WFPLCU Heads of Office MEETING

Khartoum 3 December 2011 - 9.00 am to 5.00 pm

Note for the Record

Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Chris Clark</td>
<td>Head of WFPLCU – Khartoum</td>
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<tr>
<td>Douglas Osmond</td>
<td>UNHCR</td>
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<tr>
<td>Mdshah Alam</td>
<td>Pipeline Manager – Khartoum</td>
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<td>David Wemyss</td>
<td>Rest of Sudan – Coordinator</td>
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<tr>
<td>Alla Ismail</td>
<td>Logs Assistant (Pipeline)</td>
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<tr>
<td>Nevins Saeed</td>
<td>Sector Information Officer – Khartoum</td>
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<td>Seare Mihreteab</td>
<td>GIS Officer – Khartoum</td>
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<td>Diana Chikuwa</td>
<td>HoO – Geneina</td>
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<td>Bjorn Strandberg</td>
<td>Darfur Coordinator/HoO – El Fasher</td>
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<td>Patrick Noonan</td>
<td>HoO – Nyala</td>
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<td>Prince Tucker</td>
<td>NFI &amp; ES Coordinator - Nyala</td>
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<td>Ahmed Eldukheiri</td>
<td>HoO – El Obeid</td>
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<td>Sameer Ahmed</td>
<td>UNOPS</td>
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<td>Hussam Sarrag</td>
<td>UNOPS</td>
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Agenda topics and discussion (Presentations are attached for reference)

1. **Introduction - Overview**
   - Chris welcomed the participants. Participants introduce themselves. UNOPS introduces their team.
   - Difficult transition between now and March of transition, looking to the smoothest way to go forward.
   - Major obstacles for transition is funding, slight transition delay, initial target was December 2011. Will receive funding for logistics, several requests coming in during the past week.
   - Chris: Plan was for this meeting to be held in the field, I changed my mind to accommodate UNHCR, UNOPS plus over all it is more cost effective in Khartoum
   - Transition 4TH meeting since I have been here
   - PLANNED FOR EVERY SIX WEEK, this did not happened due to storms flight cancellations
   - Value for these meetings, big picture and not refer to small issues that can be fixed out of a meeting
   - First meeting was a revolving door meeting. To date we have still to agree on a warehouse capacity formula. Difficult as different commodities and stow factors
   - Expect people to stay for the entire meeting
   - Be positive and prepared
   - Each meeting has a theme
2. **UNHCR transition**

- Chris: TO UNHCR ALBEIT SLIGHTLY DELAYED, which I am hoping will be carried through in your presentation and thought processes; I included a special agenda point using SAG as a model for shelter transition.

- Transition more problematic than anticipated.

- Funding: UNHCR finally signed an agreement will UNOPs for 2012, agreement will be signed for money. Issues still pending with IOM.

- Independent funding channels for all Pipeline partners, the long time goal is to receive all funds through UNHCR, with UNHCR signing with Partners.

- NFI: Purchasing of NFIs, looking to reduce caseloads, more thought needs to go back to ABC methodology.

- HR: WFP contract extensions until April, once receive funds, UNOPS will start picking up contracts. UNOPS confirms no Intentions on mistreating staff, trying to keep a positive outlook.

- Future: Pipeline to move towards shelters. UNHCR talks about moving towards shelters, more issued to be consider are (water, Land ownership and drainage).

- As of now 50 shelters in Zamzam camp in constructions right now only.

- Tips from UNHCR: Vocabulary in use in UNHCR is “IDP participations and 75 % of population woman and children, IDP leadership, maximizing participation of Woman in distribution” Douglas suggested to Play the vocabulary and everything will work.

- UNOPS: we have learned a lot on how they we work with UNHCR, hard part is over working template for 2012. Culture implications as 3 working cultures merging, focus on getting stuff done on time. UNOPS trying to get physical transition asap. UNOPS is trying to get offices all in place by End of FEB.

- HR side: All national staff with transition at the same time. For international contracts, visa issue is out of our control, transition will be gradual with a focus on having everyone in place by the 31st March. Samir to start looking for a place preferably near OCHA for office rental.

- With all the change taking place a communication mean is to take place for informing all stakeholders.
### 3. Staff and Structures

- All staff structure and contracts end by 31st December, all documents in place, waiting for money to be deposited to extend staff.
- Chris has stressed that he doesn’t want staff to lose on annual leave, all supervisors to encourage staff to claim leave before end of the year.
- On termination benefits, National staff will receive no termination benefits as long as an offer awaits from UNHCR agency. If staff member doesn’t wish to join UNHCR termination benefits apply.
- Visa Process for International Staff, Staff need to leave country and come back.
- Dave leaves 28th December, Bjorn 16th of December and Chris 23rd of December.
- As required by management all Staff to draft Handover notes before close out.
- Some funds are to be put aside for National staff benefits.
- All Items to be transferred from LCU to UNOPs.
- National security to be informed in advance. HAC was officially notified in all meetings.

### 4. Advisory Panel

Notes were circulated to everyone, the next advisory panel in February.

### 5. Matters arising from Minutes of Meeting of the 1st August 2011

- Prince: Guiding Principle How far are we doing on the updates, we need to add distribution, ABC, etc
- Nevins: LCU updated their parts, UNHCR needs to fine-tune to see if they need to add anything else, any addition needs to be approved by the Advisory panel.

### 6. UNIT – SECTOR PRESENTATIONS

**NFI-ES Sector Lead**

**Slide presentation on Sector lead activities/ reporting / funding**

- CERF appeal for SKS on hold, Inter-agency mission planned for Abyei cancelled. Slide presented showing value of stocks lost in Kurmuk.
- 2012 HWP completed in Nov.
- Currently working on the CHF 2012 policy paper circulated to partners, 23 papers submitted, high priority were considered with an addition of 3 more medium were added. El Ruhama assessment pending discussion with SD FO. Medium priority Projects can be included if essential to Sector activities.
Justification needed
- UNHCR budget sheet was presented as 3 budget sheets.
- Project sheets: 12 HP, 3 MP, 2 LCU project sheets
- budget is 2 Million for Sector not including Core Pipeline
- TRG minutes not yet complete. A follow-up meeting planned for finalisation of ranking and recommendations.
- Sector defense will begin between 15 & 31 of December.
- If recommendations accepted, letter of intent by mid January - Funds expected to be released mid-February.

**Activities to 31 Dec.**
- CHF recommendation for TGR minutes,
- ERF proposal for funding WFP activities - chris will borrow against this from WFP to cover staff contract extensions.
- Follow up on core pipeline early funding for first quarter,
- IOM has sufficient funds to complete the winterization, they have surplus funds for contingency but not for Darfur, awaiting OCHA to transfer funds contingency to Darfur. Follow up with OCHA on diverting surplus funds for IOM from RO S to Darfur Operations.
- UNHCR will borrow NFIs from UNHCR STOCK and pay back with money received against Core pipeline.

**Reporting:**
- Monthly response of displaced Weekly OMS,
- Monthly sector update (Nov & Dec) due 10th January. Input to WFP Sitrep on hold pending instructions from WFP reporting unit.
- Contingency Planning - OCHA is changing planning figures, which will impact our figures.
- To make sure NFIs are reaching participants is the most important. Looking into piggybacking on WFP’s verifications.

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<th>7. <strong>Admin Support</strong></th>
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<td>- Admin and finance aren’t very supportive and take their time to proving support.</td>
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<td>- Admin needs to give breakdown of $40K mobilization funds.</td>
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<td>- Rami owe HR several qars.</td>
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<td>- Staff need to Rami as much Time as possible.</td>
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<th>8. <strong>Pipeline Requirements</strong></th>
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<td>- Requirements for 2012 are (95K Darfur operations + 55K Contingency + 60K Distribution).</td>
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<td>- Rainy season can be started on time as part of the stock in Place</td>
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- Shah shared the Procurement requirements for 2012, and the Procurement plan for Round 1 to start in October-11, Round 2 to start February-12, and Round 3 starting May-12.
- Referendum contingency stock status, Loaned Blankets to Darfur 18,540, Sleeping Mats 19,925.
- Upstream and Under procurement stock in transit.
- 2000 HH worth of NFIs which was pre-positioned in Damazine was looted.
- 500hh stock pre-positioned in Damazine SRCS warehouse distributed by SRCS.
- Physical count close out to commence mid March-12.
- End of year count due after all upstream arrives in OBD and Darfur.

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<td>Winterization update shared Darfur completed 89%.</td>
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**WD:**
- Six location confirmed no NFI or replenishment needed, how was this conclusion reached, MHE partners needed to get into camps and verify. Reliability is almost entirely on the Partners.
- 1 location pending for replenishment.
- Some location will be dropped next season, INTERSOS has dropped NFI and emergency and has focused on recovery projects.
- Returnees is a big issue in WD.
- Constraints (Road access, misunderstanding of cap figures, Limited MHE, training and capacity building, WD division into 2 states and loss of direct support of OCHA in WWD.

**SD:**
- 77 Locations in 12 Localities, cut off of Winterization is 7th of December, OCHA visited Kalma last week, Kalma & beleil aren’t happy.
- Constraints: Theft.
- Benefits, good relationship with everyone. Maximize use of National Partners.

**ND:**
- Benefits: More locations served in winter, GAA covered GAPs, partners started on time, IOM had funding for transport.
- What can be improved: Assessments, M & E to C-Locations, Shelter projects in ND, capacity building for National Staff (ENGLISH writing and computer, Proposal writing).

Points from last meeting:
- Newly displaced 0 in WD, ND has the largest, lack of reliable population figures, FO fulfills the requirements for the replenishment, C Locations need M & E.
Bjorns new directions:
To Use EVI criteria for replenishment distributions, graduate locations from replenishment, diversify activities with shelter and FES to fill other needs.

10. **ROS**:

ROS beneficiaries for contingency are:

- SKS 13,458 HH
- BNS 827 HH Demonsour (266 HH), Keyli (61 HH), Damazine (500HH), 2000 HH were looted in Kurmuk
- NK 517 Disaster Affected HH
- 500 HH stock was distributed in September, Partner did not request to utilize these stocks which are not as per instruction given.
- 2000 HH prepositioned in Kurmuk. Partner was reporting stock was secure but had not physically been in Kurkum for approximately 2 months.
- Lesson learned don’t preposition stock with Partners that don’t have physical warehouse in the location. A detailed report from GOAL is awaited.

Constrains: Access restrictions, funding delay – CERF resulting in a reduced NFI basket (no cooking sets), No access to International Partners, M & E restricted, WFP LCU lack of staff if high volume intervention necessary in ROS.

Success: Planning for contingency done well and stock in forward Logistics base El Obeid, stock prepositioned in both SK and BNS, good working relationship with WFP NK, NFI coordination meetings in Khartoum have improved sector partner information.

11. **Logistics Activities**

- **GIS Mapping**

GIS mapping unit both at Khartoum level and Darfur level continued engaged in updating Logistics Planning maps for Sudan in general and Darfur and 3-protocol areas in particular. Request for maps came in both from within WFP, partners and humanitarian community in general. In coordination with WFP, GIS unit coordinated mapping and tracking WFP response to the humanitarian situation in Southern Kordofan state and Blue Nile state. Map on newly displaced people in Darfur and NFI sector response have been updated regularly on biweekly frequency, locations NFI served for winterization were tracked and mapped for North Darfur and work is ongoing for South Darfur and West Darfur. Recently, UNHAS served locations during the period of 2011 were mapped and shared with UNHAS.
GPS Training

In addition to the frequently conducted refreshing training on using GPS units, GIS unit also conducted formal GPS training to partners attended by 20 staff from different organizations including WFP, CIS, Merlin, ICRC, SSO, RDN, NCA, and GFO in Nyala South Darfur.

Coordination

WFP-LCU GIS unit continued to coordinate, share and provide support to different units within WFP. GIS data sharing between VAM unit and WFP-LCU GIS continued as normal, GIS data have been shared between WFP-GIS unit in Ethiopia and Khartoum for mapping supply corridors. GIS data sharing between GIS unit for GLC in Rome and LCU continued on a regular bases as required. WFP-LCU as a member of IMWG has participated on a regular meetings organised by UNDP both at Darfur level as well as Khartoum level. IMWG meeting is organized for Darfur for 5 Dec. 2011 and WFP-LCU will participate in the meeting.

Funding

- Chris explained all the funds received in 2011 and their Donors.
- OFDA and ECHO haven’t funded LCU since 2010.
- All money received in 2011 was CHF for NFI and CCS.
- Money needed to extend all staff.
- Balance of funds need to be used by UNICEF on local procurement, if any to be agreed with UNHCR.

Operational Issues

- ROS presence in meeting essential.
- Guiding principles need to be revised and adjusted to all changes.
- No access to Kordofan only through SRCS.
- Strategic review exercise, sizes of Sleeping Mats need to be reviewed if size is too small, do we source alternative size of discontinue.
- HH size needs to be revised from 6, we are to agree if the size and ratify with partners and advisory panel.

Shelter Programs

- Bjorn gave an introduction on the Shelter projects, which is targeted to serve widows, elders and orphans in North Darfur.
- Interested IP for 2011 are (GFO, ELR, PODR RDN, SRCS and UPO)
- SAG submitted a proposal but prices are too high, they are the only national partner that has submitted a Proposal.
- SD: MC Scotland, going for a larger shelter.

MS Scotland is looking to establish 250 HH
- **WD**: TDH, Intersos, Helpage, CRS and Muslim aid
- Will the community be happy with the shelters being proposed? Kumuk or Gutyah are the ideal shelter structures. Material used is bamboo and metal poles. Debate on which shelter is more sustainable.
- A shelter Engineer will be part of the new staff, we need to analyze all existing projects and come up with model design.
- National NGOs should work with International NGOs on Shelter projects.

### 15. AOB  Logistics & Distribution:

- 75,000 Dollars available for Darfur operation so all warehouse contracts to be extended. No issued for 2012 for Storage and distribution.
- Winterization: Winter 90% of total figure, ND complete, WD Complete, SD issued all ARFs
- Replenishment Figures need to be reduced.
- Work Plan all documents sent to OCHA.
- Procurement plan for 2012 needs to be looked at.
- Patrick gave a history of the theft that occurred in Nyala warehouse and the procedures that were followed, discussion on different methods to reduce the possibility of theft. Formal Note to be sent out to Vernon, requesting claim reimbursement of NFI's that were lost. 2012 WFP to manage the entrance, their responsibility.
- Focus on Vulnerable IDPs.
- Nyala Floor needs upgrade.