



**Małopolska Coordination Group Meeting**  
Meeting Minutes – 20 April 2023

<b>Meeting subject:</b>	Małopolska Coordination Group Meeting
<b>Time &amp; location:</b>	9 am – UNHCR Krakow Sub-Office
<b>Chaired by:</b>	UNHCR; Open Krakow Coalition
<b>Minutes prepared by:</b>	UNHCR
<b>Participants:</b>	Małopolski Urząd Wojewódzki; All Hands and Hearts; Americares; Blue Dot Kraków; Federacja Znaki Równości; Feelbear; Fundacja Innowacje i Wiedza; Fundacja Instytut Polska-Ukraina; Fundacja Kocham Dębniki; Fundacja Understanding; Halina Nieć Legal Aid Center; IOM; Knights of Columbus; PCK Kraków; Project HOPE; Save the Children; UNHCR; UNICEF; Voice Amplified; Wolno Nam; Zupa Dla Ukrainy /Kalina Krakow;
<b>Agenda:</b>	Introduction from the co-chairs and update on the points decided on the last Coordination meeting. <ol style="list-style-type: none"><li>1) Updates from refugee and Ukrainian-led organizations</li><li>2) Updates from the Women and children Working Group (Voice Amplified)</li><li>3) Updates about 2023 RRP - Poland chapter (UNHCR)</li><li>4) Presentation on Reporting through Activity Info (UNHCR)</li><li>5) AOB</li></ol>
<b>AGENDA POINT</b>	<b>DISCUSSION</b>
<b>Introduction and update on points from last meeting</b>	Participants were welcomed to the seventeenth Małopolska Coordination Group meeting.

	<ul style="list-style-type: none"> <li>• A consultation on the date of the next meeting was conducted by UNHCR. The meeting was moved from May 4 to May 11.</li> <li>• UNHCR informed partners about the possibility to contribute to the ongoing external evaluation about the emergency response to the Ukraine situation via an online form. Partners willing to contribute are asked to respond to an email sent earlier by UNHCR or contact the Kraków Sub-Office for an access link. Inputs can be submitted until April 30, 2023.</li> <li>• UNHCR shared that the preliminary results of the Wzajemnie Potrzebni grants. A round of review is ongoing, so the final list of organizations may change. More information on the grants can be found on the project's website <a href="https://wzajemniepotrzebni.pl/konkurs/">https://wzajemniepotrzebni.pl/konkurs/</a></li> <li>• UNHCR announced that preparations to the World Refugee Day are ongoing with possibilities to collaborate. An invitation will follow via email, but partners are encouraged to contact UNHCR directly with any ideas on potential collaborations.</li> </ul>
<b>Agenda point 1</b>	<ul style="list-style-type: none"> <li>• No updates were provided under the given agenda point.</li> </ul>
<b>Agenda point 2</b>	<p>Voice Amplified gave a presentation with recent updates on the activities of the Women and Children's Working Group (WCWG).</p> <ul style="list-style-type: none"> <li>• WCWG is a series of bi-weekly meetings for partners, involving presentations on relevant issues, as well as an opportunity for networking. The meetings take place every other Tuesday, 2 pm, in the office of Voice Amplified, ul. Stradomska 15/10, Kraków. Partners who would like to join the WCWG are encouraged to contact Anna Chromik (<a href="mailto:ania@voiceamplified.org">ania@voiceamplified.org</a>).</li> <li>• For the upcoming meetings presentations by Aleksandra Nędzi-Marek and Sylwia Domagała are planned. In the previous meeting, the presentation was given by Aneta Krzyworzeka from IB Polska.</li> <li>• Voice Amplified is distributing a newsletter with information on the latest updates and changes in the humanitarian sector. Currently Voice also offers coaching sessions, workshops, and counselling sessions free of charge. Information on the HIV and STD testing program, as well as materials on sexual and reproductive health (in Polish, Ukrainian, and Russian) can be obtained from the Voice office by all partners and interested persons. Partners who would like to join the newsletter or receive information on the services promoted by Voice Amplified should contact the Voice office (<a href="mailto:polandoffice@voiceamplified.org">polandoffice@voiceamplified.org</a>).</li> </ul>

<p><b>Agenda point 3</b></p>	<p>UNHCR gave a presentation on the updates about 2023 RRP (Regional Refugee Response Plan) Poland chapter.</p> <ul style="list-style-type: none"> <li>• The presentation of the updates refers to a session held during one of the previous Coordination Meetings, when the process of submitting the proposals was discussed. The final list of 83 partners involved was presented to the participants during the present meeting, as well as the final requirements included in the RRP (709.4m USD, with 20.1m under Basic Needs Budget, 164.6m under Protection, 120.4m under Education, 66.3m under Health &amp; Nutrition, and 38m under Livelihoods &amp; Socio-Economic Inclusion) and the strategic objectives of the RRP.</li> <li>• Partners are encouraged to refer to the UNHCR Data Portal, where all RRP related data is available, including minutes of the Malopolska Coordination Group Meetings, as well as the RRP budgets, targets, and results. The overview of the RRP for 2022 for Poland can be found at: <a href="https://data.unhcr.org/en/dataviz/225">https://data.unhcr.org/en/dataviz/225</a></li> <li>• The RRP also underscored the 2022 achievements of partners, showing that reporting gives visibility to field work and makes funding more easily justifiable to donors. The UNHCR Inter-Agency Coordination team acknowledged funding is getting more and more challenging. Cooperation with NGO Forum is planned to identify specific requirements which partners need to fulfill to qualify for funding opportunities. A survey is planned to better understand the needs of partners in terms of building capacity to respond to calls for proposals in funding programs. An Inter-Agency Newsletter is planned to share studies, surveys, and information relevant for inter-agency coordination, including funding. Interested partners may reach out to Filippo Busconi Ricci Oddi (<a href="mailto:busconir@unhcr.org">busconir@unhcr.org</a>).</li> </ul>
<p><b>Agenda point 4</b></p>	<p>UNHCR gave a presentation on the process of reporting through Activity Info.</p> <ul style="list-style-type: none"> <li>• An activity and funding report walk-through was presented for partners who have not yet joined the reporting portal available at <a href="https://www.activityinfo.org/login">https://www.activityinfo.org/login</a>. Partners who would like to gain access to the tool are requested to contact Ilia Markowski (<a href="mailto:markowsk@unhcr.org">markowsk@unhcr.org</a>) or <a href="mailto:polwarrpsupport@unhcr.org">polwarrpsupport@unhcr.org</a></li> <li>• UNHCR uses the reporting data on partner activity and funding to design products and to define funding needs. The overarching aim of the RRP is to ensure humanitarian assistance is coordinated in a coherent and complementary way among partners. Submission from partners shapes the RRP strategy and declared budget requirements define funding</li> </ul>

needs of the response. The 2023 RRP outlines the multi-partner, multi-sector response strategy and financial requirements of 243 different partners in several countries. It covers activities from January to December, taking place in Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, the Republic of Moldova, Poland, Romania, and Slovakia.

- The full text of 2023 RRP is available at the UNHCR Data Portal: <https://data.unhcr.org/en/documents/details/97958> and the 2022 RRP at: <https://data.unhcr.org/en/documents/details/92257>
- The results framework adjusted to sectoral priorities as implemented in RRP to harmonize information across partners in different countries and contexts. A list of ready indicators for easy reporting was designed, and links to the indicator list, as well as the complete results framework will be shared with the participants in the presentation slides following the meeting. Indicators are classified into standard sectors such as AAP, Basic Needs, *etc.*
- So far, about 25 organizations from Poland have reported, providing country-wide coverage. Reporting of activities takes place on monthly basis, while budget reporting is quarterly. The deadline for monthly reporting is the 10<sup>th</sup> of each following month. For quarterly reporting, the deadlines are as follows: Q1 – April 14, 2023; Q2 – July 14, 2023; Q3 – October 13, 2023; Q4 – January 26, 2024.
- The 5W strategy for reporting was presented. The reporting tool is adjusted to the strategy, following 5 W-questions: 1. Who? (Which organizations are active in each period of time?), 2. What? (What kind of activities are implemented and are they aligned with the strategy?), 3. Where? (The location where the activities are carried out.), 4. When? (At what moment was the support delivered?), and 5. (For) Whom? (How many persons and what kinds of persons were supported?)
- Partners may find a manual for the reporting module of Activity Info at the UNHCR Data Portal, which aside from instructions includes rationale for reporting. The manual is available at <https://data.unhcr.org/en/documents/details/95050>
- Similarly to previous years, UNHCR is planning to deliver factsheets and interactive dashboards for the use of partners, summarizing the data collected in the reporting. Activity Info remains open for all partners, also partners who are not part of the RRP.

	<ul style="list-style-type: none"> <li>The Refugee Funding Tracker, as well as the reporting forms were presented to the meeting participants. For partners with a significant amount of indicators to report on, there is a possibility to produce batch reporting via an Excel sheet. Interested partners are requested to contact Ilia Markowski (<a href="mailto:markowsk@unhcr.org">markowsk@unhcr.org</a>) bilaterally for more information.</li> </ul>
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>Federacja Znaki Równości shared that due to a lack of funding, language classes for Ukrainian refugees will need to be paused starting next month. The Federation has applied for several grants and funding opportunities, but the rejection rate is exceptionally high for local partners as the funding sources run out. The Federation welcomes any tips or direct support. Currently, the classes involve two groups (32 and 16 people) and require two language teachers who work approximately 32-33 hours each month, yielding the overall cost of about 4630 pln.</li> <li>UNHCR shared that on April 27, 2023, in Kraków Town Hall (Plac Wszystkich Świętych 3-4, Kraków) the 5<sup>th</sup> Aspire Stakeholder Summit will be held, with stakeholders from the education sector and networking opportunities for participants. The organizers of the event request prior registration. The agenda and details of the event may be found at <a href="https://future.aspire.org.pl/events/stakeholder-summit/">https://future.aspire.org.pl/events/stakeholder-summit/</a></li> <li>UNHCR inquired if partners would be interested in a training on Communication and Refugee Engagement. The response was positive for a training of 2 hours. More information will follow in an email sent to MCG Meeting participants.</li> <li>UNHCR ran a Needs Assessment Survey for GBV Trainings among the participants. The form was presented with a request for parallel filling in by participants. However, partners who would like to submit their training need assessment can do so at a later date at: <a href="https://forms.office.com/e/EYnP6nXfzd">https://forms.office.com/e/EYnP6nXfzd</a> (or contact Aleksandra Samonek, <a href="mailto:samonek@unhcr.org">samonek@unhcr.org</a>, in case of inquiries or comments which cannot be submitted via the form).</li> <li>One World One Heart Foundation shared that a range of events will be organized in the upcoming weeks, including the Migrant Women Empowerment workshop on April 22, 2023. Partners are welcome to participate in the workshop, as well as subsequent networking. Inquiries and registration are possible at <a href="mailto:anna@oneworld-oneheart.pl">anna@oneworld-oneheart.pl</a>. More information on the events organized by the Foundation is published regularly on the Facebook page of the organization: <a href="https://www.facebook.com/FundacjaOneWorldOneHeart/">https://www.facebook.com/FundacjaOneWorldOneHeart/</a></li> <li>A date for the next meeting on May 11, 2023, was reconfirmed with participants.</li> </ul>

No.	Action	Responsible	Deadline	Status (as of )
1.				
2				