



**Monthly Report to Sphere/ HAP / SCiM / NGO Liaison**

**20 March 2009**

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**Activities of past month (per accountabilities)**

**1) Specific Agency Support**

- Finalised MOUs and held joint meeting with 8 agencies to discuss how the accompaniment process would work (with Smruti Patel, from HAP):
  - Merlin, MERCY Malaysia, SCiM, Oxfam, GAA and CAFOD/KMSS, Mercy Corps and World Concern
- Provided a short introduction training for approx.15 new staff from the Lutheran World Federation
- MNGOs (up to 10) – translated learning survey and this was completed by some agencies– will hold follow up meeting with interested MNGOs in the next month to finalise support
- With Smruti Patel (HAP) and Merlin staff, conducted self-assessment learning process, including field trip to Laputta

**2) Promote complementary approaches**

- ALWG meetings – to discuss IASC evaluation TOR, Real Time Evaluation Recommendations related to accountability; committees research
- Met with evaluation teams from SCiM and ACT
- Had follow up meetings with Care, World Vision, Action Aid, ACT, ACTED to discuss their needs and involvement in ALWG / accountability issues
- Provided Sphere handbooks and other materials to Christian Aid, World Vision, LWF, Merlin, ACT and to the hubs in Pyapon, Dedeye and Laputta
- Sphere TOT – meeting with past participants to check progress and issues and to discuss visit in April/May
- Preparation for Sphere visit – agreeing TOR, schedule etc
- Cluster leads – provided some guidance in a 3-hour session on setting up an inter-agency complaints and response mechanism (8 participants) with Smruti Patel.
- Protection Cluster – discussion about complaints mechanism and how to access support on SEA training (with Smruti Patel) – follow up possibly by SP in May
- Introduction to Accountability and HAP in Pyapon – 28 participants at General Coordination meeting (UN, NGOs – both international and national, government) in Myanmar and English. They already have accountability as an agenda item on

their agenda and regularly raise issues; OCHA keeps a record of 'complaints' and follows up on actions – however does not always consistently check that the community making the complaint receives information.

- Introduction to Accountability and HAP in Dedaye – 34 participants at Cesvi offices – mostly international and national NGOs and a few UN staff. Interested in having accountability on their agenda; would like to receive ALWG minutes and some would like training and materials.
- Met with local NGO Laka Ahlinn in Pyapon (partner of Dan Church Aid) about accountability.
- Visit to SC village near Pyapon with SC Area manager: Tha Mein Htaw Kone Tan where they are carrying out construction of an ECCD centre, WASH activities

### **3) Facilitate and document lessons learnt**

- Early Recovery group – strategy to research into committees to inform better practice amongst agencies (with LRC, UN and other NGOs on working committee). Includes: LRC research in field; literature review, etc; to be finalised by end April.
- INEE – copies to be checked and printed in English and Myanmar to those who need hard copies. Also received facilitators' notes and workbook for training and will translate this into Myanmar. Discussing with SCiM if they are willing (with UNICEF?) to facilitate some training on INEE in May.
- Update on Sphere Handbook translation – now on track to be completed and published in Myanmar language by end April.
- Translations of HAP principles, standard and handbook underway; Printing of Sphere leaflet in Myanmar, English and Myanmar copies of HAP Principles, Standard, & Handbook underway; further copies of Good Enough Guide, Red Cross Code of Conduct in Myanmar being re-printed.

### **4) Advocacy and collaboration**

- OCHA – hub level – met with OCHA Hub leaders and discussed options and support
- Protection cluster – interested in looking at how to both protect aid workers (especially national staff) and also look at mechanisms in place to ensure complaints or concerns about aid workers conduct / abuse can be raised and responded to. We are discussing how to support these efforts.
- Met with ASEAN representative in Laputta – he has knowledge of HAP and Accountability – has provided some training to Merlin staff; is planning training for Merlin and other NGO staff on 23<sup>rd</sup> March; also training of ASEAN staff on 1<sup>st</sup> April;

### **5) Other issues / activities**

- Secondment arrangements – interviews held – appointment of one SCiM staff to position to start 1<sup>st</sup> April; further interviews with 2 candidates planned for 23<sup>rd</sup> March – likely one person from another agency could be appointed.
- Submitted financial report end of Feb to DFID;

- LRC signed Agreement for support they will provide to project.
- Finalised agreements with SPHERE/HAP for support

### **Tentative schedule of next month**

#### **1) Specific agency support**

- Finalising report for Merlin
- Planning training for agencies on how to conduct self-assessments; booking sessions with agencies' senior staff on introduction to accountability & self-assessment process.
- Discussions with IFRC,
- Training for ACT partners to be finalised

#### **2) Promote complementary approaches**

- Finalise TORS for both HAP and Sphere visits (April and May)
- Evaluation for DFID – develop TOR and identify consultant to undertake evaluation (with support from HAP/SPHERE)
- Meeting for targeting for faith based organisations due to be held on 26<sup>th</sup> March
- Meeting at ALWG on sharing findings/lessons learnt from evaluations (SCiM & CARE) on 2<sup>nd</sup> April (others to follow)
- Support to training of ASEAN staff on Accountability

#### **3) Facilitate and document lessons learnt**

- Update on materials to be translated / printed (Q&A on sphere and hap; hap poster; publish more good enough guides and codes of conduct, update on Sphere translation, and inclusion of INEE)

#### **4) Advocacy & Collaboration**

- Finalise Sphere visit arrangements

#### **5) Other issues**

- Dates of note: holidays: April 13-17<sup>th</sup> – at least 1 week, many taking week before or week after as leave too. 1<sup>st</sup> and 8<sup>th</sup> May are also holidays

### **Visits / highlights / case studies or practice examples (for publication)**

Case study: Merlin – self-assessment procedure