



Meeting subject:	PSEA Network weekly meeting
Time and location:	May 20th / Teams
Chaired by:	Estefania Azaña (UNHCR) Dennis Amukambwa (Plan International)
Participants:	Khatuna Madurashvili Maria Keller-Hamela Theano Pyrovolisianou Matthew and Karolina Malgorzata Suraj Renee Wolforth Nahedeh Rashti Abboud, Marion Boureslan, Arij Lucie Alalu Alisar Elias Ricardo Pla Cordero Damla Demirel Safi LASHLEY Naz Hidir Alex Ross Justyna Herbut Aga Macura Natasha Marcin Maryl Khaled Khaled Daccarett, Lucia
Agenda:	<ol style="list-style-type: none">1. Introduction – Plan International co-chair: Dennis Amukambwa2. Presentation of the complaint and feedback mechanism draft - APP WG - Ricardo Pla Cordero3. Rapid Risk Assessment questions.<ol style="list-style-type: none">1. Comments2. Results4. PSEA Focal Points list per organization.5. AOB
<ul style="list-style-type: none">• Agenda point 1	Estefanía introduced Dennis Amukambwa the Safeguarding & PSHEA Lead for Plan International, who will be co-chairing the Network.
<ul style="list-style-type: none">• Agenda point 2	APP WG - Ricardo Pla Cordero from the AAP WG made a presentation on the complaint and feedback mechanism draft and welcomed all those interested in joining the Accountability to Affected People Working Group to write to him.



<ul style="list-style-type: none">Agenda point 3	The risk assessment template was briefly discussed, and it was agreed that questions 7 & 9 were not clear enough. Members requested to have the two questions modified to reflect the Polish context and be sent to members as a complementary survey which should be filled out before the next meeting. Results to be shared in the next meeting.
<ul style="list-style-type: none">Agenda point 4	It was noted that some organisations were yet to fill in details of their PSEA focal points. Members were reminded to fill in the details and include their alternates where applicable.
AOB	<ul style="list-style-type: none">Kind reminder to the PSEA Network members to fill the complementary rapid risk assessment survey questions.Next meeting May 27th

Action points				
No.	Action	By whom	Deadline	Status
1	Complete the complementary rapid needs assessment	All Network members	May 27th	Ongoing
2	Fill in details of the PSEA focal points	All network members	May 27th	Ongoing