



Meeting Minutes

17 April 2024

Time & Location	10:00am, online
Chaired by:	Speciose Kampire (UNHCR) and Olena Vaidalovych (Towards Dialogue)
Participants (13):	Save the Children, IRC, IMC Ukraine, IOM, Towards Dialogue, UNHCR
Minutes prepared by:	Karolina Fabirkiewicz Minutes available at AAPWG Poland - Google Drive
Agenda and discussion points:	<p>Proposed agenda:</p> <ol style="list-style-type: none">1. Updates from member organizations2. Action Plan 20243. AOB <p>Updates from member organizations:</p> <p>AAP WG updates:</p> <ul style="list-style-type: none">• A new co-lead of the AAP WG, Olena Vaidalovych from Towards Dialogue, was introduced to the group members.• Terms of Reference of the group were mentioned and organizations were encouraged to read and reflect on them. <p>UNHCR:</p> <ul style="list-style-type: none">• Communication with Communities survey is currently conducted by UNHCR via phone calls and face-to-face interaction. The survey is reaching Ukrainians and refugees and asylum seekers of other nationalities. Initial findings will be available shortly and shared with the AAP WG.• Refugee-led Organizations mapping draft was presented, with 27 organizations listed so far. Members were encouraged to contribute to the mapping. <p>IOM:</p> <ul style="list-style-type: none">• IOM is approaching the implementation phase of integrating different CFM mechanisms. The question was posed to the group whether they have CFM SOPs examples or guiding documents on managing feedback, incl. sensitive complaints and misconduct. Members were informed about the documents available on the AAP WG Google Drive including guidance documents and assessments that can be useful. <p>Action Plan 2024:</p> <ul style="list-style-type: none">• Similar to last year, the group will develop an Action Plan which will include activities that the members commit to. AAP WG Action Plan 2024 template is available on the Google Drive. <p>AOB:</p> <ul style="list-style-type: none">• Members were reminded about the Q1 reporting deadline.• IMC offered to conduct a short presentation on their activities in the next AAP meeting. <p>Action Points:</p> <ul style="list-style-type: none">• The AAP WG Action Plan 2024, RLOs mapping and other relevant documents will be reshared with members via email with request for inputs.• In the next meeting, IMC will present their main activities.