

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

- **UPDATES**

- Follow up on HNPW outcomes
- Follow up on February SG Meeting
- Update on project
- Comm's and website
- Way Forward

- **POINTS TO DISCUSS**

- Data collection tool
- Frequency of SG updates in-between face to face meetings
- Next face to face meeting dates and locations options

- **Were present on the call**

- Action Contre la Faim (Francois Queval)
- British Red Cross- (Mike Goodhand)
- OFDA – (Gurmeet Philora)
- Penn State University (Jason Acimovic)
- Plan International (Anna Tupling)
- Save the Children (Sue Hodgson) – *joined for the discussions points*
- Welthungerhilfe (David Jakob, Britta Moormann, Florent Chane)

- **Were Excused**

- IOM
- UNHRD

1. The PM gave some details on the project progresses on the basis of the outcomes of the HNPW and the February SG meeting using a traffic light system
2. The vast majority of activities either not-started or in stand by are related to the roadblock that constitute the no longer available PALM platform that had previously been chosen as the data collection tool. This constituted a dedicated discussion as the end of the teleconference.
3. Among the issue that situation causes, the limitation to engage with the new countries, since initiating activities there to collect data (on which to base the analysis of PSU) would raise expectations although those data would have nowhere to be placed, used, nor displayed for the moment. As a direct consequence the PM decided to put on hold the work that requires to be finalised with the Philippines and engage with the new selected countries being Haiti, Nepal, Indonesia and Honduras. Similarly it also limited the engagement with new partners such as IHC or AHA for the same reasons.
4. On the Joint procurement question discussions were initiated with the Inter-Agency Procurement group (IAPG)
5. Discussions were held on fine-tuning the coordination mechanisms included in the ToR's to find the right balance between an overwhelming engagement by the PM and a lack of engagement by the members between teleconferences and meetings.
6. The situation vis-à-vis the donor is up to date regarding due reports (next one in July) and a budget revision was submitted to cater for activities that were not included before

- In regards to the **COORDINATION pillar:**

- 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. **Done**
- Update contact list of SG Members **Done**
- Inform JICA, ACF Spain, and OCHA of them being removed from the SG group. **Done**
- Underline the importance of alignment with GLC in narrative framework. **Done**
- Share Final reports on Website **Done**
- Share quarterly narrative report with Donor **Done**
- Progress Website and wider Communication strategy developments **Done**
- Develop and share internal and external calendars of events **In process. Calendars defined but not shared yet**
- Revise budget. **Done. Waiting for approval**
- Write 4-5 pagers narrative strategy. **Done**
- Follow up with GLC on calendar for PALM phase 2 development consultation timeframe and process **Done with OFDA support. PALM is not an option any longer**

Follow up actions

1. Follow up with the IAPG on potential coordination mechanisms
2. Follow up with OFDA regarding the budget revision. The process was on stand-by until we got clarity on the PALM situation.
3. Revise ToR's to include the decision made about the frequency of teleconferences
4. Share calendars (to be later on included on the new website) including all proposed dates for future SG teleconferences and meetings
5. Next SG teleconference to be held early August (between this one and the next face-to-face meeting that should take place during the next Global Log Cluster meeting in Dublin, 24th-26th September 2019)
6. Add analytics (traffic light) in the quarterly narrative.

- In regards to the **DATA COLLECTION** pillar: All activities related or linked to this pillar had to be stopped or put on hold due to the non-availability of the PALM platform
 - Collect and compile stockpile mapping functionality requirements from ESUPS partners to feed into the PALM phase 2 development consultation by the GLC. **Not done**
 - Encourage ESUPS partners to feed and maintain their data into PALM where the platform is already active. **Not done**
 - Encourage ESUPS partners to feed their needs for a stockpile mapping tool directly to the Global Log Cluster. **Not done**
 - Write a CN about the display functionality to trigger collaboration with GLC on joint development. **Not done**
 - Identify a date with the Philippines for 2nd meeting + prepare presentation for recommendations. **Not done yet (avoid raising more expectations)**
 - Define date for first Nepal visit + identify partners via OCHA and GLC. **Not done yet (avoid raising expectations)**
 - Trigger Data Analysis through collection of Logistics info in Nepal **Not done yet**

The PM explained that the issue had been flagged to OFDA who then provided assistance in discussing the matter with the GLC to confirm that they were not willing to either develop nor hand over the IP for PALM.

Similarly discussions were held with the Welthungerhilfe management who confirmed they are not willing to take the responsibility to develop a new tool to collect data

Follow up Actions

1. Explore funding options for the potential development of a new Data Collection tool
2. Explore various options for developers as well as long term hosting & maintenance
3. Prepare list of requirements

- In regards to the DATA ANALYSIS pillar:

- Finalise the integration of the 2 variables Replenishment and Absorption capacities into the model. **In Process**
- Identify ways to « quantify » the private sector capabilities into countries to include into the model. A first step will be to liaise with the Connecting Business Initiative (CBI) network. **Not done yet**
- Liaise with the OCHA led relief items customs clearance project to help the definition of an appropriate HS code for the ESUPS 11 core items. **Not done yet**
- Identify other relevant areas of academic research that could be linked to refine the findings of the Model & Metrics system **Done**. The Project manager explained that he had initiated contact with the university HEC Canada. They have developed a similar model that the ones developed by PSU and discussions were held during the meeting in Washington as to the potential relation / comparison between the 2 models/

Follow up Actions

1. Sent out questionnaire to validate the assumptions chosen to define the methodology for the integration of the 2 new variables (Absorption capacity and Replenishment)
2. Engage with the CBI initiative to discuss the feasibility of integrating the private sector capacities in the model
3. Meet with the IFRC in July to discuss the possibility of a regional study over the Caribbean region together with HEC and the Canadian Red Cross
4. Establish contact with the Finnish University to identify potential areas of collaboration

- In regards to the **ADVOCACY & COMMUNICATION** pillar:

- The PM provided an update about the contact made with HEC Canada and the first draft concept note shared about the proposed research study on loan-borrowing and branding
- The project assistant did a presentation on the proposed structure and driving concepts for the new ESUPS website and for the ESUPS brochure. The initial discussion and feedbacks raised the following comments
 - Twitter and other social media accounts to be monitored and evaluated regularly with regard to their impact for ESUPS
 - Support in creating profiles on Social Media for ESUPS as it will make the project official and create positive incentives for involvement in the project
 - Support of the redesign suggestions by all attendees
 - Website link has to be integrated into the contact box of the brochure
 - US Aid Logo should not be smaller than the WHH one

Follow up Actions

1. Collect Feedback on the HEC Canada/ESUPS Concept Note
2. Finalise calendars (internal and external) and circulate for information and for members to add important dates of events, conferences, meetings
3. Formulation of Social Media Guidelines by contribution of SG Members until specified deadline
4. Nomination of points of contact for communication: 1 per SG Member organization
5. SG Members forward material in terms of visual and program-related content to ESUPS Secretariat to be used for Website
6. Provide short biography to be implemented into Website with professional high-quality picture

- It was agreed that the current frequency of teleconferences is too long apart from face to face meeting and it was agreed to take it down to every 6 weeks (and keep them shorter)
- As a consequence the next ESUPS SG teleconference will take place around early August 2019
- The next face-to-Face meeting will be held in Dublin at the same time as the GLC meeting (24th – 26th September) on either side either on Monday 23rd or Friday 26th.
- As suggested by Sue the PM will check with Concern or Goal to access a meeting room in their premises for the event

Follow up Actions

1. Revise ToR to include meeting frequency update
2. Suggest dates for the next SG teleconference around early August
3. Contact Concern & goals to check the possibility to access a meeting room in September
4. Establish contact with the Finnish University to identify potential areas of collaboration

- After 6 months of assistance, Britta, the project assistant, will terminate her contract at the end of June to focus on finalising her studies before her presentation in September (Best of luck Britta!)

Follow up Actions

1. Define the requirements (if different) for a new project assistant
2. Work with WHH HR department to identify a suitable candidate and proceed with the recruitment