GBV Sub-Sector Meeting Minutes
Warsaw, Poland
06/09/2022

Chairpersons: Ms Mays Zatari (UNHCR)

Agencies present:
Autonomia, Americares, Association for Legal Intervention (SIP), Helsinki Foundation for Human Rights, Feminoteka, Project HOPE, Solettere, HIAS, International Rescue Committee (IRC), Pink Box Foundation, Premiere Urgence International (PUI), Voice Amplified, University of Birmingham, WHO, UNICEF, UNHCR

Draft Agenda:

• Introduction
• Review of the action points from the previous meeting minutes
• Presentation of Feminoteka by Katarzyna Nowakowska (Feminoteka)
• Presentation of ActivityInfo by Thomas Rommel (UNHCR)
• GBV risk assessment by Elisabeth Mc Guinness (UNHCR)
• Coordination tools
  o GBV service mapping
• AOB
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<th>Agenda items</th>
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<td>1. Introduction</td>
<td>The co-chairperson, Mays Zatari (UNHCR) opened the meeting and informed the participants that the co-lead Malgorzata Rogulska (CPK) will be absent from the meeting due to the urgent matters.</td>
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<td>2. Review of the action points from the last meeting</td>
<td>Review of the action points from the previous meeting was conducted.</td>
<td><strong>Action:</strong> A21 to share with the GBV Sub-Sector members the video and links as per earlier presentation.</td>
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<td>The goal of the organisation is to prevent violence against women and provide support to women experiencing violence, especially sexual violence.</td>
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<td>The activities include:</td>
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<td>- Hotline runs Mon-Friday, 11am – 7pm. The hotline provides free legal, psychological, therapeutic support for women after experiencing violence. From the 1st of April, there is hotline available in UKR and RUS, Mon-Friday, 2pm-5pm</td>
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- Publishing publications on violence, organizing actions and debates on violence against women
- Lobbying on changing the law and society
- Education and Research work
- Fundraising for complex support – Feminoteka runs special fund that allows women who have experienced rape to get financial support to pay for everyday needs, medicines, therapies etc.
- Working towards eliminating gender discrimination in all spheres of social, public and cultural life
- Feminoteka in partnership with homeless organization in Poland is about to finish renovation of the hostel for women fleeing the war and experiencing domestic violence. The shelter will have accommodation, consultation room and kitchen.
- Feminoteka doesn’t receive funding from the state. In order to raise their funds to provide support to survivors, Feminoteka runs side business of producing & selling organic cosmetics.
- Feminoteka coordinates Women Antiviolence Network in Poland
4. Presentation of ActivityInfo by Thomas Rommel

- There are 2 tools that are currently used by UNHCR in order to facilitate coordination among partners and allocation of activities implemented and finance. These include: tool to track the funding /refugee funding tracker and ActivityInfo.

- ActivityInfo is an online/offline browser-based project monitoring and management tool. It was developed to simplify reporting and allow for real-time monitoring. Refugee Response Plan (RRP) reporting and tracking is the process that involves all implementing partners and UN agencies to report on all activities they provide to refugees and affected people fleeing to Poland, as well as affected host communities.

- To have accurate data on the 5W (who is doing what, when and where) is a key component of the response community’s commitment of accountability and transparency towards host authorities, affected people and the donor community. In addition, it contributes to avoiding duplication and identifies possible response gaps in different locations.

- Each partner needs to report its activities against the established indicators that were developed by the different sector leads. Each operational partner shall report on its own activities, as well as those that are implemented by its implementing partners.

- One reporting focal point should be appointed per partner at national level. This person will be responsible for reporting on the country-wide achievements on behalf of their agency

- Reporting is done monthly (covering all activities implemented during the previous month; “reporting period”). The 10th of each month is the reporting deadline for activities implemented in the previous month (e.g. 10 September, for activities implemented in August; etc.)

Action:
To share with GBV Sub-Sector members link to ActivityInfo, and the details of the next proposed training by UNHCR IM Team

Coordinators to follow up with members on reporting to ActivityInfo (AI).
| **5. Presentation of GBV Risk Assessment by Elisabeth Mc Guinness (UNHCR)** | Safety Audits or Risk Assessment are different names for the same process. Safety Audits aims to:  
- Collect information on the perception of safety around GBV risks and to identify high-risk factors in community surroundings.  
- Hear community opinions on strategies to enhance safety and minimize GBV risks in their communities and on the provision of services.  
- Foster collaboration with and within communities to address GBV risks, strengthen response, and improve recommendations.  

Safety Audit Toolkit, developed by UNHCR contains the following tools:  
1. Decision trees (1 & 2)  
2. Pre-audit checklist  
3. Brainstorming exercise  
4. Checklist tool/Observation approach  
   a. Safety walk  
   b. Mapping tool  
5. Focus Group Discussion (FGD) – Question bank and template tool  
6. Key Informant Interview (KIIs) – Question bank and template tool  
7. Individual Questionnaire – Question bank and template tool  

In the context of Ukraine emergency, the Safety Audit Project aims:  
- To test the feasibility of safety audit tools in context of the Ukraine emergency, toward a culturally and regionally adapt toolkit. Recommendations will also be provided for future rollout cross-regionally;  
- To produce recommendations for amelioration of site-specific risks linked to accommodation, as well as municipal/country level, risks identified within safety audit process.  

**Action:** Members of the GBV Sub-Sector Group are invited to participate in the Safety Audit exercise. Interested members are invited to send emails directly to Elisabeth Mc Guinness on mcguinne@unhcr.org, Mays Zatari on zatari@unhcr.org and Malgorzata Wasiukiewicz-Rogulska malgorzata.rogulska@cpk.org.pl |
| 6. Coordination Tools - GBV service mapping | Mays Zatari presented the KOBO tool that was developed in March. Service Mapping is essential  
- To gather info on all GBV programmes activities in Poland and understand **who** is doing **what, when and where**  
- To strengthen GBV programming and to respond to the existing gaps  
- To advocate as a sub-sector for funding | **Action:**  
To share the link to the Service Mapping Kobo Tool with GBV Sub-Sector Members |

Next Meeting: Tuesday, 20/09/2022 @ 10am