

## Athens CWC Working Group Meeting

<b>Date:</b>	18th May 2016	
<b>Participants:</b>	UNHCR (Timo, Arwen, Hawraa), EASO (Janus), DFID (Rob), CARITAS Athens Refugee Program (Sofia), MDM (Anna), Internews (Rachel, Siobhan), Solidarity Now (Vasso), Greek Forum of Refugees (Andrea), IFRC (Elena, Miguel), Olivia (Swiss Embassy), TWB (Lali), Salvation Army (Emily)	
<b>Chair:</b>	UNHCR & Solidarity Now	
<b>Agenda</b>	<b>Discussions</b>	<b>Action points</b>
<b>Review of minutes / action points</b>	<ul style="list-style-type: none"> <li>Screens to show Olympic Games Events at the sites. Update from IFRC: No feedback yet. Solidarity Now: No feedback yet. Internews: Thinking about whether or not they have the capacity to be involved. Organizations to follow up and let WG know.</li> <li>SOPs for information delivery in different camps. No minimum standards – there should be an agreement. Hasn't been done yet, but will be touched on later in meeting.</li> <li>Urban Refugees Meeting – Meeting was set but was cancelled due to a conflicting meeting. See below.</li> </ul>	<p><b>ACTION: IFRC, Solidarity Now and Internews to look into possibility.</b></p> <p><b>ACTION: Timo to organize a meeting or online exchange to develop these.</b></p>
<b>Pre-Registration Exercise Update</b>	<ul style="list-style-type: none"> <li>Re-cap of details from last meeting.</li> <li>Challenge: Communications. People don't know it's coming. The procedure is complicated and difficult to understand. Rumors about something big coming – could get out of control. Asylum service has asked for support from UNHCR and EASO in the CWC component of this. Mini-task force from the Working Group looked into developing some basic messaging on this last week, trying to answer questions regarding What is Pre-Registration? And how does Pre-Registration work (step-by-step of what to expect). The idea was that these documents would be finalized before today... but this hasn't happened yet. There is an issue regarding the eligible Relocation Countries that will be included in this document – so once that has been determined (a meeting about it will take place tomorrow), then the document can be finalized and shared. Distribution plans for the documents: Include leaflets to be handed out to POCs (they are the intended target audience), as well as posters for walls. All to be done in 6 languages (Sorani included, not</li> </ul>	

	<p>Kurmanji, not Urdu). The information will be available in hard copy and soft copy. EASO is providing translation, layout, and printing services.</p> <ul style="list-style-type: none"> <li>• The main message is: EVERYONE will be pre-registered who wants to be pre-registered. So people should not be nervous about 'getting the opportunity' to do so. There is no limit. Important to explain to people to STAY IN PLACE, to not move between sites in advance of the pre-registration – because if they do start moving the exercise will be negatively impacted.</li> <li>• New Update / Decision: There will NOT be a published schedule about when which site will be pre-registered. This is a decision, based on the risk that the schedule will be difficult to stick to (and then if the schedule changes, people may get nervous and start moving between camps).</li> <li>• Date for the exercise is still unclear. But the newest update is that the exercise will happen between the end of May and the end of July.</li> <li>• Internews: How will this be communicated to illiterate populations? UNHCR: Recommendations have been made for audio messaging on this topic.</li> <li>• EASO: We will also visit the camps with interpreters starting next week in order to orally inform people about the upcoming exercise.</li> <li>• The pre-registration is organized into three groups:  Group 1: Done at formal camps.  Group 2: Buses will be scheduled to transport people from informal camps to formal camps for pre-registration, people will have the freedom to go back to the informal camps if they want. <i>[COMMENT: While this was minuted correctly, it changed slightly after the CwC Meeting. Please refer to most recent Pre-Reg Documents]</i>  Group 3: For other populations outside of formal and informal camps, e.g., living in hotels, private places, etc., there will be specific registration campaigns happening in different cities.</li> </ul>	
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<b>New date for meeting on reaching urban populations</b>	<ul style="list-style-type: none"> <li>Next Thursday, May 26, 2016 in the afternoon – Time TBD (participants interested include almost everyone in the room – all regular CwC WG members).</li> </ul>	<b>ACTION:</b> <i>Timo to look into booking a room and time. Will let all know.</i>
<b>Update from Translators / Interpreters Working Group</b>	<ul style="list-style-type: none"> <li>Lali: They're thinking the first WG meeting will be held next Friday in the late afternoon. But time still TBD.</li> <li>TWB: Also working on glossaries for different languages for this response. Ongoing activities.</li> </ul>	<b>ACTION:</b> <i>All organizations should send <a href="mailto:Lali@translatorswithoutbroders.org">Lali@translatorswithoutbroders.org</a> names and contacts of interested interpreters and translators working with them, so that they can be included on emails and invited to WG.</i>
<b>IFRC – Lightning Talk</b>	<ul style="list-style-type: none"> <li>IFRC working on a platform for Humanitarian staff as well as POCs, in partnership with IBM.</li> <li>Aim: to help support humanitarian actors as well as POCs to better communicate with one another. Community Engagement.</li> <li>Easy, simple web portal. Data-light. To include information about the Red Cross and what it can do for migrants. It will include Community Engagement materials – include materials on hygiene promotion, health issues connected to the summer, waste management, etc. Also want to include an FAQ section, including questions and correct answers – about what POCs want to know, and what information should be shared in response. Goal: to respond to information needs.</li> <li>There will also be some communication support. Have been looking at the Translation Cards app... could be something like this, to use to help people communicate with one another at the sites (humanitarian workers and POCs).</li> <li>There will also be a map for different sites, including services, etc.</li> <li>Links to News that Moves, Refugee Info, other organizations, apps, links, information materials and documents, etc.</li> <li>The platform will be tested in Greece and Sweden – to start in around a month in Greece.</li> <li>There will be a section just for the Red Cross, but the rest of it will be public.</li> </ul>	<b>ACTION:</b> <i>Internews to present next time on "In the Loop".</i>
<b>3W and 4W for CWC / Gaps</b>	<ul style="list-style-type: none"> <li>UNHCR: Shared Google Spreadsheet a few weeks ago to collect information about types of CWC activities being carried out.</li> <li>Result of this activity: Identified a number of areas and sites where no (or almost no) CWC activities are taking place. Specifically – a</li> </ul>	<b>ACTION:</b> <i>If you haven't already included your information on <a href="#">that document</a>, please do so! Please keep this information updated.</i>

	<p>number of Central Greece sites, Macedonia, etc.</p> <ul style="list-style-type: none"> <li>Challenge: The 3Ws included don't really say WHAT type of activities are happening at each site. Future plan: we will go from the current 3Ws to a much more detailed 4W description of the exact activities and deliverables are happening in each place (including available infrastructure, any schedules, updates and ongoing activities, larger impact, etc).</li> </ul>	<p><b>ACTION: Timo will send around an email asking for input and feedback about minimum standards / activities at each site.</b></p>
<b>Presentation of Web Portal and Activity Info</b>	<ul style="list-style-type: none"> <li><b>First Tool:</b> IM is currently finalizing a web portal to include operational information from all sectors in one place. This will replace the current fragmented information sources, such as different Dropboxes. The web portal is intended for all partners and UNHCR. The CwC Sub-page is: <a href="http://bit.ly/1sywzbd">http://bit.ly/1sywzbd</a></li> <li><b>Second Tool:</b> Being created. Will be at <a href="http://activityinfo.org">activityinfo.org</a> – for partners to report their activities and include objectives, outputs, and indicators for all across Greece.</li> <li>You will need a username and password to access this portal.</li> <li>Main function of Activityinfo: To provide a central platform through which all actors can report all their activities across all sectors.</li> <li>To provide a tool to all actors through which they can generate their own reports for internal reporting or donor reporting purposes.</li> <li>NOTE: A training for the working group (and then individual partners) will take place in future. You will all be invited.</li> <li>It is not clear yet when exactly Activityinfo will be launched.</li> </ul>	<p><b>ACTION: UNHCR [IM] to send out an email with a username and password to allow partners to test the site.</b></p>
<b>Slack channel for CwC</b>	<ul style="list-style-type: none"> <li>Timo / UNHCR: To set up this channel in order to encourage the informal sharing and updating of information about CWC articles, rumors, tools – whatever people feel may be interested in. Similar to a Whatsapp Group, but with the possibility to share links from the desktop as well.</li> </ul>	<p><b>ACTION: Timo / UNHCR to set up this channel, invite CWC Working Group members, and do a few months' trial to see if this tool is useful.</b></p>
<b>AOB</b>	<ul style="list-style-type: none"> <li>UNHCR asks MDM about any update regarding SIM cards being handed out.</li> </ul>	<p><b>ACTION: MDM and UNHCR to discuss this further.</b></p>
The next meeting will be held on: <b>1 June 2016, 14:00 at UNHCR Office - Michalakopoulou 91, 1st floor.</b>		