



## VIRTUAL SESSION OF THE HLCM PROCUREMENT NETWORK THURSDAY 7 MAY 2020

### SUMMARY OF DECISIONS & OUTCOMES

**Chairperson** Ms. Bérénice Bessièrè (Director, Procurement and Travel, WIPO)

**Vice-Chairperson** Ms. Katinka Rosenbom (Chief Contracting, UNICEF)

**Secretariat** Ms. Kerry Kassow (UNDP)

The session was attended by 33 participants, representing 25 Organizations:

[List of Participants](#)

#### PART I

### 1. ACTION ITEMS ON MUTUAL RECOGNITION

PRESENTED BY PN CHAIR, MS. BÉRÉNICE BESSIÈRE (WIPO)

The PN Chair presented an update on the status of the actions items that were identified during the workshop on 'Operationalising the Mutual Recognition Agreement' held at the PN meeting in Valencia, October 2019.

The update included an overview of the volume and trends in uploading/sharing LTAs on the UNGM for 2018-2020. It appears that since early 2019 a few agencies have been actively uploading LTAs, and no significant increase has been noted since the last workshop. However, overall, the volume of LTAs uploaded in the UNGM so far in 2020 has been positive, particularly given the Covid-19 situation. This aspect will continue to be monitored.

**It was noted that future updates should also include the total number of active LTAs uploaded per agency in order to capture contracts of longer duration which have been uploaded prior to the period being monitored.**

**Aside from LTAs, information-sharing on regular contracts that have been awarded remains lacking in the UNGM. The PN Chair recommended that the UNGM Steering Committee explores how the uploading of Contract Awards on the UNGM can be increased across agencies.**

**It was agreed that the "Traffic Lights" matrix on PN implementation of UN cooperation activities would be recirculated for update.**

**Documentation:** [Status of Mutual Recognition Action Items](#)

### 2. HARMONIZATION WORKING GROUP - HARMONIZATION PROJECT PHASE 3

DECISION ITEM – PRESENTED BY WG CHAIR, MR. ERIC DUPONT (UNFPA)

#### (i) Evaluation Report, Phase 3

Further to the completion of Phase 3 of the Harmonization Project, an evaluation report was compiled based on feedback gathered from project stakeholders. Key findings from the report were presented to the PN for information.

**Overall there was a high level of satisfaction with the execution of the project and the performance of the project manager (consultant). In addition, the project was delivered under-budget. Remaining funds will be returned to the CEB Secretariat with the hope that they can be applied to future strategic project work identified by the PN.**



**As agreed at the PN meeting held in October 2019, the Harmonization Working Group will monitor on a regular basis the implementation of the common UN procurement templates. A survey will be circulated following this session, after which a progress matrix will be compiled.**

**Documentation:** [Summary Sheet - Harmonization Project, Phase III Evaluation Report](#)  
[Harmonization Working Group - Phase III Evaluation Report](#)

### **(ii) Template Text for Chapter 14 (for Procurement Manuals)**

At the last PN meeting, it was suggested that the Working Group improve the existing template text for Chapter 14 on UN Cooperation (for Procurement Manuals) in order to provide further clarity on collaborative procurement between UN Organizations.

Chapter 14 was subsequently revised in close collaboration with the Harmonization Working Group and presented to the PN for decision during this session.

**The revised template text for Chapter 14 was endorsed by the PN members. However, prior to finalization, point (e) under section 14.1.2 'Re-use of UN Entity Solicitation Results', will be elaborated to include that Organizations should obtain relevant and sufficient information from the entity owning the LTA in order for the contracts review committee to be able to do a meaningful review of the tender process.**

**Documentation:** [Summary Sheet - Harmonization Working Group - Chapter 14](#)  
[Harmonization Working Group - Chapter 14 template text](#)

## **3. MEMBERSHIP OF THE HLCM PN**

DECISION ITEM – PRESENTED BY MR. KIYOHIRO MITSUI (UNPD)

At the last PN meeting agreement was reached on the following:

1. Composition of membership
2. New members
3. Voting rights
4. Serving on the PN Management Board

With the continued support of the UN Secretariat, the Statutes have now been amended, as agreed, to reflect the above. The PN was asked to endorse the revised document.

A few points were raised, in particular regarding: HLCM members-only being eligible to vote on accepting new network members; the requirement for members to attend more than four PN meetings over a period of four years; no member organizations vetoing the acceptance of a new member based on competing mandates; and the need for clarity on which UN Code of Conduct the Statutes refer to.

**The PN agreed that amendment of the Statutes should be pro-longed no further and any new amendments will be strictly limited to the above points raised during this session. The UN Secretariat will address these points bilaterally with the members who raised them and re-circulate the document for electronic approval by the PN as soon as possible.**

**Documentation:** [Summary Sheet - HLCM PN Membership](#)  
[HLCM PN Statutes and Rules of Procedure March 2020 Proposal with track changes v.26Feb2020](#)  
[HLCM PN Statutes and Rules of Procedure March 2020 Proposal clean copy v.26Feb2020](#)



[List of HLCM PN Member and Associate Member Organizations  
v.9Mar2020](#)  
[Presentation - HLCM PN Membership](#)

## PART 2

### 1. RESUMPTION OF OFFICE ACTIVITIES

DISCUSSION TOPIC - LED BY MR. KENNY CHEUNG (WORLD BANK) & MS. KATINKA ROSENBOM (UNICEF)

In the lead up to the resumption of normal business activities, Organizations must plan how to deal with the re-entry of staff to premises and ensure business continuity with vendors. The World Bank has engaged a consultant to define the strategy, process and protocols that can be used to safely re-open the workplace, recover business activities and implement practices to sustain the recovery.

UNICEF also shared with the group, the return-to-office plan for its Supply Division in Copenhagen.

Although it is not a recommendation from WHO, agencies in some locations are undertaking collaborative initiatives to procure PPE for staff in HQ and corresponding Country Offices. The approach taken by CPAG was shared with the group and others were encouraged to share their experiences with FAO for the Rome-based agencies.

**Documentation:** [World Bank – Guidance on Office Re-Opening](#)  
[UNICEF – Back-to-Office Plan](#)  
[CPAG – TOR PPE for UN Geneva](#)  
[CPAG – Annex C PPE for UN Geneva](#)

These materials can also be accessed from the [Covid-19 Section in the UNGM Knowledge Centre](#).

### 2. COVID-19 WASTE DISPOSAL SOLUTIONS

DISCUSSION TOPIC - LED BY MS. ISABELLA MARRAS & MR. MARTIN GUARD (UNEP)

The disposal of PPE and other single-use medical items for Covid-19 carries substantial risk in terms of sustainability (environment and social). To address this issue, particularly in least developed countries, UNEP has developed practical guidance for the handling, storage and disposal of Covid-19 infected waste. UNEP presented the PN with three recommended disposal solutions, ranging from preferred to 'stop-gap'. Although this is not an area procurement staff is typically involved in, knowledge of the issues and solutions can perhaps be communicated to users. UNEP can be consulted with on the matter as necessary.

**Documentation:** [UNEP – Waste Disposal Solutions](#)  
[UNEP – Practical Guideline for Covid-19 Waste Management](#)

These materials can also be accessed from the [Covid-19 Section in the UNGM Knowledge Centre](#).



## AOB

**(i) Format for next PN sessions**

Given current circumstances, the PN agreed that the meeting format should be maintained as virtual for the remainder of 2020.

The next virtual session(s) should allow for updates from the various PN Working Groups.

PN members were encouraged to propose agenda items (to the PN Secretariat on [kerry.kassow@undp.org](mailto:kerry.kassow@undp.org)) as this will facilitate planning and allow the PN Management Board to determine frequency of meetings.

Going forward, the PN may consider having only one physical meeting per year complemented with one or more virtual sessions throughout the same year.

The order for the next physical meetings will be maintained as Rome (IFAD) and then Nairobi (UNEP), subject to availability of meeting facilities and continued interest from the host Organizations.

**(ii) Communication**

The PN is expected to provide the HLCM with regular updates on Covid-19 procurement activities. Therefore, PN members are reminded to collaborate and share information on any relevant activities with the network on an on-going basis.

**(iii) PN Management Board**

The PN expressed appreciation to Ms. Bérénice Bessière on the completion of her tenure as PN Chair and she will now rotate into the Advisory Chair role. The current Vice Chair, Ms. Katinka Rosenbom (UNICEF), will now take over as Chair and, recently elected Ms. Elisabeth Eckerstrom (ITU), was welcomed as the new Vice Chair.