# Meeting Minutes

**13 October 2022**

<table>
<thead>
<tr>
<th>Time &amp; Location</th>
<th>10:00am, UNHCR Office at Przemysłowa 30, Warsaw and <a href="#">online</a> (hybrid meeting)</th>
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<tbody>
<tr>
<td>Chaired by</td>
<td>Irina Isomova, UNHCR</td>
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<tr>
<td>Minutes prepared by</td>
<td>Karolina Fabirkiewicz, UNHCR</td>
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<td>Available at <a href="#">AAPWG Poland - Google Drive</a></td>
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**Agenda and discussion points:**

**AAP WG Workshop – Outcomes and Next Steps:**
- Capacity development session by CDAC – the analysis of training needs and available training opportunities is being developed by the team and will be shared before the next AAP WG meeting.
- Reporting requirements session – the group was familiarized with ActivityInfo and was asked to agree on reporting indicators.
  - Some indicators ideas include: the percentage of people who are aware of Child-Friendly CFM and how to report; number of CFM cases that were successfully addressed; number of FGDs organized.
- **Bank of Communication Materials** – members are asked to review and upload materials developed by their organizations.

**Overview of CDAC 2nd snapshot report on the use of CCEA in the response to Ukraine:**
- **Snapshot report** covers the period between June-September and the area of 6 countries in the region. The next report is scheduled for January.
- Key gaps identified:
  - CEE is overlooked in AAP coordination structures.
  - Critical barriers remain to local and national participation in coordination.
  - Critical information gaps remain – communities are confused; information in Russian and Romani is missing; digital communication is primarily set as one-way method of communication.
- Practical ways forward:
  - Maintain and encourage greater use of communication and community engagement.
  - Fortify pathways between local, national and international coordination.
  - Use of social media for interaction.
  - Provide two-way communication of online and offline formats.

**CLEAR Global’s survey on organisations’ roles in response and needs in the area of language and communication:**
- 4 ongoing research projects:
  - Surveys for responders and language professionals.
  - FGDs with affected people.
  - Validation of glossary terms.
  - Validation of Ukraine Language Map.
- Completed project: social media survey.

**Update on the upcoming 2022 UNHCR Participatory Assessment:**
- Primary tool to get comprehensive understanding of the situation of PoCs and host communities.
- Aim to identify problems and risks faced, but also the strategies and coping mechanisms.
- Coverage – across the country, including small villages and big cities.
- Partners are encouraged to join the process.

**Useful resources:**
- UNHCR, *Use of Social Media in Community-Based Protection*.
- BBC article on exploitative practices pursued by the media outlets.

**Action points:**
- AAP WG members are kindly asked to review and update **Bank of Communication Materials**.
- CDAC will share the detailed outcomes of the workshop’s capacity development session.
| | CLEAR Global will share their existing resources and the PowerPoint presentation.  
| | UNHCR will share the PowerPoint presentation on 2022 Participatory Assessment. |