

November 30 2017 Workshop Report

Background

The CDAC Network and the IASC AAP/PSEA Task Team both identified a need for a review of existing resources around AAP (including community engagement, communications and PSEA) with a view to consolidating and prioritizing some key documents to help field practitioners and managers at both the organizational and collective levels. This report summarises a workshop, co-facilitated by IASC AAP/PSEA and the CDAC network, the outputs and the next steps identified by the group.

Meeting Participants:

Sarah Mace	CDAC Network (Facilitator)	Sonya Wellhausen	Welthungerhilfe	Catherine Skehan	Christian Aid
Tanya Axisa	IASC AAP/PSEA Task Team (Facilitator)	Meghan Sattler	OCHA	Katie Drew	UNHCR
Teresa Zakariat	WHO	Merrin Waterhouse	GENCAP	Julianne Di Nenna	UNHCR
Uwe Korus	CARE Intl.	Tina Bouffet	ICRC	Charles Antoine Hofmann	UNICEF
Chloe Whitley	IRC	Adrien Muratet	CHS Alliance	Teresa Defferrard	Terre des Hommes
Ester Dross	Church of Sweden	Alexandra Warner	ALNAP	Bonaventure Sokpoh	URD
Amy Rhoades	IOM	Tamara Low	SC-UK		

Meeting Agenda:

- Aim and methodology for workshop (30 mins)
- Resource check – are there additional resources we need to add? (30 mins)
- Define criteria for each category (1 hour)
- Resource review and categorization (3 hours)
- Presentation and Agreement (2 hours)
- Agree on next steps (30 mins)

Aim of Workshop

- Identify, streamline and highlight relevant tools, guidance and case studies at the organizational and collective levels
- Feed/link into other initiatives;
 - the revised CAAP (AAP Commitments for IASC Principals) by using the 4 commitments of LEADERSHIP, PARTICIPATION AND PARTNERSHIP, INFORMATION FEEDBACK AND ACTION and RESULTS as categories for the resources.
 - A potential online platform for resources to be developed by the Communication and Community Engagement Initiative.

Agreed Resources

Members of the CDAC network and the IASC AAP/PSEA Task Team submitted resources prior to the workshop. During the workshop, time was allocated for participants to add any additional resources that were relevant and useful. The consolidated list can be shared on request.

Agreed Criteria

Participants were asked to define and agree on criteria for reviewing the list of tools for the 4 CAAP categories. The table below shows the agreed criteria:

	Leadership resources should:	Participation & Partnership:	Info, feedback and action resources should:	Results resources should:
Agreed criteria for tools, guidance and case studies	<ul style="list-style-type: none"> • Be short and concise • Be more action than theory oriented • To some degree show the 'why' of AAP – concisely • Show resources implications • Show how to create an enabling environment for AAP • Be based on agreed standards • Be able to track progress against meeting standards 	<p>Participation resources should:</p> <ul style="list-style-type: none"> • Reflect different approaches to participation • Not be sector or context-specific • Reflect diversity of populations • Be technical manuals with practical steps, case studies, check lists and link to different phases of the project cycle <p>Partnership resources should:</p> <ul style="list-style-type: none"> • Have been developed in a participatory way and be accessible for different partners • Be simple, practical and translatable • Show resource implications • Reflect different types of partnership 	<ul style="list-style-type: none"> • Show resource implications • Be simple, step by step and in line with PCM • Show data management tools • Show all contexts/continents (case studies) • Be able to track progress • Be accessible, shareable, interoperable and not just technology-based • Show corrective action and closing the feedback loop • Show plethora of approaches • Incorporate diversities • Not be sector-specific • Show how to work with local structures 	<ul style="list-style-type: none"> • Not be sector-specific • Be Community-led • Include standards of behavior • Be simple, practical and translatable • Be scalable

Review, Categorization and Prioritization of Resources

Participants were split into 4 groups; with each group reviewing the full list of resources against 2 of the categories. The whole group came together to hear presentations and agreed on the final list as attached in Annex A. It should be noted that some resources are in the process of being written or updated. It was agreed that these should be included with a 'caveat'. It was also agreed that where one resources was applicable to more than one category, it would be repeated.

Identified Gaps in Resources

Throughout the review, categorization and prioritization process, participants were asked to keep a list of any gaps identified in the categories. The following list was developed:

- Short guidance note for HCs/HCTs on collective PSEA
- Guidance on how to incorporate feedback into decision-making processes
- Guidance on how partnership helps participation and how to operationalize AAP through partners
- Success stories on AAP at leadership level
- How to resource AAP mechanisms
- How to work with private sector local media organizations
- Guidance on how to consistently share information with affected populations, including in remote situations
- Guidance on the rationale for AAP
- Guidance on how to manage and track response to feedback in consortia/partnerships

Agreed Next Steps

Short-term:

- The lists of resources in Annex A will be used in the guidance note for the recently revised CAAP.
- A matrix will be developed and shared with the team for feedback. The matrix will summarise the lists and include a brief description of each resource (see Annex A).
- CDAC, IASC and CCEI colleagues (and others if interest is expressed) will discuss leading a survey with field practitioners to identify what they consider to be 'useful' resources.
- CDAC network and IASC Task Team members to consider the list on gaps for future development.

Longer-term:

- A more sophisticated list with more resources and 'tags' would be developed and potentially fed into the CCEI web platform