

POLAND NATIONAL ACCOUNTABILITY TO AFFECTED PEOPLE MEETING

Meeting Minutes – 25 March 2022

Meeting subject:	AAP Working Group weekly meeting
Time & location:	10am, online meeting
Chaired by:	Tamar Joanian, UNHCR
Minutes prepared by:	Tamar Joanian, UNHCR
Participants:	Tamar Joanian, Giulia Gemelli (INTERSOS), Aga Macura (TWB/CLEAR Global), Pawel Mania, Alex ross, Uwe Korus, Mariana Palavra, Alyssa Boulares - CLEAR Global/TWB, Subhashis Roy, Jessica Caplin, Cristina Balata, Nicholas Njoroge, Emily Cowlrick, Alvaro Carmona, Together International
Agenda:	<ul style="list-style-type: none"> - Discussion and endorsement of the minimum questions on communication, feedback and response - Discussion and agreement on the mapping tool for the AAP activities - The AAPWG repository of resources - A discussion on the priorities of the AAP WG (to feed into the TORs for the AAPWG) - AoB
AGENDA POINT	DISCUSSION
Agenda point 1	<p>Reviewing the minimum set of questions on communication, feedback and response needs. The WG reviewed the proposed changes to the draft questions and provided additional inputs during the meeting. WG members stressed the need to push forward functioning feedback mechanisms, with the minimum question being an opportunity to bring attention among sectors.</p> <p>The purpose of the set of question is to ensure due attention to communication and feedback needs for refugees and to ensure minimum standardization of data collected across actors to support aggregation and analysis of trends at country level. The WG agreed on 8 questions to be presented in two segments:</p> <ul style="list-style-type: none"> - Questions to assess Information and communication channels - Questions to assess access to/quality of feedback channels

	<p>The draft has been cleaned based on feedback received and is available here. Any final comments must be provided by COB 30 March.</p> <p>Next steps:</p> <ul style="list-style-type: none"> - Development of package of information or Q&A for enumerators/surveyors to provide information back to refugees during the assessment. Information sources can for example be integrated in the format (e.g. KoBo) to orient people to available channels. The ongoing mapping can be helpful in this regard. - Diversify channels of dissemination of the assessments and the information beyond Kobo and enumerators. E.g. through links and QR codes to be accessed directly by refugees, utilizing the time people spend in waiting, e.g. in reception centres. - Engage with IM on how the information from individual/joint assessments by actors can feed back into a database with a high level of analysis through a dashboard that allows comparison over time and locations. - Dissemination of the assessment across sectors through AAP ambassadors, the Protection sector coordination and IM.
<p>Agenda point 2</p>	<p>Mapping on the AAP activities:</p> <p>A draft 3W tool was circulated among the members of the AAP WG for review. The aim of the mapping tool is to understand who is doing what on AAP through what channels/platforms. The aim is to have a basic mapping to obtain an overview of AAP related activities. Members of the AAPWG shared feedback on the tool which is now considered final. All members of the AAP WG are invited to fill the mapping form and disseminate the link among their partners. The last version of the mapping tool can be found here.</p>
<p>Agenda point 3</p>	<p>Shared repository for CwC material:</p> <p>The AAP working group agreed to establish an online repository of CwC materials developed for the Poland context by various actors. The repository is structured by the themes (e.g. information on services, onwards movement, PESEL, anti-trafficking, etc.). It will also be used to store other AAPWG documents. UNHCR to collaborate with PAH on the</p>

	<p>establishment of the repository asap and share link with members of the AAP WG to upload material. It was also proposed to link the repository of CwC material for Poland to the CDAC and ELNAP bank of messages.</p> <p>A repository has been created and can be accessed here. Members of the AAPWG can review and propose changes to the structure by COB 30 March</p>
Agenda point 4	<p>Discussions on the priorities of the AAPWG:</p> <p>The coordinator of the AAPWG presented slides summarizing the discussion from last week on the priorities for the AAPWG and to inform the development of the TORs for the WG. The slides were shared at the end of the meeting and AAPWG members are invited to provide feedback by COB Monday 27 March. Emphasis was made on ensuring the TORs incorporate activities coordinating feedback and response.</p> <p>The AAPWG coordinator will draft TORs and share with AAPWG members for review</p>
AOB	<p>AOB:</p> <ul style="list-style-type: none"> - Rapid gender Analysis https://data2.unhcr.org/en/documents/download/91526 - Translator Without Borders discussion with CEDAC network is discussing the possibility of a common service across the response for provision of language services. TWB will keep the group updated. - Actors who are interested to participate in the task force on capacity strengthening for volunteers which is co-lead by Mercy Corps, Save the Children and Plan International, can reach out to s.davis@savethechildren.org.uk, gcampbell@internationalmedicalcorps.org.uk, clare.bathgate@plan-international.org

ACTION POINTS SUMMARY				
No.	Action	Responsible	Deadline	Status
1.	AAPWG contact list to be reviewed and updated by all members of the AAP WG on a regular basis.	All members	Regularly	ongoing
2.	AAPWG to review to final draft of the minimum question on information, communication and feedback needs here . Any final comments must be provided by COB 30 March.	All members	30 March	pending

3.	All members of the AAP WG are invited to fill the mapping form and disseminate the link among their partners. The final version of the mapping tool can be found here	All members	1 April	pending
4.	Members of the AAPWG to review and propose structure of the shared repository for CwC material here .	All members	30 March	Pending
5.	The AAPWG coordinator to draft TORs for the WG based on the initial discussions and inputs received on the priority activities	UNHCR	01 Friday	Pending