Meeting Minutes

01 July 2022

Time & Location	10:00am, Online meeting (moving to in-person in September)
Chaired by:	Irina Isomova, UNHCR Community-based Protection Officer
Minutes prepared by:	Irina Isomova, minutes are available at AAPWG Poland - Google Drive
Agenda and discussion points:	• AAP WG: review and update of membership and activity planning • Availability and access to AAP WG at AAPWG Poland - Google Drive • Finalization of translation and next steps for Complaints and Feedback Mechanisms SoP - Draft 2 and What is AAP Guide - Draft 1 • Workshop planning: agenda and dates, other logistical arrangements; **Coordination & membership**: • Partners are invited to consider a co-lead role for the working group. The frequency of meetings is revised and activated in a bi-weekly format. • All members of AAP WG are encouraged to contribute with examples of promising practices on CFM, review of what works and what doesn't work well in CFM, ahead of the workshop. **Action points:** • AAP WG members are reminded to complete the Mapping activities • The membership lists to be updated in respect of the new staff leaving/joining the operation. • Organisations who want to join the AAP WG to be referred to UNHCR. • **AAP workshop preparation:** o Finalization of The Inter-Agency AAP Workshop draft Agenda by Friday, 15 July, 2022; o Workshop will take place in-person in Warsaw. It would be replicated at the field level at a later stage; o Tentative dates, as proposed in consultations with partners are 5 and 11 August. As of today, the latter (11 August) might be a preferred option→ however, subject to confirmation which could be double-checked individually • **Inter-agency reporting tool for feedback and response** is under development. Minimum inter-agency arrangements for data sharing for critical-sensitive feedback to be developed.