**Minutes from PSEA Network Meeting**

**Friday 29 November at UNICEF JPG Meeting Room**

**Agenda**

1. Welcome and introductions – welcome new members
2. Updates from PSEA Coordinator
3. Briefing from NRC
4. Briefing from UNICEF on partner risk assessments and discussion
5. Country-wide situational SEA risk assessment brief
6. Working Group updates:
	1. Technical: Complaints framework
	2. Training: Glossary and training tracker
	3. Safer recruitment: One-page checklist and other tools
7. Proposed CSO network meeting
8. Updates from network members and AOB

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| **Summary**  | **Action Points**  |
| **Welcome and introductions** * See attached attendance list. Attendance is open to all so please invite other organizations that may be interested and/or any partners
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| **Updates from PSEA coordinator** * PSEA Coordinator standing invitee at ICCG, CWG
* Starting to roll out PSEA updates/slides in sectors/clusters
* Updates at CPG, INGO Forum
* MIMU website with PSEA resources updated – more to come!
* Organizational Development TORs circulated
* UPDATE: PSEA Network strategy, Network TORs and Action Plan were endorsed by HCT on 29 November 2019
 | * Lian to circulate endorsed strategy, network TORs and action plan and upload onto MIMU
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| **Briefing from NRC*** Safeguarding colleague came from HQ – trained 70% staff but training needs to be contextualized. Need to reach 30% staff – most difficult offices to reach – resources in Yangon not sufficient. Created PSEA /safeguarding leadership team, composed of 2-3 colleagues from regional offices who are active. Team has been tasked to conduct future trainings for staff and partners. Will coordinate awareness campaigns for beneficiaries. Meeting of small group 2 weeks ago to discuss training material to see if relevant to context. Conducted brainstorming meeting – work on terminology and case studies. Also invited other colleagues from other organizations: Oxfam, PIN, WVI, national coordinator. Some planned activities in line with PSEA network objectives so no need to duplicate. Objective to move internal work plan along. Will keep updated. Core team have committed (orally) for 1 year.
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| **Briefing from UNICEF on partner risk assessments*** Pilot project. 10 CSOs Yangon and Kachin assessments. If organization is high risk – need to improve within 1 year. If not – UNICEF will not be able to continue partnership. INGOs are assessed at HQ. CO needs to deal with national NGOs. Each standard has a traffic light system. Six standards: Policy, HR vetting process, mandatory training, reporting mechanism including community awareness (e.g. local language pamphlet etc), assistance and referrals (issue – confidentiality, referral list) investigation (resources to hire). One issue is children understandable IEC material. Following assessment, UNICEF will follow up to build capacity for 1 year.
* Common themes – FPs - Not ongoing training as they need ToT training; few have confidence to conduct further training to colleagues. None have community awareness plan or IEC materials. Many have confusion between CFM vs PSEA confidentiality complaints mechanisms
* See slides for more detail

Discussion points: * UNOPS - Need to coordinate partner risk assessments – otherwise becomes reporting burden. Good to share
* NRC - Donors are asking different assessments/reports. From having documents to implementation is a big step. Struggling for resources (not only for PSEA but also AAP).
* UNHCR – doesn’t have stand alone process but have PSEA as component of partnership work in 2020.
* IOM – if there can be minimum standard to be agreed upon and also funding. Training needs to come from managers that it can’t stand alone and mainstream with other training at field levels. Taken more seriously from managers. Outreach workers also need targeting.
* PSF – rapid assessment with partners following this engage OD team
* HARP – Local organizations say they have knowledge but don’t have official documents. Difficult for local CSOs to develop policy and appoint FPs. 9 in NSS and 9 in Rakhine and other INGO partners.
* UNDP – risk management tool is being finalized at the corporate level. The CO has a PSEA Action Plan in place– one requirement is awareness-raising but no assessment with partners. Actions taken so far include: training of staff, distributing the SEA Flyer & policy to consultants and vendors in both English and Myanmar. PSEA flyers and posters provide the complaint mechanism for reporting wrongdoing and the OAI hotline number,PSEA clauses in contracts
* WFP – General capacity assessment of all partners, includes component of PSEA. Also train committees they work with.
 | * Lian to convene working group of interested actors to discuss risk assessments and how to better coordinate.
* Also need to discuss obligation regarding ‘downstream’ partners
* Colleagues asked to review organization PSEA work plans to see areas in line with network – if areas of cross over, let coordinators know so that we can collaborate
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| **Country-wide situational SEA risk assessment and brief** * PSEA Network coordinator and Oxfam are working together on this, hope to have a draft living document ready by January 2020. This will be a public resource for all network members.
 | * Lian to update members next meeting.
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| **Working group updates**Technical Working Group* Revised Strategy, Network TORs and Action Plan
* Reviewed reporting framework – consists of 1) Mandatory reporting guidance, 2) Inter-organizational complaints referral mechanism, 3) Information-sharing protocol; 4) Sample complaints handling process

Training thematic group* Glossary – very much needed, agreed that Network should produce and then we can involve Government later for endorsement
* Training tracker – will be available for all, keep an eye out on MIMU website

Safer recruitment group* Safer recruitment checklist – includes suggested questions for recruitment, how to conduct reference checks etc. Discussion on mandatory obligation to disclose past misconduct – this is difficult due to confidentiality issues.
 | * Lian to circulate reporting framework to network for comments. Network members to discuss internally
* Lian to inform network members when training tracker launched
* Lian to circulate for comments
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| **Proposed CSO network meeting*** To take place in January and held in Burmese. Idea is to convene separate network to share resources and also discuss challenges among local NGOs, specifically those that are Burmese speaking only.
 | * Network members to encourage local partners to participate
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| **Updates from members and AOB** * UNOPS trained 90 staff – one day training.
* CARE – PSEA sensitization workshop 2 days next week. Plan to roll out to CARE field offices.
* Burnett – finalized draft PSEA policy and approved last month. Planning to translate to MM and training to all staff next year.
* Akhaya – developed PSEA policy since May 2019. In process of translating but difficult to translate due to terms. Maybe update once we have standard glossary.
* IRC – December-January IRC will hold event ‘IRC way day’ including section on safeguarding for all staff including harassment. Planning to set up complaints mechanism for clients in operational areas, geographically based.
* Triangle – visit of HQ technical advisor on protection so working on how to strengthen safeguarding. Next step is to work on training materials adapted to Myanmar.
* PIN – have been conducting training – will send email with details.
* ActionAid – have global TORs on SHEA. Have finished translation of 2 policies and will roll out to partners next year.
* UNHCR – full day meeting of PSEA FPs in Yangon, half training and half planning, will incorporate PSEA into partnership action plans in 2020
* FCA Myanmar – plan to implement PSEA policy in 2020 with support of GEN. Had meeting with GEN last week to discuss.
* WFP – had training with partners on GBV incl session on PSEA. Food security partners. Working at strengthening complaints and feedback mechanism planned for first quarter 2020.
* WHO – main partner min health and sport. Assessment of knowledge of partners difficult. Have internal mechanism but need to have training for internal staff
* MMA-ASRH – training to field staff in January on cross-cutting issues and PSEA will be part. Awareness-raising to central team and field level. Have GBV FP in field and will make referral to DSW and will make GBV referral
* PSF – currently reviewing PSEA plan and response plan. Will take network action plan into consideration. Assessing partners status – haven’t defined min requirements yet. Need to define this. Once defined then will input into monitoring checklist. Safeguarding – taking a broader terminology; have safeguarding framework. PSEA will be a portion of this (others will be gender inclusion, etc). Simple basic training for IPs
* Malteser – HQ team developing gender policy and PSEA policy. Probably finalise in 1Q 2020. Once finalized then will do PSEA training.
* Swiss Aid – Trying to have action plan for PSEA. First week Dec together with GBV partners in Kachin (5 partners) will have PSEA policy development workshop, working with Oxfam safeguarding and GBV gender advisor 2-day workshop.
* Oxfam have released report on barriers to reporting misconduct in Kachin. Available [here](https://policy-practice.oxfam.org.uk/publications/factors-influencing-misconduct-reporting-in-kachin-myanmar-620893).
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