DATE: 07 February 2019

LOCATION: International Conference Center Geneva, Room 20

CHAIR: Florent Chané (Project Manager ESUPS)

David Jakob (Co-chair ESUPS/Welthungerhilfe)

DOCUMENTATION: Britta Moormann (ESUPS Project Assistant)

LIST OF ATTENDEES:

	Sex	FirstName	LastName	Organisation
1	M	Florent	Chané	Welthungerhilfe WHH
2	M	David	Jakob	Welthungerhilfe WHH
3	F	Britta	Moormann	Welthungerhilfe WHH
4	F	Susan	Hodgson	Save the Children International
5	F	Georgia	Farley	WFP
6	M	Takuyo	Ono	IMO
7	M	Gauillaume	Mathieu	Action Contre La Faim
8	M	Jason	Acimovic	Penn State University
9	M	Naveed	Ishaq	Plan International
10	F	Anna	Taupling	Plan International

AGENDA:
1. Welcome & Introduction ESUPS
2. Coordination
3. Data Collection
4. Data Analysis
5. Next country engagement
6. AOB

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1.   WELCOME INTRODUCTION & FINALIZATION ESUPS MEMBERSHIP *(David Jakob)*

- As per decision on SG Meeting in November 2018, representation per organization within ESUPS SG rather than per individual
- Clarification of membership and focal point of
    o ACF France/ Spain: Alavro is removed and replaced by both Francois Queval and Guillaume Mathieu as focal points and alternative.
    o The Red Cross Movement (IFRC & British RC): Mike still representing BRC with Gemma as Alternative. Thomas representing the IFRC during Aseygul maternity leaves.
    o JICA is removed after lack of active involvement.
    o UNHRD is now represented by Georgia Farley, and remains co-chair with WHH until next election
    o OCHA is removed from the SG at their request but remain available to support with contact sharing and introduction in countries of ESUPS involvement
- Attendance of PLAN international as invited partner

- Agreed to reinforce the link with the GLC through the Concept Note and strategic documents

FOLLOW UP ACTIONS:

- o ESUPS ToR and background documents to be updated and shared with the members as well as being sent to Plan International attendees for consideration of joining in.
- o Update contact list of SG Members
- o Inform JICA, ACF Spain, and OCHA of them being removed from the SG group.
- o Underline the importance of alignment with GLC in narrative framework.

2. UPDATE REPORTING SITUATION *(Florent Chané)*

- Final report 1st grant finalised and shared with OFDA
- Current State Report finalised and shared with donor. Will be posted on website
- Last quarterly report for 1st grant and 1st quarterly report for current grant finalised and shared.
- Quarterly narrative ready to be shared.
- Next Semi-Annual report due is the semi-annual due 30th April.
- Website:
    - o Include Twitter and other Social Media Platforms
    - o Communication Plan to be developed
    - o Keep Web management simple and manageable for everybody involved
    - o Work on design and outlook of Website
- Revision of budget needed: once finalized circulated with SG, then with donor
- Workplan:
    - o Turn into narrative
    - o change indicator into outcome
    - o integrate traffic light system and update on it during quarterly reports
- Calendar of event to be posted internally with SG and externally (meeting from GLC etc.)

FOLLOW UP ACTIONS:

- o Share Final reports on Website
- o Share Current State report on Website
- o Share quarterly narrative report with Donor
- o Progress Website and wider Communication strategy developments
- o Develop and share internal and external calendars of events
- o Revise budget
- o Write 4-5 pagers narrative strategy

3. DATA COLLECTION *(Florent Chané/Jason Acimovic)*

- WFP/ GLC are in the process of rolling PALM over globally. That will come in the form of a consultation with partners to define the requirements to submit to the developers. The expectation so far is to have the consultation finalised by Q2 and development finalised by Q3.
- Concerns about GLC management indicating that they do not receive requests for PALM outside of the ones from the ESUPS project manager.

- Some security enhancements were already implemented through the Pacific PALM phase 2 early 2019.
- PALM platform functions as guidance model, tool needed to be combined with others to abstract strategic assumptions
- Should security be an aspect to be included as parameter?
    o Problem: subjective interpretation of security per agency/organization entering the data; not quantifiable in this model
    o Which added value would a security parameter bring?
    o PALM platform to be fed into GLC software architecture, which is covering the aspect already
    o Poses challenges to ESUPS-affiliated actors in terms of transparency to external observers, particularly considering governmental involvement
    o Capacity of warehouses to be confirmed.
    o Potential change: make location + quantity transparent, do not pin it to a concrete organization/agency
- Some specifics functionalities of the PALM phase 2 development should be financially supported by requesting members. As such ESUPS will pursue funding opportunities regarding the joint display of available and optimums stocks to develop that functionality conjointly with GLC.

FOLLOW UP ACTIONS:

    o From ESUPS members and their partners: push requests for PALM development use and further developments directly to GLC management to be included in the next GLC agenda at:
        ▪ stephen.cahill@wfp.org
        ▪ bruno.vandemeulebroecke@wfp.org
        ▪ martin.keitsch@wfp.org
    o Follow up with GLC on calendar for PALM phase 2 development consultation timeframe and process
    o Write a CN about the display functionality to trigger collaboration with GLC on joint development

4. DATA ANALYSIS *(Florent Chané/Jason Acimovic)*

- Prepare survey/questionnaire on how to analyze absorption capacity
- Define a way to prepare and present the recommendations reports given to partner countries.
- GLC has an indicator in their preparedness country list related to Private Sector. It could be interesting to understand what it is and if/how ESUPS could use that as a way to start including PS into the data analysis.
- Early May liaison ESUPS with academics at conference Washington
    o work interest groups academics humanitarian operations conflict management
    o Florent invited to present ESUPS

FOLLOW UP ACTIONS:

- o Define and share a survey for SG members about the assumptions made for the absorption capacity variable
- o Draft a recommendation report based on the Philippines pilot that can then be used for other countries.
- o Prepare presentation for Academics Meetings in Washington
- o Follow-up with GLC how the parameters 'local supplier quality and quantity' of potential countries of engagement list were determined for assessment

5. NEXT COUNTRY ENGAGEMENT *(Florent Chané)*

The following countries were endorsed as the next ones for ESUPS involvement, and in line with the 2nd OFDA grant requirements

- Philippines:
  - o UN OCHA/government cooperation established. The PM had a meeting with the Philippines Government to agree on the next step.
  - o Needs to identify a suitable date for second meeting in Philippines.
  - o Need to prepare the recommendations draft.

- Nepal (next country of engagement)
  - o Presentation of PALM platform done
  - o PALM training given
  - o Partners stock data collected and entered in the Platform
  - o Nepal WFP office got green light from the Government to use PALM for their contingency plans
  - o Ready to start the Data Analysis
  - o Define appropriate time for first visit

- Indonesia/ Haiti/ Honduras/ Samoa
  - o Identify partners in country: check with OCHA and 3W's in those countries.
  - o Update ESUPS CN to share at first contact.
  - o Define a planning of first visits

FOLLOW UP ACTIONS:

- o Identify a date with the Philippines for 2nd meeting + prepare presentation for recommendations.
- o Define date for first Nepal visit + identify partners via OCHA and GLC.
- o Trigger Data Analysis through collection of Logistics info in Nepal

6. WAYS FORWARD *(Florent Chané)*

- ESUPS to make contact with Réseau Logistique Humanitaire as an opportunity to promote the ESUPS project and to discuss ways to collaborate.
- Next GLC meeting to be held in Dubai by preparedness. If ESUPS is represented it will be most likely via SG members.
- Engage with the Inter Agency Procurement group (IAPG) to discuss potential attendance to their next meeting and see how IAPG and ESUPS could collaborate.
- Engage with the Finnish University interested in potential collaboration with the ESUPS project. Contact can be found through Sean Rafter from HELP Logistics
- Discuss with WHH to potentially meet with the Germany preparedness group at the end of April
- Global shelter cluster meeting potentially carried out in Geneva on 07 October (related to non-food items; presentation slot for ESUPS might become available through support of IOM)