# Minutes: CM Standards WG, 15.04.2021

**Attendance:**  Alisa (UNHCR IMO), Agnes (CCCM Protection, IOM), Jorn (Norcap – ARC WG), Ben (Cluster Somalia), Filipa (IOM Mozambique), Anna (IOM Mozambique), Wan (IOM CCCM Cluster), Jo (RRT UNHCR), Tom (DRC Empact co-lead CM Standards WG), Amalia (IOM CCCM), Elena (ACTED), Livia (Consultant Graphic Designer), Jennifer (IOM Global CM Standards WG).

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| **Agenda** | **Discussion** | **Action Point** |
| 1. Dissemination Strategy | *Tom reported back from meeting he and Jenn had with CP MS – Suzanna Davis on the dissemination strategy. Ideas included:*   * *Developing a background on how the WG developed the Standards* * *Delinking cluster coordinators from practitioners in guidance* * *Making online interactive platforms* * *Promotion on social media* * *Writing letters, media packages for WG partners to use existing networks/partnerships* * *Make everything multilanguage* * *Organize different events to capture different audiences (donors, cluster coordinators, practitioners)* * *Hold ted talk videos* * *Develop case studies on use* * *Provide info on how you can “order your copy now” or use the app, etc.*   *Discussion focused on which would make the most sense for the WG members on the call.* | **The following persons will begin work on the following to accompany the dissemination:**   * **Training materials – Elena and Ben** * **Short 30 second videos – Brian and Elena with field colleagues** * **Email letter Tom** * **Cluster webinar event Wan** * **Webinar practitioners Jenn** |
| 1. Feedback on field testing protocol | *Ben and Filipa shared examples of how they used the minimum standards. See example from Mozambique which broke down the standards during 3 hours of meetings to develop a work plan. While Somalia will start using some of the indicators in annual and quarterly data collections, including in satisfaction survey conducted in all districts.* | **Ben and Filippa to share back details on their progress in a few month time.**  **WG to develop neater template to aid in work plan development.**  **Jenn to follow up with Kerry in CXB to see how their workshop planning is going.** |
| 1. Minimum Standards Logo | *Graphic designer shared concept around the logo development. Discussion on the options shared. Final vote will take place virtually.* | **Chairs will circulate 2 concepts following feedback session.** |
|  |  | **Pending discussion on logo and “ownership “of the publication. TBD next meeting.** |
| 1. AOB | *Agnes shared feedback on checklist on disabilities received from PWD ngo.*  *FAQ drafted for CCCM Tuesday to be finalized, please send comments.*  *HNPW session will be 21 April @1500 – 1600 Tom, Jenn and Chris presenting. Please attend!*  *Nigeria is still paused with their field testing.*  *Silently we remember Monir.*  *Discussion on retreat session pushed to next meeting.* | **Jenn will draft paragraph to be shared with WG to be included about “who lives in camps”**  **Agnes will update new feedback into checklist.**  *Still pending! FAQ drafted for CCCM Tuesday needs to be approved and posted on website.* |

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