

**ESUPS - STEERING GROUP
TELECONFERENCE
19TH November 2019
MINUTES**

I. Coordination:

- HR
- Funding & donors
- Country visits
- HNPW

II. Data Collection

- Progress on the platform
- Potential partners contacts (HELP, HLA)
- Technical requirement feedback

III. Data Analysis

- Nepal data integration in the model
- Distribution data for absorption capacity second model attempt
- Engagement with partners (CBI/ Hanken School/ Bollore, etc..)

IV. Advocacy and Comms

- Sofia
- Brochure
- Website

- **Were present on the call**

- Action Contre la Faim (Guillaume Mathieu)
- British Red Cross- (Mike Goodhand)
- IFRC – (Marie-Laure de Quina)
- IOM – (Takuya Ono)
- Plan International (Anna Tupling & Naveed Ishaq)
- Save the Children (Ruth Kidd)
- UNHRD – (Georgia Farley)
- Welthungerhilfe (David Jakob, Britta Moormann, Florent Chane)

- **Were Excused**

- OFDA (Gurmeet Philora)
- Penn State University (Jason Acimovic)

- UNHRD confirmed their role as co-chair until the next SG face to face meeting in February. ToRs were updated accordingly
- PM made contact with STC Norway as well as NorCross to get support in engaging with Norway MOFA as potential donor to explore
- IOM engaged with JICA as potential donor. Reply was not positive as ESUPS does not fall under the JICA funding mechanism.
- The ESUPS comms person recruitment process was finalised. Sofia Minetto is now onboard.
- It was agreed that the SG would be involved in the approval of the CN defining the future of ESUPS. This would allow SG members to keep better track of the project path and to communicate better internally about ESUPS. Once the CN is approved it will form the basis for the PM to finalise the proposals to donors.
- IFRC confirmed that BRC would remain the Red Cross focal point for ESUPS.
- The PM to further engage with partners in Nepal to get a meeting with the authorities.

HNPW

- OCHA shared their invitation. The PM and the ESUPS comms person are working on bringing the website to an acceptable standard before sending ESUPS invitations. The ESUPS preparation for HNPOW will start next week.

Follow up actions

1. ESUPS SG members to submit ideas regarding approaching Private Sector
2. PM to share Concept Note for ESUPS future beyond August 2020.
3. Collect SG members Indonesia contacts to trigger the same process as done in Nepal to engage with the Indonesian Government
4. Engage with HNPW coordination and admin requirements for registration, badges, etc.. Ongoing
5. Initiate connections with the relevant networks identified
6. Send invitations

- PM made contact with the Humanitarian Logistics Association (HLA) through STC contact assistance to discuss the hosting of STOCKHOLM. HLA were positive on the idea and suggested to get in touch with a company called Trelliz also working on platform development and who could potentially assist on questions related to regulations, licensing issues, etc...
- HLA also indicated it would make sense also for them as it would increase the outreach of the HLA and could also be of benefit to them, in addition to the added value of facilitated coordination within the HLA across the different platforms they would host
- HLA is also working on INSPIRE which is the consortium selected to progress the development of the EU Logs policy after their review and towards which ESUPS submitted a CN.
- HLA will be present at the coming [International Disaster Response Expo \(IDR\)](#) in London early December and depending on the progresses on the discussions (a second call is planned next week) it could be worth for the PM to attend there and meet HLW in person with some of their partners.
- The PM and David engaged with the WHH procurement department. Following their indication that WHH could submit a justification paper as to why to work with Tonkyn and Taylor, the PM started to work on a draft to allow direct contracting.
- Contact was made with HELP logistics to discuss how HELP could work with ESUPS. Sean Rafter will be busy until the end of the year but discussion with his representative will take place during the Logistics Cluster preparedness meeting next week in Rome. Additionally a meeting with Sean is being scheduled during the HNPW

- The breakdown costs over 5 years for the Stockholm platform was discussed with the developers, The following indicative figures were shared: **Year 1: 2000 USD/month = 24,000 USD // Year 2: 3000 USD/Month = 36,000 USD // Year 3: 3500 USD/month = 42,000 USD // Year 4: 4000 USD/month = 48,000 USD // Year 5 and beyond: 5000 USD/month = 60,000 USD.**
- Check licensing issues, restrictions and obligations After discussion with the developers we thought best to seek a consultant to lay out the regulations that need to be followed in all main regions of the world (Like the EU or the US) Re: data protection, license, etc... That option will be explored depending on the support we could already get through HLA contacts
- The PM made contact with an OCHA focal point on Kobo. A call is scheduled in the second week of December
- The PM replaced the “replenishment” terminology in the technical requirements for the platform and for the data analysis by “lead time”. Those technical requirements were reshared with the SG members as requested for a second review

Follow up Actions

1. Follow up discussion and meeting with HLA to identify potential areas of collaboration, and mainly around the hosting question
2. PM to get in touch with Treliz to see how it could help regarding the ESUPS requirements about licensing, data protection, etc...
3. PM to attend the IDR (if deemed necessary to progress discussions with HLA & Treliz)
4. PM to finalise the justification paper to WHH procurement to trigger direct contracting
5. PM to engage discussions with HELP representative in Rome around potential support in data collection
6. PM to follow up with Kobo rep to discuss support on the platform development
7. SG members to share feedback on technical requirement second round.

- PSU started the analysis of the Nepal Data. The intention is to have those ready by the time the PM gets a meeting with the authorities. Logistics information might be required to finalise the analysis
- STC help the PM get in touch with Bollore. PM got in touch and a call is planned next week to discuss how we could get support mostly around collecting lead times from various suppliers location to disaster prone countries in order to help the integration of the lead time variable integration

Follow up Actions

1. Liaise with Hanken School of Economics to define how they could be involved/supportive
2. PM to check with PSU what Logistics info are required from Nepal and share with SG members.
3. SG members to share main NFI suppliers location details as a starting point towards the integration of the lead time variable.
4. PM to engage with the CBI initiative regarding the integration of local supplies integration into the model
5. SG members to share historical distributions data from SG members

ADVOCACY

- HEC Canada started analysing all data shared by SG members and identify trends. However they will revert with follow up questions on the data shared to ensure the understand correctly. This might be a general request for clarification or an individual agency one.
- Depending on the progress HEC might be in a position to give a short initial presentation about the trends identified at the HNPW

COMMUNICATIONS

- Brochure finalised
- Website redevelopment ongoing. However it is already “operational and you can check it on esups.org
- LinkedIn and Facebook ESUPS pages created (not populated yet)

Follow up Actions

1. PM to collect clarification request from HEC to share with SG members
2. SG members to then provide the clarifications requested.
3. Follow up and organise HEC presentation in HNPW
4. SG members who have a LinkedIn profile, please do add a line about you being a member of the ESUPS SG to help the SEO of the ESUPS website

- The next ESUPS SG teleconference is scheduled for 15th January
- The next ESUPS face to face meeting is scheduled for Thursday the 6th February 2020 during the HNPW

Follow up Actions

1. PM to share agendas and relevant documents for both events