li> <li>Suggestion: Create monthly talking points on the most pressing issues that can shared with all WG members</li> </ul>	<p><b>ACTION: UNHCR to look into drafting talking points.</b></p>
<b>Gap Analysis – 4W</b>	<ul style="list-style-type: none"> <li>Many organizations have not sent their documents yet. The 4Ws are essential for a gap analysis.</li> <li>The currently available data is too incomplete to be shared through the data portal.</li> <li>Question: How can we capture the information of volunteer groups who are filling many gaps?</li> </ul>	<p><b>ACTION : Each organization is asked to complete and share the 4W by Monday, 27 June</b></p> <p><b>ACTION: UNHCR to share current 4W with all members</b></p> <p><b>ACTION: Members should check the documents and provide feedback to make adjustments.</b></p> <p><b>ACTION: Timo will ask UNHCR IM how we can capture</b></p>

		<i>information from volunteer groups</i>
Lightning talk	<ul style="list-style-type: none"> <li>TWB spent time in Victoria Square to ask refugees if they could understand the map with services available. Some icons need to be changed.</li> </ul>	<b>ACTION:</b> Oxfam to present with Internews on communications on the sites.
Update from the Translators and Interpreters Sub-WG	<ul style="list-style-type: none"> <li>During the last meeting on Friday, 17 people were present. They added a lot of words to the glossary on the terminology used on the ground.</li> <li>TWB also started to draft a roster of interpreters that can work in Greece.</li> <li>NRC raised the issue of ethics and code of conduct for the translators working on the sites. TWB developed a training for translators that can be done via Skype.</li> </ul>	<p><b>ACTION:</b> WG members to encourage translators/interpreters and community engagement staff to attend the meeting</p> <p><b>ACTION:</b> Contact <a href="mailto:lali@translatorswithoutborder.s.org">lali@translatorswithoutborder.s.org</a> for more information.</p> <p><b>ACTION:</b> Timo to share code of conduct for translators and interpreters.</p>
Pre-Registration Exercise Update	<ul style="list-style-type: none"> <li>The pre-registration exercise started last week and is progressing well. As of Tuesday, June 15, more than 5,000 persons were wristbanded and more than 3,000 were pre-registered. No major security incident have been reported.</li> <li>Pre-registration outside the sites should also be finished at the end of July.</li> <li>The drafting, translation, printing and distribution of the communication materials took longer than expected and is still ongoing.</li> <li>All the finalized materials are available on the following platforms : <ul style="list-style-type: none"> <li>The Dropbox</li> <li>UNHCR's data portal : <a href="http://data.unhcr.org">http://data.unhcr.org</a></li> <li>The Greek Asylum Service's website : <a href="http://asylo.gov.gr/en/?page_id=1278">http://asylo.gov.gr/en/?page_id=1278</a> (this is the official source and should be used when referring people)</li> </ul> </li> <li>Going forward, TWB points out that they can be contacted in order to test the comprehensibility of documents developed by WG member organizations.</li> <li>Internews is developing an audio version of the basic information on the pre-registration exercise for buses.</li> <li>WG members discussed the difficulties for refugees that are not able to read or receive SMS for their appointment. The following solutions were suggested :</li> </ul>	<p><b>ACTION:</b> Timo will keep updating the Dropbox as soon as more translations are received.</p>

	<ul style="list-style-type: none"> <li>○ Focal point for each sites that could share the information on the appointments with the refugees</li> <li>○ Printing of the documents from the GAS available online and informing about appointments</li> <li>○ Making all appointments available on the GAS website</li> </ul>	<b><i>ACTION: The WG chair has been asked to send an email encouraging the pre-registration team to communicate appointments through additional channels.</i></b>
<b>AOB</b>	<ul style="list-style-type: none"> <li>• NRC raised an issue of people in the North who have been selected for relocation and who are saying that they have to go to Athens to complete registration. WG members had no information about whether this is accurate or whether these people originally registered in the South and subsequently moved to the North.</li> </ul>	<b><i>ACTION: Caritas to get back to NRC.</i></b>
The next meeting will be held on: <b>29 June 2016, 14:00 at UNHCR Office - Michalakopoulou 91, 1st floor.</b>		