AAP Task Team – Minutes of Meeting on 13/09/2021 (draft)

Participants: Alight, DCA, DRC, FCA, GTS, ICRC, IRC / U-Learn, LWF, RINGO, UNHCR, YSAT

Main Points of Discussion	Action Points
1. Review of minutes of previous meeting **Action points** • Co-chair to share presentation on REF Good Practices Study with members. (Done) • For further information / discussion on the REF Good Practice Study, members can reach out to UNHCR (Jerry, anyoli@unhcr.org; Yoko, iwasa@unhcr.org) and U-Learn (Ann, ann@ulearn-Uganda.org). (Continuous) Previous minutes reviewed and adopted by members	
2. Updates on RRP 2022-23 development process and next steps ▪ The RRP Team organized a national level situational analysis multi-stakeholder workshop on 8 September. There was also a workshop with sector leads on RRP response strategy development on 9 and 10 September, to discuss and agree on the high-level impact framework of the RRP and the launch of the RRP design process. These workshops built on the secondary data review, bilateral consultations, and field level situational analysis workshops over the past few months. The presentations / documents from the workshops will be shared. ▪ An overview of the timelines and next steps for the RRP development were presented. Between September – October, the respective sectors will be expected to develop sector results frameworks aligning with the high-level framework. This will involve the results change from RRP impacts, to sector outcomes (medium term results) to sector outputs (shorter term results), considering the underlying causes, and articulating the risks and assumptions. The templates will be shared next week, and a consultant has been engaged by the RRP team to support with the process of developing sector results frameworks. The deadline for the submission of draft sector strategies, mainstreaming and linkages and sector logframes is 30 October. We will need to have a dedicated meeting / workshop to discuss inputs	▪ UNHCR to share the documents from the RRP workshops. ▪ A workshopping meeting to be organized for further discussion, once guidance documents are available.

related to AAP to feed into the RRP. There will also be a RRP Detailed Planning workshop on updating M&E framework on 22 October. ▪ After the submission of draft sector strategies and logframes, there will be a period for expression of interest for partners, submission of final sector strategies, vetting process and capacity assessment for new partners, and a RRP meeting to validate the Uganda Country RRP in late November, prior to submission to the region. (For further details on the timelines, please refer to slides 5-6 of the presentation for the RRP planning workshop part 1).	
3. Updates on progress on activities in the 2021 Workplan for AAP Task Team • Due to the COVID-19 resurgence, there was a need to redirect our priorities to focus on COVID-19 risk communication, but now that cases have decreased, it is recommended to re-focus our attention on the activities in the 2021 Workplan for the AAP task Team and review progress. In this respect, the agencies that had volunteered to lead on specific activities. • **Agree on a common taxonomy/understanding of AAP and related concepts:** Done, agreed to refer to IASC definition and commitments in our inter-agency discussions in the Task Team. • **Mapping of existing feedback and complaint mechanisms:** Mapping template was developed by the team and agreed upon at the Task Team. UNHCR has been compiling from the offices in the field information on mechanisms that are operated jointly by multiple agencies or are functioning as inter-agency mechanisms to input into the template, prior to sharing the template with Task Team members to provide input on any mechanisms that have not been reflected. Although inputs from a few locations are still pending, the latest version of the template will be shared with members for inputs after the meeting. • **Identification and development of key indicators to measure and evaluate AAP initiatives:** One of the sessions of the AAP Training conducted by U-Learn and UNHCR was on AAP indicators. During the session, training participants reviewed key global frameworks related to AAP and drafted some key AAP indicators, covering key themes such as quality of relationships, empowerment, information, communication, participation and complaints mechanisms and quality of services. The team of agencies that volunteered to take lead in this activity is currently conducting review of some feedback from the AAP training and will then share with the AAP Task Team for further discussion.	• UNHCR to circulate the latest version of the mapping of feedback and complaints mechanisms to Task Team members for inputs. • Discussion in the AAP Task Team on draft AAP indicators, including those

• **Development of common minimum standards and indicators for feedback and complaint handling and referrals:** The team has reviewed and worked on proposed indicators, which have also fed into the discussions during the session on indicators during the AAP training. The outcomes will be shared with the AAP Task Team for further discussion, together with the draft indicators for AAP more broadly that came out of the AAP Training. • **Updating mapping of COVID-19 CwC mechanisms:** Done, updated mapping circulated in July.	related to feedback and complaint handling and referrals, after review and further discussion by the teams that have worked on these activities.
4. Partner updates / situation updates **Refugee INGO (RINGO) Forum** ▪ The RINGO Forum's advocacy working group suggested that the AAP Task Team hold discussions around Community mobilization of the refugee population on vaccines. The idea is that this would be in addition to the already ongoing work. ▪ GTS noted that the next COVID-19 Rumour Tracking Bulletin is being finalized, and proposed to present the key findings and recommendations (including community outreach activities) at the next AAP Task Team meeting, based on which we can brainstorm on community mobilization on vaccines. This was agreed upon by RINGO and other members.	• GTS to present the key findings of the next COVID-19 Rumour Tracking Bulletin, based on which the Task Team with participation from RINGO will brainstorm on community mobilization on vaccines
5. AOB • Need to update the contact list of the AAP Task Team, due to staff turnover in some agencies. UNHCR to share the existing contact list with Task Team members for updating. There is an additional column in the template to capture AAP focal points for agencies. Partners are requested to indicate in the return email whether their organizations had AAP focal points in 2020, for purpose of tracking.	• Members to provide updates for contact list in two weeks time after the current contact list is circulated.

AAP Task Team TOR, endorsed meeting minutes, inter-agency rumour tracking bulletin, resources for COVID-19 risk communication, and other key documents from the AAP Task Team can be accessed on the Uganda refugee response portal at: https://ugandarefugees.org/en/working-group/253?sv=0&geo=220