**UNITED NATIONS SYSTEM**

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| **Chief Executives Board**<br>**for Co-ordination** | CEB/2009/HLCM_PN/1<br>10 February 2009 |

HIGH-LEVEL COMMITTEE ON MANAGEMENT (HLCM) PROCUREMENT NETWORK

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**Summary of Conclusions of the Fifth Session of the**

**High Level Committee on Management's Procurement Network**

(4-6 February 2009, Vienna, Austria)

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Please note that:

- the key action points, relating to time lines and responsibilities, are captured in the *Dashboard* which the HLCM PN uses to track progress of its activities.

- the attached Dashboard reflects the status of activities *prior* to the Vienna meeting, 4-6 February 2009

- the documentation referred to in the footnotes are not attached to this report

- all documentation, as well as additional information are available from the HCLM PN Secretariat at HLCM.PN@undp.org or Tel.(+45) 35 46 70 15.

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## I. INTRODUCTION AND BACKGROUND

1. The *High Level Committee on Management's Procurement Network* held its 1st session for 2009 from 4 to 6 February 2009 at the Vienna International Centre, Vienna, Austria under the Chairmanship of Mr. Dominik Heinrich (Director, WFP, Management Services Division).

2. The Procurement Network meeting in Vienna was *attended* by 25 of the 31 agencies registered as members of the Procurement Network. A total of 42 UN procurement representatives attended the meeting. A list of participants is provided[1].

3. The meeting followed the *format of three working days* with closed meetings and discussion for Network members around an agreed agenda[2]. Two working groups — the working group on Vendor Management and the working group on Harmonization — availed themselves of the opportunity to meet the evening prior to the start of the Procurement Network meeting.

4. The Network *thanked* UNIDO, IAEA and UNOV for assisting with the logistical arrangements and for making their facilities available for the meeting.

5. In continuation with its *green meeting initiative*, the meeting in Vienna was one of the most carbon-neutral venues for participants. Registration for the meeting was done on-line using a cost-effective internet-based facility. Paper copies of documentation were limited to an absolute minimum and available documentation was shared electronically. For more information on 'green' meetings/events[3], please contact HLCM Procurement Network Secretariat at hlcm.pn@undp.org .

6. The Chairperson *welcomed* participants and for the benefit of newcomers referred to the HLCM Procurement Network statutes and operating modalities, which can be obtained from the HLCM Procurement Network Secretariat at hlcm.pn@undp.org.

7. *Appreciation* for the work done by the chairpersons of the respective working groups and the contribution of resources by individual agencies to advance the work plans of the respective working groups was expressed. The contribution of the HLCM Procurement Network Secretariat was also recognised and warmly appreciated.

8. The Chairperson also had the pleasure to advise the larger Network of the *receipt of funding* for the submitted proposal on A Common Framework To Deal With Suspect Vendors[4].

9. The Chairperson recognised and appreciated the *interaction with other HLCM Networks*, i.e. Finance on harmonization of Financial Rules and Regulations as they pertain to procurement, Legal on common framework for dealing with suspended vendors, ITC on future collaboration, and most recently HR with regard to procurement job description, staff mobility and inter-agency rotation. The active, pragmatic and consolatory cooperation established between DOCO and members of the HLCM Procurement Network was also commended.

10. The Incoming Chairperson, Mr Michael Cora reiterated the emphasise on *collaboration* among agencies to advance the work plan, the significant progress made which culminated in the first receipt of funding, which for this Network – which has been in existence in an informal structure for more than 32 years – signified the coming of age and recognition, it has strived for over many years. This sentiment was also reiterated by Mr Warren Sach, ASG, UN Secretariat who congratulated the Procurement Network on its active and substantive progress.

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[1] List of Participants

[2] Summarized Agenda of the 5th Meeting of the HLCM PN, Vienna, Austria, 4-6 February 2009

[3] UNEP Green Events Brochure

[4] Common Framework To Deal With Suspect Vendors Proposal

11.     Participants introduced themselves and provided short statements of their *expectations* of the meeting. From these statements, it was clear that a common approach to vendor suspension remained critical as was brought to the forefront with the recent press coverage with regard to the handling of a vendor suspended by the World Bank; the further development of UNGM functionalities, as well as the widely related support of UNGM as the UN procurement portal; and the harmonization of procurement processes and procedures in support of One UN pilot countries and other country offices, remained high on the agenda of all organizations and hence confirmed the vision statement and work plans of the Procurement Network.

## II.     ADOPTION OF THE AGENDA

12.     The *agenda* as adopted by the Procurement Network included:
   (a) From Rome to Vienna — Status report [5]
   (b) Progress report from the Working Group on Professionalization In UN Procurement, including job descriptions for G and P grades[6]
   (c) Progress report[7] from the UNGM Steering Committee and Working Group on Vendor management including Rolling Budget 2009-2010[8], Post Factum Review 2008[9], Operational Report 2009-2010[10], UNGM Business Plan 2009-2010[11], UNGM Finance and Marketing Strategy[12], as well Common Framework To Deal With Suspect Vendors, Demonstration of Local Vendor Roster Functionality,[13] and UNCCS Plan of Action and status report[14]
   (d) Progress report from the Working Group on Harmonization[15] including Financial Rules and Regulations, Sustainable Procurement[16] and Support to One UN pilot country offices[17]
   (e) Progress Report of the Working Group on Supplier Access [18]
   (f) Show and Tell Session Carbon Offsets[19]
   (g) Show and Tell Session on UNDP's Certicification Programme for its Procurement Staff[20]
   (h) Conclusions, Nomination of Vice-Chairperson 2009/2010, Venue and Dates

13.     All *documents* concerning the session and related presentations can be obtained from the HLCM PN Secretariat at hlcm.pn@undp.org and will later be made available on the new HLCM PN site to be hosted on CEB/HLCM site.

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[5]     From Rome to Vienna Status Report and Dashboard

[6]     Job descriptions drafted by working group on Professionalization of UN Procurement

[7]     Presentation on Progress

[8]     Rolling Budget 2009-2010

[9]     Post Factum Review 2008

[10]    Operational Report 2009-2010

[11]    UNGM Business Plan 2009-2010

[12]    UNGM Finance and Marketing Strategy

[13]    Local Vendor Roster demonstration presentation

[14]    UNCCS Status Report and Work Plan

[15]    Presentation on Progress Report of the working group on Harmonization

[16]    Presentation on progress report on Sustainable Procurement issues

[17]    Presentation and supporting documents from UNDOCO as it relates to procurement activities

[18]    Presentation on progress report on working group on Supplier Access

[19]    Presentation on Carbon Offsets

[20]    Presentation on UNDP's Certification Programme

## III.    FROM ROME TO VIENNA — STATUS REPORT

14.    The HLCM Procurement Network Secretariat provided a *status report and overview of activities* over the five month period since the Network's face-to-face meeting in Rome, based on the Minutes from the HLCM's 16th Session, the Annotated Agenda for its upcoming meeting in February 2009 in Rome, and the Minutes of the HLCM PN's meeting in September 2008 in Rome[21] and presented the results as a 'dashboard' highlighting targets met and target delayed.

15.    Comparisons between the *dashboard* presented for the Rome meeting and the dashboard presented at the meeting in Vienna clearly highlighted the progress made. It was suggested that items in red be moved upfront and prioritized for completion as many of these have been outstanding over a longer period of time.

16.    It was stressed that *participation* in working groups should be supported by resources (time or funding) to advance the work plans of the respective working groups. Continued active participation is required to maintain the pace, expectations and results accomplished. A method to track time and resources invested by individual agencies to advance the work plans of the respective working groups as opposed to membership of a working group has been implemented.

17.    The *old www.iapwg.org site* was disabled prior to the meeting in Vienna due the fact that it was outdated and contributed to confusion in the press.

18.    The *new HLCM PN website* will be integrated with the CEB/HLCM website and thus firmly link the Procurement Network with its sister Networks and the HLCM. Reference to and a link from UNGM will be established.

19.    The Secretariat had been in touch with the *HLCM website managers* and work will start in April 2009 when a new platform is launched. In the mean time, preparation work for the migration of documents and information will begin.

20.    *Secure access* of the site will be managed by the CEB/HLCM website managers in close cooperation with the HLCM PN Secretariat.

21.    The Procurement Network remains mindful of the existence of the *UNGM* as its business portal and confirms that documents for general UN procurement practitioners' consumption will continue to be hosted on UNGM as its knowledge-sharing platform.

## IV.    FEEDBACK FROM THE WORKING GROUP ON PROFESSIONALIZATION

22.    The Working Group is *chaired* by Mr George Jadoun of ITC of ILO.

23.    The dashboard indicated the *progress* made by the working group and the chair of the working group complimented the members of the working group on their above-average active participation, since the Rome meeting, in producing the desired deliverables.

24.    At the Rome meeting, membership clearly indicated that standardized job profiles, internal and inter-agency staff mobility/rotation were *priorities*, as well as the ongoing issue of expanding training opportunities available for UN procurement staff. In addition, the task of keeping the Procurement Practitioners Handbook updated needed to be addressed.

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[21] Minutes of HLCM PN's 4th session in Rome, Italy, February 2009

*Job descriptions:*

25.      The working group drafted *job profiles* descriptive of the level of responsibility for the range of P and GS positions. The revised job profiles continue to be based on the ICSC model but were updated in order to incorporate newer competencies related to sustainable procurement , ERP systems, results-based management, Global Compact, systems to fight and detect corruption. These job descriptions now capture the wider aspects of supply chain management within the UN system of organizations.

26.      Generic (interpersonal) job *competencies* were excluded from the job descriptions in order not to conflict with the standard terminology used by the individual agencies in referring to such type of competencies.

27.      The *competencies framework* and supporting documentation developed earlier by this working group is available on www.ungm.org for reference.

28.      The job descriptions will be circulated for *final comment* by the agencies before end of February.

*Training:*

29.      Following endorsement of standard job descriptions, a *paper* will thereafter be prepared to identify UN system priority procurement training needs and proposals on how these needs could be met. This activity will be linked to job competencies.

30.      Agencies were requested to assist in compiling and structuring a *repository of training materials* that will be available to other UN agencies without copyright restrictions on their use. The HLCM PN Secretariat will assist with collecting the relevant information and materials.

31.      It was agreed that agencies will advise of *training courses* which are open to the staff of other UN agencies in order to provide additional opportunities to procurement practitioners.

32.      *Information* on training opportunities and training materials will be hosted on UNGM.

33.      *Monitoring and reporting* mechanism on shared training opportunities and materials is to be developed and will feature as a regular item on progress report of HLCM PN meetings. HLCM PN Secretariat to coordinate.

34.      *UNICEF* supported further cooperation and cost sharing with regard to training events in specific locations. The HLCM PN Secretariat will follow up with respective agencies.

*Staff Mobility and Rotation:*

35.      *Staff mobility* continued to be considered a critical aspect in ensuring development of a versatile procurement workforce by the larger Network. The working group was requested to prepare a paper on internal and inter-agency mobility for consideration at the Vienna HLCM PN meeting and subsequent discussion with the HLCM's HR Network.

36.      Post the Rome meeting, the working group conducted a *survey* to assess the importance of this issue and obtain an overview of existing arrangements and policies. Responses from 22 agencies were collected.

37.      Results from the survey were *inconclusive* and it was agreed to do a more comprehensive survey of which the results would be evaluated by the working group in order to decide how to progress.

38.      A more detailed survey questionnaire will be prepared by the working group for circulation by the HLCM PN Secretariat. Survey will be circulated the full membership and the identity of each respondent will be made available to the working group on Professionalization by mid-March 2009.

39.     *UNIDO* reported on its efforts with regard to internal staff mobility as a tool for staff development as well as knowledge sharing and experience fertilization across departments and units.

40.     40. UNICEF and IFAD reported *some experiences* with staff mobility, which greatly contributed to and enriched working environment and was applied in country offices and HQs. A time-based rotation rule was in place for Procurement staff and was part of the learning and knowledge sharing objectives of the organizations.

41.     *Additional issues* such as rotation policies may be seen as discriminated action aimed at procurement staff specifically, that rotation and staff mobility may have a negative impact on the procurement function in an organization in terms of loss of expertise, were raised.

### *Procurement Practitioners' Handbook:*

42.     It was reiterated that the *Procurement Practitioners' Handbook (PPH)* shall be maintained as a living best practice document. The prime responsibility for ensuring its success is a collective one since the working group on professionalization relies entirely on voluntary work and since its work also depends on the outputs produced by all other working groups.

43.     IFAD and UNICEF each *pledged* a resource for a two-week period to assist with the updating of the Procurement Practitioners' Handbook. IFAD would also verify FAO's availability for a similar contribution.

44.     *Additional topics* for inclusion in the Procurement Practitioners' Handbook were discussed. Sustainable Procurement, sharing of LTAs across agencies, common contract committees and addressing thresholds and other issues relevant to specialized agencies and One UN pilot countries, were identified. Additional topics should be sent to HLCM PN Secretariat.

45.     A request for a *glossary of terms* was again made by the representative of the Field Procurement Policy and Liaison Team, OUSG DFS. The purpose would be to provide common language when drafting procurement manuals and could be used in training. The use and share understanding of same terminology would also facilitate staff mobility and be of benefit to the One UN pilot country offices. The HLCM PN Secretariat will follow up on the request.

46.     A number of agencies requested a *summarized, simplified version* of the Procurement Practitioners' Handbook for non-procurement staff involved in procurement and newcomers to the field.

47.     It was agreed that the working group will detail the *scope* the work anticipated in updating the Procurement Practitioners' Handbook complete with an indication of time and resources required by end of April 2009.

48.     The working group will also develop a *long-term strategy* for the updating of the Procurement Practitioners' Handbook, including a funding proposal for this ongoing work at the next HLCM PN meeting.

49.     The HLCM PN Secretariat will facilitate *dissemination of information* regarding updating the Handbook via UNGM.

50.     The HLCM PN Chairperson *summarized* the session by reiterating that the fact that this Procurement Practitioners' Handbook has no legal grounding also implied that updating information to the advantage of the majority of agencies were possible and that information, such as that on Sustainable Procurement could be facilitated in annexes until further notice. The Procurement Practitioners' Handbook constitutes a tangible deliverable of harmonized prevailing practices and a mechanism for raising resources to keep it up to date needs to be explored.

## V.  PROGRESS REPORT FROM THE WORKING GROUP ON VENDOR MANAGEMENT, INCLUDING VENDOR SUSPENSION AND UNCCS

51.     The work of the *working group on Vendor Management* is largely encapsulated in the work of the UNGM Steering Committee, as membership is almost identical.

52.     During discussions the following *additional issues* were raised and should be incorporated in the work-plan of the working group on Supplier Access: 1) Review of registration form for on-line registration for both potential international and local suppliers, 2) Potential suppliers from 133 developing countries and 26 industrialized countries are represented on UNGM, which means that 33 developing and 2 industrialized countries are not represented. Information about opportunities and registration procedures should be distributed to those countries, 3) Review reasons why 50-60% of potential suppliers who start on-line registration do not submit for approval.

53.     A mechanism to recognize *outstanding performance* of vendors is available on UNGM where comments on a specific vendor can be made. Performance indicators should be shared with the Network. The HLCM PN Secretariat will collect existing information on share with working group members.

### *Vendor Suspension:*

54.     The proposal submitted for funding in April 2008, received the required *funding* to progress and finalizes the common framework, information sharing mechanism, as well as communication and training aspects planned.

55.     UNDP is the *lead agency* for the implementation and delivery of this project.

56.     James Provenzano, previously UNDP and now with *UNOPS*, led the discussion on vendor suspension/vendor eligibility.

57.     UN Secretariat shared a note received by the *UN Office of Legal Affairs* with the HLCM PN. As the note was not addressed to the HLCM PN at large, this note was considered for information only.

58.     The *issues* surrounding sharing of information on suspended vendors, and the lack of a common framework for dealing with suspended vendors and the resulting exposure of and reputational damage to the UN at large were emphasized by the recent press coverage with regard to the handling of a vendor suspended by the World Bank.

59.     Prior to the receipt of funding, *functionality* for sharing information on vendors who are suspended or restricted by other UN agencies has been established on the UNGM platform. This basic mechanism flags suspended or restricted vendors and make them visible to other agencies during searches of the UNGM vendor database.

60.     A mechanism for *adding* suspended, restricted, barred or other problematic vendors not registered with UNGM also needs to be developed. Currently there are more than 200 vendors suspended by UN Secretariat and only 28 are reflected as suspended/restricted.

61.     It was decided that the details of the common framework will be dealt with in a *sub-working group* dealing with the specifics.

62.     It was stressed that the common proposed framework was of an *administrative nature* with no judicial elements.

63.     A mechanism for *reinstating* suspended/restricted vendors should also be included.

64.     The HLCM PN expects to *report back* with the final framework to the HLCM meeting in September 2009.

65.     Input from the *Legal Network* was requested but not received in time for reporting to this meeting.

66.     *Communication* with the larger network will be facilitated by the HLCM PN Secretariat.

67.     *UN Secretariat/Procurement Division* will in view of the note by the Office of Legal Affairs review and reconsider its own position. As an active participant in the sub-working group on Vendor Suspension, it will keep the larger PN membership informed.

68.     HLCM reaffirm the responsibility of agencies to *share information*, in confidence and without publicity, on vendor suspensions and debarments, while recognizing that each is responsible for conducting its own due diligence.

### *UNCCS (United Nations Common Coding System):*

69.     *UN Secretariat/Procurement Division* led the discussion as the initiator and funder of the review of the UNCCS.

70.      An *action plan including  TOR* for the UNCCS Codes Review was circulated and formed the basis for the discussion.

71.     A *sub-working group* led by UN Secretariat was established under the UNGM Steering Committee to propose additions and changes to the UNCCS codes and submit its proposal to the UNGM Steering Committee for review and approval, before the proposal is submitted to the UNGM membership for final approval.

72.     For the sake of manageability, *membership* of the sub-working group was limited to UNPD (Chair), UNOPS (as UNGM service provider), UNDP, FAO, ITC, UNHCR, UNICEF. The organizations based in Geneva have agreed to forward their comments regarding UNCCS, or any new codes to be created, to ITC (Geneva focal point).

73.     The HLCM PN Secretariat will assist with continuous communication and coordination as a large number of organizations use UNCCS as part of their ERP system and thus a coordinated effort was of utmost importance and critical to the functioning of these organizations.

74.     The following deliverables were expected: 1) Additional codes to be included in the UNCCS by June 2009; 2) Proposal for other changes at the next HLCM PN meeting in 2009; 3) Proposal for implementation plan for other changes and strategy paper for a long-term maintenance and funding arrangements of UNCCS at the first HLCM PN meeting in 2010.

75.     The sub-working group was requested by membership to include an *analysis* of alternative coding systems, as well as advantages and disadvantages if UNCCS was replaced by a commercially used coding system.

76.     Discussion around the pro's and con's of the *UNSPC* followed. The HLCM PN Secretariat will circulate earlier documentation comparing the UNSPC and UNCCS and the suitability for specific use.

77.     A number of members urged that the *simplification* and significantly more user-friendliness of UNCCS should be kept in mind during the review.  This will greatly benefit both internal and external stakeholders.

78.     The impact and implications of *IPSAS* for UNCSS should also be considered.

79.     In addition, to the large number of UN organizations using the coding system, there are also some *external users* who should be considered. It is also suggest involving finance staff where these codes are integrated in ERP systems.

80.     *UNHCR and UNEP* highlighted their requirements for new codes and will relay these to UNPD.

## VI.   PROGRESS REPORT FROM THE UNGM STEERING COMMITTEE

81.     Mr Giorgio Fraternale (WIPO) is the Chairperson of the UNGM Steering Committee.

82.     The following *supporting documents* were submitted prior to the meeting for review by membership: 1)  UNGM Operational Report 2008; 2) UNGM Rolling Budget 2009-2010; 3) UNGM Finance Post Factum Review 2008; and 4) UNGM Business Plan 2009-2010; and 5) Draft UNGM Finance & Marketing Strategy (dated Oct 2008).

83.     The *UNGM Secretariat* had during 2008 completed the following tasks: 1) developed UNGM user manuals 2) developed UNCCS coding guide for UN staff and suppliers; 3) developed UNGM Quick Guide for UN staff and suppliers; 4) developed UNGM administrators guide, as well as regular newsletters, targeted Tenders Alert System promotion campaigns, regular communication and updates to focussed groups of UN users, day-to-day support to UNGM users on coding issues and a UNGM user training program**.**

84.     The following *key data* was presented:

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| Number of vendors accepted at least by one agency: | 12 740 |
| Number of "active" vendors (logged in at least once since 28/08/08)*:* | 9 555 |
| Number of suspended vendors (as at Feb. 2009): | 48 |
| Average number of new monthly vendor registrations: | 1000 |
| Number of countries with active vendors: | 172 |
| Countries with no vendor registrations: | 15 |
| Top 5 countries (# accepted vendors): | China, USA, UK, India, Germany |
| Number of developing countries represented: | 133 |
| Number of registered UN users: | 2070 |
| Average number of new monthly UN user registrations: | 50 |

85.     Since the HLCM meeting in Amman in March 2008, the following *functionalities* have been developed: 1) tender alerts subscription functionality; 2) UNGM version 4; 3) basic suspended vendor functionality; 4) re-designed UNCCS picker; 5) knowledge sharing platform, 5) local vendor roster, and; 6) Kompass database access.

86.     Preparation of *2009-2010 budget* was based on lessons learned in 2008; priorities identified by UNGM Steering Committee, HR costs as guided by UNOPS HR department, same level of subscription for Tender Alert Service, and same level of supplier submissions as in 2008.

87.     ITU proposed to *delete* a number of activities (e.g. HLCM PN website, repository of UN harmonized procurement guidelines and other relevant procedures, UNGM external procurement notices and contract award mining and real-time statistics) from the UNGM business plan 2009-2010 in order to reduce the costs for the members. The target of this exercise is mainly to eliminate the need for additional resources from the budget. This proposal was not supported.

88.     After thorough discussion and clarifications, the UNGM business plan 2009-2010 and budget for 2009 was *approved* for implementation by the Steering Committee taking into account those minor adjustments related to, e.g. substitution of the activity relating to the hosting of HLCM PN website, with other activities such as prioritizing of access controls and security, streamlining of the vendor registration form, etc. The service provider will revert on the estimated development time and requirements.

89.     The number of *subscriber to the Tender Alert Service* was 715 at 30 January 2009, which is an average number of monthly new TAS subscribers of 80. And gross income of USD160,000 has been derived from this service since its operation from May 2008.

90.     UNOPS as service provider *contributed* directly through its own resources, USD 76,340 to frontload development of immediate required functionality. UNGM members acknowledged and appreciated this contribution.

91.     UNGM members with *outstanding, unpaid invoices* are urged to settle immediately.

92.     The service provider advised that in future *one invoice* will be issued. The invoice amount will consist of the membership fee component and the pro-rated cost based on the previous years subscription rates. The actual final amount will be adjusted at year-end (2009) and carried over with the terms of the rolling budget to the next year.

93.     Membership *acknowledged and appreciated* the work done by UNOPS as UNGM service provider in the first year of taking this critical task over.


*Security and Access Control:*

94.     Issues with regard to *security, confidentiality and access control* to the private sites on UNGM which only UN practitioners have access were exposed by recent articles in the press.

95.     UNGM members agreed that access issues need to be addressed *immediately* by 1) establishing a focal point to vet and control staff login for that agency, 2) expire all logins, 3) add an automated expiry date aspect to all logins whereby logins will automatically expire every 2 months and require renewal with replies only sent to UN recognized e-mail addresses, and 4) all new logins to be vetted by focal point. It was also suggested to let logged-in staff *acknowledge and agree* that they are accessing sensitive information and thus have the responsibility to respect confidentiality with regard to all parties involved.

96.     A similar *disclaimer* where potential suppliers acknowledge that information submitted will be privy to UN staff could also be incorporated.

97.     Further *levels of access* were discussed, but will not be considered at present.

98.     It was agreed that the vision of UNGM as a *knowledge sharing platform* needs to be protected whilst ensuring that information entrusted by potential suppliers are secured and respected.

99.     *Communication* on measures taken to improve access control should be via e-mail and UNGM newsletters.


*Uploading of Procurement Notices, Contract Awards and LTAs:*

100.    The issue of *uploading of procurement notices* on UNGM was again raised. On average 225 active notices can be found on UNG; at any one time.

101.    Thirty-three agencies upload procurement notices from time to time. However, 90% of the procurement notices are currently contributed by just *six agencies*, i.e. UNDP, UNOPS, UNPD, UNIDO, UNESCO, and UNFPA.

102.    Agencies are again *urged to address the issues* regarding the uploading of their procurement notices consistently. In some agencies, the uploading of procurement notices on UNGM is a requirement stipulated in procurement manuals and for some agencies, such as UNFPA, UNGM is the only site for uploading of its procurement notices, thus preventing duplication and misunderstanding.

103.    The erratic *uploading of contract awards* is also problematic. The majority of agencies have an obligation to publish contract awards and agreement was reached years ago, that contract awards would be

displayed in a central place (UNGM) to enhance the transparency of the UN procurement system, as well as providing as much information as possible to potential suppliers.

104.    A *further functionality* of UNGM has been proposed to facilitate the automated data retrieval of procurement notices and contract awards of UN agencies that are not using UNGM to advertise tenders, as well to capture any notice that may not have been uploaded to UNGM by member organizations. This functionality will serve to further increase usage and value of the tender alert system, as well as address the perception that UNGM hosts all UN tender notices.

105.    This functionality was highlighted as *one of the priorities* to be considered for inclusion in the 2009/2010 UNGM work plan.

106.    Members were again reminded to update and maintain the database of *LTAs*. The service provider will not delete outdated LTAs for the time being as the old LTAs could serve as an indication of the existence of newer LTAs and serve as good reference materials.

107.    Some *reservations* with regarding to sharing LTAs with detailed contractual information were noted due to the evident problems surrounding access control of user.

108.    Access to LTAs will address on of the main issues in *One UN pilot countries*.


*Tender Alert Service:*

109.    The *inconsistent* uploading of procurement notices impacts on the subscriptions to the Tender Alert Service, as potential suppliers still are required to search website of agencies to ensure that they do not miss tendering opportunities.

110.    The *impact* on the Tender Alert Service means that potential funding for UNGM is not realised. In addition, potential suppliers subscribing are mislead by their assumption that they are notified of all UN procurement opportunity, despite a disclaimer warning against this assumption.

111.    A number of *marketing* campaigns has been executed in 2008 and a spike in subscriptions was evident post-marketing.

112.    Further *marketing materials* have been developed. It includes 1) an announcement which can be used on individual agencies websites; and 2) brochures for distribution at business seminars for the Tender Alert Service. More information can be obtained from the UNGM Secretariat.

113.    A *trial period* as an appetizer to subscribe to Tender Alert Service was suggested to increase subscriptions (currently after 8 months from launch at 7%) of the total number of potential suppliers using UNGM.


*Local Supplier Roster:*

114.    The *Local Supplier Roster* functionality was demonstrated.

115.    The *objective* of the local supplier roster is to capture the supplier market in country and facilitate the work of country office procurement staff adding efficiency and transparency, as well as enabling effective sharing of information which is critical specifically in the One UN pilot country offices.

116.    The Local Supplier Roster uses many of the same functionalities of UNGM, yet the registration process is *simplified* and does not require the same level of information to submit registrations.

117.    Some of the *functionalities* are: capacity to mass upload existing supplier rosters, approved suppliers visible to all UN agencies in country, key word searches, uploading of local LTAs.

118.    The system does not allow for *self-registration* by suppliers as yet, but this functionality is under development. This functionality should be completed by May 2009.

119.    UNDOCO volunteered to assist UNGM service provider to *test* local supplier roster in some pilot countries.

120.    *DFS* highlighted that for its procurement process registration with UNGM is a requirement, thus it is important to approve partially completed submission given they meet the minimum requirements.

121.    A *mechanism* to recognize/highlight the likelihood of the same supplier registering under a new name to avoid duplication and alert to potentially problematic registration, was requested.


*Annual Statistical Report:*

122.    The *Annual Statistical Report* deriving from an obligation of reporting for all agencies now falls under the mandate of UNOPS for compiling of this data.

123.    In order to address *quality of data* used for the compilation of the Annual Statistical Report, the UNGM Steering Committee is requested to put issues in writing to the individual organizations to assist them in acting.


*General:*

124.    The availability of information on UNGM in all *UN languages* was again raised. As a minimum French and Spanish would be required. As in the past, the cost implication and scope of this enhancement dictate its status on the work plan for UNGM.

125.    The possibility of making *general information* such as the UNGM Quick Guide available in Spanish and French will investigated.

126.    In addition to the materials developed by the *UNGM Secretariat*, it is also suggested that a UNGM staff member assists in business seminars specifically dealing with the issue of vendor registration, as well as organize training workshop for UN staff at the location of the business seminar.

127.    *Prioritization* of the UNGM work plan within the approved budget is the responsibility of the UNGM Steering Committee in consultation with UNGM members.

128.    UNGM members should *advise* UNGM Steering Committee with their comments and priorities by 5 March 2009.

129.    The *UNGM Marketing and Financing Strategy* was again presented for review and comment by the end of March 2009. HLCM PN Secretariat requested to assist and coordinate.

130.    IFAD had contributed EUR10,000 to the *consortium fund* (voluntary contributions by UNGM member organizations) towards development of activities agreed either by the Steering Committee or the UNGM plenary. WFP pledged to contribute to the consortium since local supplier roster functionality has been developed. The funds are to be used according to the approved business plan for 2009/2010.

## VII.  PROGRESS REPORT FROM WORKING GROUP ON SUPPLIER ACCESS

131.  The discussion was *led* by the HLCM Procurement Network Secretariat.

132.  UNPD's Ms Joanna Porreca volunteered to act as the *chairperson* for this working group. Her offer was gratefully accepted by members.

133.  The *activities* of the working group mainly focus around two activities: 1) enabling networking between suppliers and UN procurement officers through business seminars conducted according to guidelines; 2) reviewing the 'How to Business with the UN' presentation and updating with information on Sustainable Procurement, etc., as well as all other supplier related information; with the objective to draft a paper outlining proposals to improve efficiency of business seminars and develop performance indicators.

134.  The working group were *not able* to submit the paper outlining a proposal to improve business seminar efficiency and the accompanying performance indicators, although some initial work has been done in this regard.

135.  The *initial work* included consulting with organising entities on performance criteria and suggesting that the modus operandi used by the Netherlands be used to enable comparison.

136.  A *supplier seminar tool* on UNGM was suggested to facilitate the coordination and organisation of business seminars by enabling: uploading of potential suppliers participating by organising entity, guiding agency selection, communication with agency representatives by organising entity; and, dissemination of pre-seminar information to suppliers with regard to preparation and uploading of supplier marketing materials. Post seminar the tool will allow 1) tracking of registrations, 2) acceptance by agencies, and 3) allowing on-line comment by UN representative.

137.  Developing such a tool will be *subject to* funding and prioritization by UNGM Steering Committee.

### *Supplier-related Documentation:*

138.  Two *supplier-related documents* have been revised and will be circulated to the larger membership for review and feedback before publishing it in the public domain of UNGM. The documents are Practical Tips for Doing Business with the UN and Guidelines for Organising Entities.

139.  The '*How to Do Business with the UN*' presentation has been revised and adapted to cater for different stakeholders, i.e. suppliers with experience of UN market place, short version for suppliers with limited to no experience and an extensive version for suppliers with limited to no experience of the UN market, as well as a version aimed at suppliers of emergency goods.

140.  The updating of the *General Business Guide* has become critical as the publication was last updated in 2000 and subsequent updates have been superficial and sporadic and do not reflect up-to-date information. The Guide is referred to and used as a reference document for potential suppliers to the UN and contribute to confusion due to its out of date state.

141.  As the establishment and *maintenance* of the General Business Guide is linked to a decision by the SG in July 2000 stating "Focal points will be responsible for developing guidance on contacts with the business community based on rules, regulations and administrative issuances of the UN to ensure transparency in the establishment and maintenance of contacts with the business community" and as such this is a requirement all agencies have to comply with.

142.  In reviewing the mentioned documents, agencies are requested to specifically clarifying and suggest '*next steps*' after UNGM registration for potential suppliers. A number of documents encourage

supplier to be 'proactive', yet one-on-one contact, telephone calls etc are not encouraged. This issue is often raised in business seminar and a consistent, agreed response should be drafted.

### *Registration Forms and Procedures:*

143.    It is proposed that on-line registration allows for electronic uploading of promotional materials as a possible solution and to the benefit of potential suppliers and UN procurement practitioners.

144.    Also at business seminars, the *inconsistent* uploading of procurement notices and contract awards, as well as the varied registration procedures, despite agencies' commitment to use and integrate UNGM in their registration procedures, are problematic and confusing.

145.    During discussions on vendor management issues *some additional issues* were raised and should be incorporate in the work plan of the working group on Supplier Access. These additional issues are reflected in paragraphs 144 – 152 below.

146.    A thorough review of the *registration form* for on-line registration for both potential international and local suppliers should be conducted with the objective to harmonize agencies requirements and ensure best practices. Result should be presented to larger membership with recommendations for improvements and/or changes.

147.    Guidelines with the *minimum requirements* for acceptance for local and international suppliers for each of the respective agencies should be compiled to assist suppliers and avoid 'rejections' on submission as this has a negative connotation.

148.    *Limiting the options* for suppliers when selecting codes should be considered to guide potential suppliers. UNFPA uses this technique with success and it could be of benefit to both agencies and potential suppliers.

149.    Agencies were unanimous that the registration procedures should be more *user-friendly and simplified* to assist potential suppliers.

150.    UNGM administrators are requested to add the *reason for 'rejection'* when rejecting potential suppliers as this has a negative connotation and thus need to be dealt with in a sensitive manner.

151.    It is also suggested that the term '*approved*' can be misleading and as the process of approving vendors greatly vary from agencies to agencies, the working group is requested to consider this in its review of registration form and process. The term 'vetted' may be considered to indicate a thorough process with sufficient document were applied.

152.    Clarification on *terminology* (approved, rejected, suspended etc) should also be given to lead the supplier community and avoid confusion.

153.    UNGM statistics showed that *50-60% of potential suppliers* who started the on-line registration process never submitted their registration for approval. It was suggested that these potential supplier be contact to establish the reason for non-completion and to address the issues identified by such a survey.

### *Business Seminars:*

154.    UNGM statistics also showed that potential suppliers from *133 developing countries* were represented on UNGM. Efforts should be made to introduce the UN as a potential market to the remaining developing countries and UNGM, and specifically the local supplier roster facility.

155.    The HCLM PN Secretariat remains *responsible* for the coordination of inter-agency business seminars hosted by government entities.

156.    The Secretariat *reported* on the business seminars coordinated, attended and supported during 2008.

157.    It was evident that efforts to *engage and support developing countries* needed to be deliberate and focused in order to balance business seminar activities and to reach out to potential suppliers from developing countries.

158.    UN Secretariat suggested that *UN Economic Commissions* were approached and that business seminars were organized in cooperation in their respective headquarter venues.

159.    UNICEF suggested that business seminars in the *One UN pilot countries* could be a good starting point in addition to being a learning opportunity for all stakeholders. UNDOCO supported idea.

160.    A *decision note* for dissemination to organizing entities to be drafted and circulated for comment and approval by the Vendor Management working group.

161.    The note should *confirm* the decision of one business seminar event per country per year for developing countries and countries with economies in transition, and every second year for developed countries. Business seminars to take place in the hosting country to avoid unnecessary costs to potential suppliers, create equal opportunity for all potential suppliers, encourage and enable SMEs' participation, and contribute to climate neutrality avoiding numerous potential suppliers.

162.    As developing countries may not be able to cover the UN agencies' cost of participation in events, agencies are urged to make *budget provisions* and prioritized one event in a developing countries in the coming year. Survey showed that only 5 out of the 22 agencies responding to a survey have budget provisions for participation in business seminars.

163.    The Chairperson urged *consistency* from membership in enforcing and upholding decisions taken in the HLCM PN forum, such as the decision not to attend event which derive profit form the presence of UN agencies or are organized on a for-profit basis, as well as the decision to limit business seminars to one per country per year, irrespective of the venue in which such an event takes place.

164.    Activities planned for *2009* will be continued, but rules will be firmly enforced from 2010.

165.    The *UNPD's and ITC's schedules* of business seminars will be shared and agencies are welcome to indicate interest and participation in these seminars which takes place in developing countries.

166.    *ITC* hosted and organized events will also be communicated and open to agency participation.

167.    Business seminar *information* will be hosted on UNGM and coordinated by the HCLM PN Secretariat.

## VIII.  PROGRESS REPORT FROM WORKING GROUP ON HARMONIZATION

168.    The working group is *chaired* by Ms Jacqueline Schroeder, UNPD/UN Secretariat.

169.    The relevance and importance of this working group is illustrated in its *large membership*, which necessitated the creation of sub-working groups to provide focus and maintain momentum. Three sub-working groups were created: 1) sub-working group  focused on harmonized Financial Rules and Regulations and procurement manuals; 2) sub-working group on Sustainable Procurement embedding sustainability in procurement practices; and 3) One UN sub-working group actively and practically

supporting the One UN pilot country offices in joint procurement ventures in close cooperation with UNDG/DOCO.

170.    The working group follows the *work plan* outlined in its *proposal* submitted for funding, Procurement Process and Practice Harmonization In Support Of Field Operations.

171.    Despite the *lack of funding*, work is progressing satisfactorily with resources made available by the respective members.

### *Financial Rules and Regulations & Procurement Manuals:*

172.    UN Secretariat, UNDP, UNICEF, UNFPA, WFP, UNHCR and UNOPS were requested to comment on the *procurement-related regulations* and submit a draft for consideration by the Finance Network.

173.    The UNDG representative from the *Finance Network* briefed the HLCM PN informally on the outcome of the Finance Network's retreat the week prior to the meeting of the HLCM PN.

174.    In essence the Finance Network felt that the *original version* of the Regulations contained stronger and more specific wording than that the revised version submitted by the working group.

175.    The Finance Network didn't want to pre-empt the outcome of the HLCM PN and the working group will have the *opportunity* to consider the comments and outcome and present another draft by 18 February 2009.

176.    Specific *comments and feedback* would be made available.

177.    The sub-working group is *advised* to only suggest changes that are absolutely necessary and avoid the temptation of making semantic improvements.

178.    Currently *focus* is on regulations and accompanying rules will be dealt with at a later stage.

179.    ITU made a resource available to compare *procurement manuals*. Twelve manuals were received of which six were analyzed and summarized. These were the manuals for UNOPS, UNDP, UN, WFP, WIPO, and EBRD.

180.    In order to have a *comprehensive overview*, the procurement manuals of UNICEF, UNFPA and WFP (Non-food) need to be summarized and included. Agencies are requested to summarize their own procurement manuals along the guidelines for the structure to be confirmed.

181.    The summarized procurement manuals will be presented in a table format following *criteria* to be approved by the larger working group. Criteria will be circulated again for comment and feedback, before work proceeds on finalizing the summary.

### *One UN Pilot Country Offices Support:*

182.    Since the HLCM PN meeting in Rome, the working group has worked in close cooperation with *UNDG/DOCO* on procurement-related issues in One UN pilot countries. Several members of the HLCM PN are also represented on DOCO's Task Team on Common Services and Procurement and DOCO was represented at the HLCM PN meeting by the Common Services Advisor, Ms Elizabeth Spencer.

183.    *Focus* is on the One UN pilot country offices in Tanzania, Albania, Mozambique and Rwanda. In addition, there are four more pilot countries and 90 UNDAF countries to be rolled out over the next three years.

184.    DOCO *reported* on the status and specific issues being dealt with in each of the respective countries. Supporting documentation was provided.

185.    The following *common issues* were identified: 1) common analyses based on the KPMG report done for Tanzania country offices; 2) scoping of common procurement in country to obtain efficiency; 3) use of and common LTA's across agencies to ensure best value for money; 4) project planning for the development of the team(s) and its(their) activities; and 5) need for in-country indicators tracking and assessing development of common procurement for potential duplication in governmental systems.

186.    As part of its *work plan*, the working group committed to analyze the procurement issues, strategies, needs and outcomes at two of the eight One UN pilot countries and completing a status report by end of May 2008. This did not materialize, in essence due to lack of resources.

187.    However, it is committed to providing *on-demand* support to DOCO's procurement-related activities and prioritizing its activities according to DOCO's agenda.

188.    Three *key issues* need to be prioritized and addressed: 1) long-term agreements, 2) common contract committees, and 3) thresholds relating to delegation of authority.

189.    Common *long-term agreements* (LTAs) need to be developed in pilot countries for commonly used goods and services. Issues with regard to selection of lead agency; decision on local or international competition in establish LTA; management, ownership and use of shared LTAs; piggy-backing existing agreements; several LTAs for the strategic goods and services to ensure availability and best value for money, need to be addressed.

190.    Existing *documentation* relating to LTAs and consortium buying, as well as the lead agency concept will be shared with DOCO and the sub-working group by the HCLM PN Secretariat.

191.    It is agreed to compile *best practice guidelines* addressing these issues for use by pilot country offices. The guidelines will be based on similar guidelines available with UNICEF.

192.    *Terms of reference* will be drawn up by the sub-working group.

193.    The Chairperson reminded membership that the concept of *pilot* offices, afford the opportunity for testing 'out of the box' solutions and agreements during a trial period as discussion concentrated around individual agencies varying policies with regard to sharing LTAs.

194.    The issue of *common contract committees* to approve the use of common LTAs and other contracts needs to be addressed. Not only is this a need identified by DOCO, but the request to establish a Task force on Contract Committee Management was also made at the CEB Meeting of 24th October 2008 and endorsed the Report of the High level Committee on Management (CEB/2008/2).

195.    A *task force* on these issues will be led by Mr Krishan Batra, UNDP, with membership by UNICEF, UNHCR and WFP. Others interested in participation to contact HCLM PN Secretariat by end of February 2009.

196.    The *objective* of the task force would be to establish process which will ensure mutual recognition of agencies' respective procurement process in establishing contracts, as well as address issues with regard to varying delegations of authority, as these aspects are inter-related.

197.    *Terms of reference for Task force* will be drawn up by the sub-working group.

198.    Dialogue between sub-working group and PCDC to be established in order to address the issue of *government capacity development*.

199. On a practical note, the *UNGM local supplier roster* facility will be rolled out in four pilot countries as part of the testing and finalization phase, as well as an introduction to UNGM. This should allow significant enhancement of local supplier vendor management capacity, as well as avoid stand-alone platforms, which will result in greater system-wide coherence and cost avoidance.

### *Sustainable Procurement:*

200. Work related to *sustainable procurement* policies, practices forms part of the work plan of the working group on Harmonization and was reported on in this context.

201. Discussion led by UNEP and UNOPS.

202. The sub-working group had no points for decision for this meeting, but reported on the continued progress made highlighting the following activities (complete information available in presentation):

   1) Sustainable procurement practice note/statement/guidelines with definition finalised and published on UNGM

   2) Work on more advanced sustainable procurement guide and brochure continues

   3) Product guidelines with the guidelines for IT, completed, guidelines for paper and stationery, cleaning services, furniture and voting equipment in progress, and guidelines for Vehicles, Generators, heating cooling systems, energy sourcing (RECs), Catering (cantines), GHG Emissions, Leasing/ rental of buildings (SUN guide on Buildings' procurement) anticipated.

   4) Completion of three days training for procurers and requisitioners and first training course delivered. Several training course scheduled and planned for 2009.

   5) Sustainable procurement scorecard and indicators developed and available on UNGM

   6) Environmental labels guide in final stages and soon to be circulated to the group for comments.

203. UNEP reported on the feedback received from the training course held for Rome-based agencies.

204. The importance of having management buy-in was highlighted and will be addressed by preparatory meetings prior to actual training course, specifically aimed at senior management.

205. UNEP again requested that agencies share *case studies* for the training courses to enhance and support course material.

206. The sub-working group consulted the Network with regard to the *prioritizing of product guidelines*. DOCO requested leasing/renting of premises to be prioritized. Agencies are requested to advice on their priorities or preferences and endorse the suggested products by end of February 2009. HCLM PN Secretariat to coordinate.

207. *Information* on upcoming training on Sustainable Procurement to be shared on UNGM.

208. Materials will be available for inclusion in the annexes of the *Practitioner's Handbook* once the sustainable procurement guide is finalized.

209. The UN Secretariat reminded the sub-working group of its request for a *supporting document* to present to the GA to address some of their concerns around the issue of sustainable procurement and perceived implications for their suppliers. UNEP and UNOPS will continue to work with UNPD/UN Secretariat on this during the next months.

210. As mentioned under Supplier Access progress report, *business seminars* to support pilot country office procurement would be considered. This could be organized in relation to other training opportunities, such as the Sustainable Procurement training planned in a number of developing countries.

211. The Chairperson thanked all members of the working group for the progress made and acknowledged the individual organizations' commitment in supporting these activities despite a lack funding.

## IX.  SHOW & TELL: CLIMATE NEUTRALITY AND PROCUREMENT OF OFFSETS

212. The topic was *presented* by Mr Aniket Ghai from the Environment Management Group secretariat, UNEP.

213. The presentation gave a comprehensive overview of climate neutrality and the procurement of offset, focusing on the decision by the CEB with regard to carbon neutrality, why a common approach was required, including a focused summary of what greenhouse gases are and the inventory boundaries. It also looked at the links with sustainable procurement, what offsets are, the Clean Development Mechanism, who could sell certified carbon emission (CER) offsets to the UN and who in the UN had already bought offsets, and the tools available.

214. With regard to *own projects*, it was explained that there should be a firewall between an organization's own projects and assigning credit for these projects (no credit should be given unless these projects had satisfied the external independent certification and verification criteria of the Clean Development Mechanism).

215. Further discussions revolved around buying credits in bulk (which could take place in the future if there were enough organizations of the UN system interested in a collective approach), budget provisions or funds for offsets, timing of buying offsets, and retiring these offsets (to achieve climate neutrality, offsets should be retired rather than re-sold).

216. Both UNEP and UNESCO set a target of 10% *reduction in air travel budget* for their respective agencies.

217. The HLCM PN membership is mindful of the reservations of some *member states* with regard to the use of funds for buying offsets.

## X.  SHOW & TELL: UNDP's PROCUREMENT CERTIFICATION PROGRAMME

218. Mr Marco Soested from UNDP's Procurement Support Office presented UNDP's externally certified and recognized training programme.

219. The presentation *outlined* the reasons behind the certification programme, which was in essence complying with audit recommendations and the critical importance of professionalization of their procurement cadre to deal with increasing volume and complexity exposing the organization to potential monetary and reputational loss if unaddressed.

220. The invaluable analysis and work done by the now called, working group on Professionalization on *Common Certification*, formed the basis for UNDP's initial work in identifying an external certification body.

221. An *overview* of the requirements for its procurement certification programme, acquisition strategies, comparisons of external certification bodies, as well as the content and requirements of the respective levels was given.

222.    *Discussions* revolved around the amount of customization required for an on-the-shelf product, time invested, and availability to other agencies, as well as costs for initial product and customization.

223.    The *issues* of the incentive for procurement staff to embark on an internationally recognized procurement certification programme, the extent to which learning time is/should be part of working time, whether certification should be mandatory and whether the org can enforce it as an requirement, were also touched upon.

224.    Consideration of a Common Certification programme for all UN agencies was not further discussed in the plenary as this issue was dealt with in the past.

## XI.    NOMINATION OF VICE-CHAIR, VENUE AND DATES FOR THE NEXT MEETING

225.    Ms Shanelle Hall, Director, UNICEF Supply Division was nominated as the vice-chair for the period 2009/2010 and will chair the Network during the 2010-2011 period.

226.    It was agreed that the *next meeting* will take place in Paris, France in compliance with the Procurement Network's commitment to meet the criteria of selecting venues in line with its carbon neutral guidelines, where there is a significant presence of local procurement capacity with the objective of involving the procurement practitioners by transmitting the spirit of collaboration present in the Procurement Network. The meeting will take place from 2-4 September 2009.

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# Early Warning Indicator Dashboard — From Rome to Vienna, 29 January 2009

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| 11 (a) | Share information on 'green meetings' via UNGM | HLCM PN Sec | End of October | ☺ | Shared with ITC Network. UNEP continues with work on this project and once finalized information will be shared via UNGM. |
| 11 (d) | Update on WORKING GROUP on Supplier Access progress | Working Group on Supplier Access | Next meeting | ☺ | Funding remains critical for implementation of activities aimed at developing countries. Update on status expected from outcome of video conference with HLCM on Thursday, 29 January 2009. Dominik Heinrich, Chairperson to update at meeting in Vienna. Information to be shared on UNGM. Surveys on Business Seminars completed by 22 agencies. Thank you! Discussions to follow in Vienna. Please advise Susan Struck at susan.struck@undp.org of all organized/proposed supplier-related events in your region. |
| 11 (i) | Investigated areas of Cooperation with PCDC | Working Group on Harmonization | Next meeting | ☺ | Initiated dialogue and were planning an information session via video link for the upcoming meeting in Vienna. However, logistics and time constraints prevented. Procurement Capacity Development Centre's first annual report with insight into activities can be found on www.unpcdc.org In addition, PCDC has been put in contact with UNDOCO for with regard to coordination and members will updated on outcomes. |
| 15 | Specialized agencies invited to comment on FRRs | Specialized Agencies | End of Sep 2008 | ☺ | ✍DONE. No additional comments were received from Specialized Agencies. Work on FRR in general progressing as planned |
| 19 | Discuss and suggest revised terminology and process description for 'waiver' concept | Working Group on Harmonization | Next meeting Inclusion in FRRs | ☺ | FRR has been finalized for submission and Finance Network spoke person will join via video/telephone link in upcoming meeting in Vienna. |
| 21 | Incorporate terminology in FRR in Practitioner's Handbook | Working Group on Professionalization | Staggered Approach to be agreed | 😐 | Dependent on completion of work by Working Group on Harmonization |

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| 22 | Status report on 2 Pilot countries | UNDP | | ☺ | Despite the lack of funding, the Procurement Network has made valuable and practical contributions through its active participation in an initial workshop in Tanzania and through its participation in UNDOCO's Task team on Common Services and Procurement. Another indicator of the level of coordination and cooperation is the fact that an UNDOCO representative, Elizabeth Spencer will be participating in the upcoming meeting in Vienna and report on the status in the respective pilot countries. Welcome, Elizabeth! The working group will revise work plan to ensure alignment with needs and requirements of country offices involved. |
| 25 | Respond to UNDG's Business Operation Issues | UNDP, UNICEF, UNOPS, WFP and UNHCR | End of Sep | ☺ | ✆ **DONE** |
| 25 | Establish communication line with UNDG | Management Board | Immediately | ☺ | ✆ **Done**. HLCM PN Secretariat focal point |
| 26 | Participation in Tanzania mission on UNDG's request | Management Board | Immediately | ☺ | UNICEF and UNDP participated at own cost in a workshop on procurement-related issues in Tanzania in October. Report to be circulated, when received from UNDG focal point. Experience from Pilots to be shared on the UNGM. To be coordinated with UNDG focal point. |
| 27 | Invite UNDG representative to next HLCM PN meeting | HLCM PN Sec | End of October | ☺ | **Done** |
| 28 | Organisations to provide HLCM PN Secretariat with procurement manuals | All interested organisations | ASAP | ☺ | Procurement Manuals from the largest agencies have been sent to UN Secretariat and ITU has offered an intern to work on the first round of comparisons |
| 31 | Develop strategy for sharing generic specifications | Working Group on Harmonization | Next meeting | 😐 | Limited resources and prioritization of activities resulted in this activity not being started. The need for an effective mechanism for updating and sharing of LTA was identified as a much more urgent requirement and thus will take preference. This activity will be scheduled once work plan has been revised. |

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| 38 | Final comments on sustainable procurement definition and practice note | Working Group on Harmonization | End of Nov | ☺ | Has been finalized after circulation and comments received from members. Referred to as SP statement and published on www.ungm.org under Knowledge Centre, Sustainable Procurement for UN Procurement Staff. Login required. |
| 39 | Share potential case studies for sustainable procurement practices with Working Group on Harmonization | All agencies, UNIDO specifically | Mid-December | ☺ | UPU, UNON, UNOG, IFAD, UNDP, OPCW shared case studies. Thanks so much! Cases to be finalized for publication and uploaded on UNGM.<br><br>Cases to be added to training materials |
| 40 | Establish dates and venues for Sustainable Procurement Courses | HLCM PN Secretariat | End of Oct | ☺ | The following dates have been confirmed for 2.5 day workshops: Rome (24-30 January 2008), Vienna (April 2009)<br><br>Other workshops planned: Panama, Bangkok, Vienna,  Geneva and Copenhagen<br><br>For more information about the workshop near you, please contact isabella.marras@unep.org |
| 41 | Incorporate SP materials in Practitioner's Handbook | Working Group on Professionalization | Next meeting | 😐 | Dependent on completion of work and resources.<br><br>Working group to revise and discuss schedule and resources required for completion of this work and other related updates to Handbook |
| 43 | Share SP info and practice note on UNGM | Working Group on Harmonization and UNGM | End of Nov. | ☺ | Has been finalized after circulation and comments received from members. Referred to as SP statement and published on www.ungm.org under Knowledge Centre, Sustainable Procurement for UN Procurement Staff. Login required. |
| 43 | Make provision for suppliers to provide voluntary information with regard to environmental and social performance | Working Group on Harmonization  and UNGM | Next meeting | 😐 | Dependent on priorities set by UNGM SC |
| 44 | Include SP info in How to Do Business with the UN | HLCM PN Secretariat | Next meeting | 😐 | Proposed text to be discussed at next meeting of WG |

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| 44 | Prepare supporting documentation for GA re. SP and suppliers from developing countries | UNEP and UNOPS | End of 1st qrt 2009 | ☺ | The draft version of the paper prepared for the GA is ready (ahead of schedule!) for circulation and discussion at the upcoming meeting in Vienna. |
| 50 | HLCM and Legal Network to agree on an approach for vendor suspension/eligibility | All organizations | Year-end | 😐 | Priority for all organizations. Decisions to be reported to HLCM at large for their meeting in March 2009. |
| 51 | Identify two focal points for information sharing on vendor restrictions per organisation | All organizations | End of Sep | ☹ | Action required |
| 53 | Prepare proposal regarding review and updating of UNCCS | SWG on UNCCS | UNPD driven | ☺ | ☝ **DONE**. UNPD providing funding and resources. Document attached |
| 69 | Recommendation to HR Network re. Staff mobility | Working Group on Professionalization | Next meeting | 😐 | The working group has conducted a survey among 22 agencies on the current status of policies/guidelines on both issues in order to move forward on these issues. Contact has also been established with the HR Network in this regard. They will report back on status and clarify requirements of members. |
| 69 | Develop procurement job profiles for range of grades | Working Group on Professionalization | Next meeting | ☺ | Job descriptions for the G and P levels have been developed and will be circulated for review to members. |
| 71 | Share job descriptions and training materials for Working Group on Professionalization | All organizations | Mid-Oct | 😐 | A handful of organizations shared information and the basis of the ICSC generic job descriptions were used as basis for UN specific job descriptions. |

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| 72 | Prepare paper on UN procurement training needs and how to meet these | Working Group on Professionalization | Next meeting | 😐 | UNDP training calendar circulated and will be uploaded on UNGM. Due to lack of resources, this has not been an activity prioritized by the working group, but will be scheduled with more achievable time lines after discussion in Vienna. |
| 78 | Upload procurement notices on UNGM | All UNGM members | Immediately | 🙂 | Significant improvement! Well done and thank you! Special recognition goes to UNFPA and UNESCO who use UNGM as their only gateway for suppliers to procurement notices. WIPO, IFAD and UNOPS also deserve a special mention for 100% correspondence between notices on their own website and that on UNGM. |
| 79 | Members to provide UNOPS with information re focal points for IT and uploading of procurement notices | All UNGM members | Immediately | ☹️ | ⚡ Action required |
| 80 | Update LTAs | All UNGM members | Immediately | ☹️ | ⚡ Only UNFPA seems to upload their LTAs . . . |
| 82 | Formulate procedure for mandatory prequalification mechanism for WHO and other agencies with the need | UNGM Steering Committee | Next meeting | 😐 | Update to be provided by UNGM Steering Committee. |
| 84 | Incorporate HLCM PN Website into UNGM | HLCM PN and UNGM | ASAP | 😐 | Link to CEB/HLCM via UNGM Lack of resources has prevented completion of this activity. HLCM PN Secretariat to report back on status in Vienna |
| 85 | Confirm OSCE membership of UNGM | UNGM Steering Committee | End of October | 🙂 | Confirmed OSCE and AFDB |
| 87 | Review and comment of UNGM Marketing and Financing Strategy | All UNGM Members | End of Sep | 🙂 | IFAD invested EUR10,000 in UNGM consortium fund Reminder that year-end investment UNGM work plans could benefit continued improvements and developments |

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| 92 | Refine e-tendering tool | IFAD and UNGM | Next meeting | 😐 | IFAD funding translation of supplier interface of e-tendering tool |
| 100 | UNDP requested that organizations share export related training materials where possible | All organizations | End of Oct | 😐 | No longer relevant |
| 102 | Liaise with Legal Advisors with regard to 'origin of goods' concept | UNDP | Next meeting | 😐 | |
| 107 | Draft reaction for consideration by Network on JIU Note | UN Secretariat | Next meeting | 😐 | |
| 108 | Approach org mentioned in JIU note and not members of UNGM | UN and HLCM PN Secretariats | Next meeting | 😐 | |

## Outstanding from Amman

| 92 | Develop mechanism for follow-up after business seminars | Working Group on Supplier Access | Sep 2008 | 😐 | Incorporated in work plan |
|---|---|---|---|---|---|
| | Generic specifications to be send to HLCM PN Secretariat and uploaded on UNGM | All agencies, HLCM PN Secretariat | | ☹️ | Have done Sustainable Procuremetn Generic Specifications, Others to be improved. |

| Ref para | What | Who | When | Progress | Status |
|---|---|---|---|---|---|
| | Develop strategy for sharing generic specifications | Working Group on Harmonization | Mar 2008 | 😐 | Have hooked up with ICT Network and Engage with ICT network with objective to stand arise requisitioning and standardized SPECIFICATIONS |
| | IAEA to share specification guidelines once done | IAEA | Sep 2007 | 😐 | Followed up with Mr Hesling. Guidelines are not finalized as yet, will be shared when available. |
| | On-line course to supplement Practitioners Handbook | Working Group on Professionalization | From Sep 2007 | 😐 | UNGM-related activities to be stepped up. Translation of Practitioners Handbook to be followed up. |

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