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| **PSEA Network Action Plan 2019-2020** | | | |
| **Management and Coordination** | | | |
| Priority | Action point | Timeline | Responsible |
| 1. Ensure PSEA Focal point list is up to date | 1. Send email to update focal point list to network partners 2. Update and share contact list | Bi-annually | PSEA Coordinator  PSEA Coordinator |
| 1. Draft and endorse PSEA Strategy, Action Plan and PSEA Network TORs | 1. Finalize PSEA Strategy 2. Finalize PSEA Action Plan 3. Review the PSEA Network TOR and revise 4. Present the PSEA Strategy, Action Plan and Network TORs at HCT Meeting 5. Share final strategy, Action Plan and TORs with PSEA Network and relevant partners 6. Upload final documents to MIMU webpage | October/November 2019  October/November 2019  October/November 2019  November 2019  November 2019  November 2019 | TWG  TWG  TWG  PSEA coordinator/RC/HC  PSEA Coordinator  PSEA Coordinator |
| 1. Engage with government counterparts to increase PSEA awareness | 1. Assess needs and practices of government in regard to PSEA 2. Develop strategy to engage government 3. Further actions to be informed by strategy | Q1 2020  Q1 2020  TBA | TWG  TWG  TWG /Network members |
| 1. Timely reporting on progress (action plan) | 1. Hold regular network meetings 2. Report regularly to HCT on PSEA activities, challenges, progression of action plan etc. 3. Continue to update MIMU page to share information and track progress made on AP. Including option to share training tools, policies etc. 4. Network members and UN agencies to provide PSEA work plan 5. Develop calendar to support coordination and planning 6. Gather non-confidential information on prevention and reporting of cases: high level overview and analysis, lessons learnt to reassess priorities and update the PSEA Network action plan (annual activity) 7. Bi-annual review and updating of Action Plan | Bi-monthly/quarterly   Q1 2020  Q1 2020  Q1 2020  Q3 2020  June 2020, December 2020 | PSEA Coordinator  PSEA Coordinator  PSEA Coordinator  PSEA Coordinator  Network members/PSEA Coordinator  Network members/PSEA Coordinator |
| 1. Establish field level PSEA networks in target locations (if not already established) | 1. Analyze MIMU 4Ws to see which geographic locations have high number of programs 2. Select locations in which to establish field-level PSEA networks or community of practice where not already established 3. Outreach to organizations working in these locations to see if there is appetite and capacity to establish PSEA Network or community of practice 4. Support field-level PSEA networks/communities of practice | October 2019  November 2019  Q1 2020  Ongoing | PSEA Coordinator  TWG  PSEA Coordinator/Network members |
| 1. Engage with other networks to increase PSEA awareness | 1. Regularly join the (monthly) meetings of at least 5 prominent networks in Myanmar (FSWG, GEN, MATA, Maydoegabar, MNN) and raise awareness about PSEA at least 3 times/year 2. HCT and UNCT members to provide written updates on PSEA activities in response to specific questions on progress 3. Mainstream key PSEA messages into all clusters, clusters and relevant working groups | Quarterly  Quarterly  February 2020 | PSEA Coordinator/Network members  PSEA Coordinator/RC/HC  PSEA Coordinator |
| 1. Ensure funding for PSEA Network activities 2021 | 1. Advocate to donors to fund PSEA network activities in 2021 2. Secure funding for activities | Throughout 2020  Throughout 2020 | PSEA Coordinator/RC/HC  PSEA Coordinator |
| 1. Ensure funding to implement PSEA programs | 1. Develop resource mobilization strategy and proposal to be taken to HCT 2. Advocate to donors to fund implementation of PSEA within programs | Q1 2020  Throughout 2020 | PSEA Coordinator/Network members |
| 1. Draft SEA information-sharing guidelines/protocol | 1. Draft information-sharing guidelines 2. TWG review 3. Circulate among Network members for feedback and voluntary signature | October 2019  Q1 2020  Q1 2020 | PSEA Coordinator  TWG  Network members |
| **Community engagement and support** | | | |
| 1. Conduct SEA risk analyses in humanitarian contexts and select development contexts | 1. Conduct desk review of available documents, PIMS, protection reports, proposals & reporting documents 2. Develop and contextualize SEA risk analysis tools and translation 3. Streamline SEA risk questions in proposals and reporting documents 4. Streamline SEA risk questions in monitoring missions/existing structures 5. Report responses back to PSEA Network 6. Conduct SEA risk analysis in each location (geographic & community/context) 7. Analyze & share report in both languages 8. Input actions into PSEA Network Action Plan 9. Develop sample organizational risk assessment guidelines and registry | November 2019  December 2019  Q1 2020  Q1 2020  Q1 2020  Q1 2020  Q1 2020  Q1 2020  Q2 2020 | PSEA Coordinator  Field networks/TWG  Donors/Network members  Network members  Network members  Field networks  TWG  PSEA Coordinator  TWG |
| 1. Develop context specific awareness-raising tools for communities to understand standards of staff CoC and how to report | * 1. Conduct assessment of community dynamics, help-seeing behavior in regard to SEA and barriers to reporting where not already completed   2. Network members to share best practices for engaging communities   3. Review existing methodologies and share best practices   4. Support field-based PSEA Networks to develop methodology   5. Develop national-level awareness-raising tools   6. Pilot tools in select locations and communities   7. Network members give feedback to Network   8. Review and make adjustments | Q1 2020  December 2019  December 2019  Q1 2020  Q1 2020  Q2 2020  Q2 2020  Q2 2020 | ActionAid/Network members  Network members  PSEA Coordinator/TWG  Field networks  TWG (community)  Network members  Network members  TWG (community) |
| 1. Conduct awareness-raising activities in communities on standards of staff conduct and how to report allegations | 1. Roll out activities 2. Monitor activities, ensuring specific vulnerability groups (e.g. PWD) are able to access and understand messages | Q2 2020  Q2 2020 | Network members  Network members |
| **Response** | | | |
| 1. Design inter organizational complaints referral mechanism (eg how to refer a complaint from different organizations) | 1. Draft Network guidelines for *inter-organizational complaints referrals* based on IASC guidance 2. Technical Group review 3. Series of dissemination workshops conducted 4. Share GBV and CP referral pathway with Network members for PSEA response | Completed  Q1 2020  Q2 2020  November 2019 | PSEA Coordinator  TWG  Coordinator/Network members  PSEA Coordinator |
| 1. Conduct mapping of complaints and feedback mechanisms | 1. Design & develop survey to gather information on CFM according to sector/geographic area 2. Disseminate survey 3. Organizations fill in survey (organizational and project level) 4. Analyze survey data | Q1 2020 (completed in some locations)  Q1 2020  Q1 2020  Q1 2020 | OCHA/sector/cluster leads/other  OCHA/sector/cluster leads/other  Network members  OCHA/sector/cluster leads/other |
| 1. Design community-based complaints mechanism (CBCM) | 1. Design CBCM 2. Select pilot area(s) 3. Pilot CBCM in select area(s) 4. Conduct monitoring and make adjustments 5. Roll out in other areas 6. Link with network like ALWG for technical support on CRM/CFM | January 2020  January 2020  March 2020  May 2020  May 2020  November 2019 | TWG/Field networks  Field networks  Field networks  Network members  Network members  PSEA Coordinator |
| 1. Ensure accessible reporting systems | 1. Select groups based on vulnerability for focus group discussions 2. Draft questions 3. Conduct focus group discussions 4. Analyze results and make recommendations 5. Adjust CBCM | May 2020  May 2020  May 2020  June 2020  June 2020 | Field networks  TWG (CBCM)  Network members  TWG (CBCM)  TWG (CBCM) |
| 1. Pool of investigators trained | 1. Discuss contextualizing training with trainer 2. Select individuals to be trained 3. Conduct pilot training in Yangon 4. Circulate information on how to engage trained investigators to PSEA Network members (possibly integrate into inter-organization PSEA referral mechanism) 5. Agree on funding commitments to support investigations 6. Explore possibility of further training | October 2019  December 2019  Q1 2020  Q1 2020  Q2 2020  Q2 2020 | PSEA Coordinator  TWG/Field networks  Trainer  PSEA Coordinator/TWG  PSEA Coordinator/TWG  TWG/Network |
| 1. Victim assistance | 1. Ensure roll-out of forthcoming victim assistance protocol | Dependent on VA protocol launch | PSEA Coordinator |
| **Prevention** | | | |
| 1. Develop sample Focal Point TORs | 1. Collect TORs from each Network organization 2. Technical Group to review and draft with reference to global TORs 3. Translate into Myanmar 4. Finalize and share among Network members and MIMU website | November-December 2019  Q1 2020  Q1 2020 | Network members  TWG  TWG  PSEA Coordinator |
| 1. Train PSEA Focal Points on TORs | 1. Design training, including elements of counseling and GBV referral 2. Conduct training in select geographic areas | Q1 2020  Q1 2020 | TWG (training)  Field networks/Network members |
| 1. Develop minimum PSEA training package | 1. Collect training material and manuals 2. Select training topics and target audiences (staff, government, incentive workers, volunteers) 3. Draft training package and content (video, online tools, app, powerpoints), include information on how to recognize SEA and how to refer complaint 4. Translate 5. Share final package with PSEA Network, MIMU website | October-November 2019  December 2019  December 2019  December-January 2020  Q1 2020  Q1 2020 | Network members  TWG (training)  TWG (training)  TWG (training)  PSEA Coordinator |
| 1. Develop awareness raising materials for staff on PSEA and/or Codes of Conduct | 1. Draft key messages 2. Translate into Myanmar 3. Engage graphic designer to design material 4. Share final package with PSEA Network, MIMU website | January 2020  January 2020  January 2020  February 2020 | TWG (training)  TWG (training)  TWG (training)  PSEA Coordinator |
| 1. Ensure all PSEA Network members and their partners have internal procedures to handle reports of SEA (e.g. SOPs) | 1. Develop sample policy/guidance on how to handle reports of SEA (including confidentiality) *[May accompany guidance on CBCM]* 2. Engage organizational-development consultant to work with select NGO networks to develop policy and implement within organizations 3. Pilot organizational-development approach 4. Review lessons learned and share with Network members 5. Design spot-check tool and guidance for Network members 6. Develop strategy/plan to conduct spot-checks 7. Network members to carry out spot-checks of partners and report back to Network 8. Network members to conduct yearly PSEA/safeguarding/CoC refresher training and report back | February-March 2020  Q4 2019  Q1 2020  June 2020  Q2 2020  Q2 2020  June 2020 and ongoing, report quarterly at Network meetings  Ongoing | TWG  PSEA Coordinator  Consultant  TWG  TWG  TWG  Network members  Network members |
| 1. Ensure all PSEA Network members and their partners have Codes of Conduct in place and signed by all staff | 1. Update existing CoC to reflect new change in principle #4 2. Circulate and upload on MIMU website 3. Conduct bi-annual spot-check to ensure all partners and staff have signed 4. Network members feedback to Network | Completed  Completed  Bi-annually  B-annually | PSEA Coordinator  PSEA Coordinator  Network members/TWG  Network members |
| 1. Ensure all PSEA Network members have safe recruitment procedures in place including reference checks | 1. Get examples of safe recruitment procedures from INGOs e.g. Oxfam 2. Adapt for CBOs (draft checklist) 3. Translate checklist 4. Share with Network members | October 2019  November 2019  December 2019  December 2019 | Oxfam, TWG (prevention)  TWG (prevention)  TWG (prevention)  PSEA Coordinator |

*Draft 30 October 2019*