



## REGIONAL LOGISTICS COORDINATION GROUP MEETING

UNICEF Office, Panama

Date: July 18<sup>th</sup>, 2011

### Meeting Minutes

#### Agenda

1. Introduction
2. Emergency Relief Item Suppliers Guide – Project Background
3. Status on UNICEF's Relief Items Suppliers Guide in Dominican Republic and Mexico
4. Status on Panama's Relief Items Suppliers Guide

#### 1. Introduction

1.1. Most of the people in attendance were based in Panama (Annex 1: Participant List) with the exception of two members on Mission from UNICEF:

- **Tom Ziraguma** – Supply Manager for UNICEF HAITI and assisting with the Items/Suppliers guide for UNICEF in the region.
- **Pablo Panadero** - UNICEF Supply Division currently coordinating the Items/Suppliers guide and collecting information from Mexico, Dominican Republic and Haiti.

#### 2. Emergency Relief Items Suppliers Guide - Project Background

2.1 With the various Emergency responses to Haiti, it was noted that there was a lack of information on suppliers available in the region which resulted in the interest and implementation of a market survey and assessment for the Emergency Relief Items Suppliers Guide which would include a list of relief items with the contacts of the local or regional supplier. The phases were a) Identify the relief items, b) Send out an Expression of Interest c) Assess the companies. The initial project was to cover Mexico, Brasil or Argentina, and Panama. With the lack of funding received from the organizations, only the Panama phase was initiated. It is important to note although UNICEF's work in Mexico and Dominican report is a significant contribution to this initiative, the potential markets in South America (Brasil and Argentina) have not been looked into due to lack of funds.

### 3. Status on UNICEF's Relief Items Suppliers Guide in Dominican Republic and Mexico

- 3.1. Dominican Republic - UNICEF has 6 prequalified companies able to provide relief items but due to limited supply, these companies would only be considered for supporting the Haiti operation and not to provide supplies to the region.
- 3.2. In Mexico, UNICEF joined forces with the Government and the Chamber of Commerce in order contact companies. Pablo Panadero will be traveling to Mexico to assist in the final assessment of the companies.
- 3.3. The main purpose of this exercise is to establish LTA's which can also be used by all UN agencies.

ACTION REQUIRED / RESPONSIBLE / DEADLINE
- UNHRD Isaac Villaverde to follow up with Tom/Pablo on the advancements of the UNICEF guide.



### 4. Status on Panama's Relief Items Suppliers Guide

The idea is to investigate the availability of suppliers (manufacturers) rather than the 2 usual companies which are traders.

#### 4.1. First Phase

- The Expression of interest was published on July 11<sup>th</sup> and 15<sup>th</sup> in La Prensa. Suppliers have until August 5<sup>th</sup> to submit forms with their relevant information.
- WFP to present a preliminary suppliers list to the group.

#### 4.2. Second Phase

- Agencies to join forces in order to complete and assess suppliers from the preliminary list through visits (anticipated for September 2011)

#### 4.3. Third Phase

- Presentation of Suppliers with the list of relief items available during the last quarter of 2011.

#### 4.4. Next Phase

- The group to decide if project should continue towards the establishment of LTAs.
- WFP noted one potential difficulty with establishing LTAs for Panama would be that there would be no purchases from these companies as the organizations in Panama are mostly regional offices and purchases are made directly by either global or country offices. This may disappoint suppliers eager to enter into LTAs when no purchases are made although LTAs are not financially binding.

#### 4.5. Questions and Answers

- Q: How the list of relief items were compiled (OCHA) → A: An email was circulated to all agencies requested input on the relief items. Upon receipt of this information, a consolidated list was compiled and used for the advertisement.
- Q: It was noted that medical items were not included into the list (OCHA) → A: PAHO responded that this was looked into but the items were linked with WASH and therefore these items were included under WASH. UNICEF also noted that medicines are not bought locally but globally due to the requirement to meet International Standards.
- Q: Will this list be looking into logistics services shortlist – i.e, list of companies with helicopters? (OCHA) → A: This guide is for Relief Items and not for services and therefore the list of logistics services will not be included.
- Q: How will the companies be assessed – is there a standard? And how will the capacity be assessed (OCHA) → A: Using the format of the supplier form from UNICEF, WFP/UNHRD adapted the form to the Panama context. Various information will be used to assess capacity of the supplier such as the financial background to determine volume of sales. Site visits will confirm whether the companies have the ability to perform as indication in the supplier form submitted.

- Q: Which other agency purchases in the region? (UNICEF) → A: IFRC stated that they purchase mostly globally with only limited items in Miami and Colombia. PAHO stated that their purchase was centralized in Washington. MSF purchases in Europe. WFP / UNICEF purchase internationally, regionally and limited local purchases.
- Q: Difficulties were faced with printing logos in relief items. How could this be overcome? (UNHCR) → A: WFP stated that printing logos for visibility does take time and whether the local companies have the capacity to print. This will be looked into when looking at the list of suppliers that have submitted the necessary documentation.

**ACTION REQUIRED / RESPONSIBLE / DEADLINE**

- Agencies are requested to send to [Isaac.villaverde@wfp.org](mailto:Isaac.villaverde@wfp.org) information on local / regional suppliers.

**(End of minutes)**

## ANNEX 1: Participant list to meeting 2011 07 18

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## Annex 2: Logistics Coordination Group Contact Details

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