

STEERING GROUP

FACE TO FACE MEETING

29th November 2018

London



AGENDA

- Welcoming/ Members registration /Adoption of the agenda *(David Jakob)*
- Finalisation & endorsement of the revised Terms of Reference *(David Jakob)*
- Final review and validation of the 1st grant final report *(Florent Chane)*
- Presentation and endorsement of PALM as the data capturing tool *(Florent Chane)*
- Philippines stock data report and analysis *(Florent Chane)*
- Ways Forward *(Florent Chane)*
- Next Meeting/ HNPW 2019 *(Florent Chane)*

Steering Group Members registration

- British Red Cross – *Mike Goodhand*
- Save the Children International – *Susan Hodgson / Ruth Kidd*
- Welthungerhilfe – *David Jakob / Florent Chané*

Revised Terms of Reference

- Update of the current Steering Group composition
 - *Baptiste re-assigned => discuss with UNHRD for a replacement representative*
 - *ACF Spain (non active) => propose a seat to ACF international*
 - *WFP => Propose a seat to Global Log Cluster preparedness*
- Each seat represents an organisation that can be represented by 1 or more representative
- To remain in the SG, an organisation but be actively involved.
- Country(ies) benefiting ESUPS will be offered a seat as honorary members and on a rotating basis
- The number of voting members will remain an odd number
- Secretariat role will be managed by WHH project manager + assistant
- Updated ToRs to include a MoU as an objective
- ESUPS website dedicated to **Information sharing** not Information Management

Validation of the 1st grant final report

- Updates and changes to first draft validated
 - *Overall structure of the report maintained: Status / Past Events / Ongoing Activities / Recommendations*
 - *Restructuration of the recommendations to match the **new 4 pillars structure***
 - *Removal of previous personal angle and comments off the report*
 - *Removed mentioned of too specific groups or donors or relief items to keep an overall perspective of the report*
- **Report validated:** changes to be finalised and report shared with SG members
- Required authorisation from USAID to post the narrative final report on ESUPS website
- Current prepositioning strategies State report re-writing in progress.

PALM Platform

- PALM platform **endorsed as the Data capturing tool** for the ESUPS project
 - PALM respond to a **need**
 - Support **Localisation** agenda
 - Facilitate **standardisation**
 - **Provide expansion** opportunity beyond the initial 11 items
 - Support **SDG 17** – partnership.

- Will require endorsement from ESUPS countries to make information captured public

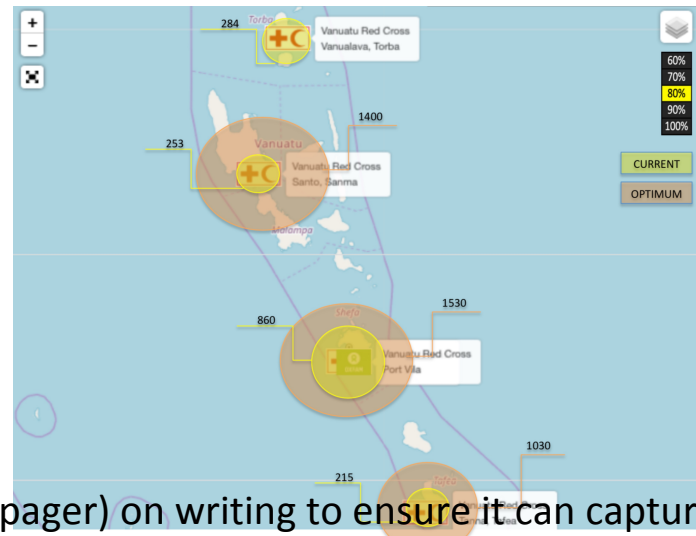
- PALM data capturing training will be integrated in new ESUPS countries first meeting

- ESUPS will work with GLC for the **phase 2/ adaptation and further development** of the initial Pacific focus of PALM

- Extra functionalities discussed to be built in a phase 2 development
 - Add an attribute to Stock item indicated they are available to be loaned/borrowed
 - Give PALM access to agencies with no stock to receive alerts for stock availability

Data Analysis

- Lack of stock data in the Philippines to get an accurate picture: around 80% of the data are the Government's and the other 20% mostly Save the Children and IOM
 - *Need to collect more info: WFP/ Philippines Red Cross/ Oxfam/ Caritas/ ADRA/ CARE/ ACF?*
- Presentation and endorsement of the concept of **overlaying the Actual stock data** (captured by PALM) **and the Optimum Stock data** (defined by Penn State University)
- Need to put precise **requirements for the algorithm** (1 pager) on writing to ensure it can capture additional variables such as replenishment factors, absorption capacities or others and to be shared with additional academics



ESUPS : Way forward

- Presentation of the new USAID grant and expected outcomes.
- Presentation **and endorsement** of the new 4 pillars structure for the ESUPS project
 - Coordination and Information Management
 - Data Collection
 - Data Analysis
 - Advocacy and Communications
- Endorsement of 2019 – Q1 activities (as per work plan)
- The PM will write a strategic narrative giving the overall picture of where ESUPS expects to go. The 4 pillars structure will be the “way” this strategy will be implemented.
- Need to define a baseline requirements for the Website development.
- Need to define a baseline statement for the Advocacy and Communication pillar. This pillar should also include objectives around social medias and KPIs for M&E.
- Next countries proposed and to be further discussed at HNPW 2019
 - ASIA-PAC: Indonesia/ Nepal/ Cambodia/ Mongolia/ Samoa
 - Next region: Latin America or Western & central Africa (to be discussed at HNPW)

Next ESUPS Meeting –HNPW 2019

- Update ESUPS page on Virtual OSOOC to facilitate registration
- 3 ESUPS sessions at HNPW 2019 validated:
 - Briefing session - Monday 4th Feb (increase network) – *(project manager)*
 - Annual Networking Meeting – Tuesday 5th Feb all day – *(All ESUPS WG members)*
 - SG meeting -Thursday 7th morning – *(Steering Group members only)*
- Discussion to be present in the exhibition area under way with other ESUPS partners
- Contents:
 - Presentation and Update of ESUPS project including new strategy and KPIs, where ESUPS starts and finishes (scope) + discussion on the next countries options.
 - PALM presentation : how it fits within ESUPS and how it will be used + how ESUPS might work with GLC for phase 2 development
 - Data analysis: present the last finding in the Philippines/ summarised the requirements and discuss the additional variables to be factored in.
 - Advocacy and communications: group work around data sharing, and branding

A.O.B

- Agreement reached that we need a clarification as to OCHA's involvement after their withdrawal of the secretariat function
- All future ESUPS SG meeting will be organised in a paper-free way, maximizing use of digital devices