



## MINUTES OF MEETING

**Department/Unit**  
MSD/Procurement

**Drafted by**  
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6 Sep 2020

<b>Title, date and time of meeting</b>	1 <sup>st</sup> Information Meeting, 4 Sep 2020, 15:00 – 16:05 EAT
<b>EUCAP Somalia participants</b>	EUCAP Somalia Procurement Unit
<b>Economic operators participants</b>	See Attached list of participants
<b>Date and location of activity</b>	Virtual online meeting; presenters in Mogadishu (Somalia)
<b>Summary</b>	
<p>The EUCAP Somalia Procurement Unit schedules online information meetings to provide guidance to interested economic operators on the general rules governing the Mission procurement procedures.</p>	
<b>Description</b>	
<p>Meeting Agenda:</p> <ul style="list-style-type: none"> <li>• General rules and transparency</li> <li>• Future / ongoing business opportunities (how to access them)</li> <li>• Future / ongoing business opportunities (how to apply)</li> <li>• Live demonstration (how to fill the admin forms required to tender)</li> <li>• Q&amp;A</li> </ul> <p>The invitations were sent to all economic operators that had expressed interest to participate. Of those, 28 participated in the meeting. Several had technical issues and could not successfully connect; there were a few last minute cancellations due to various reasons.</p> <p>The moderator and leading presenter was Mr. Simone GARIGLIO (Chief of Procurement Unit) who presented on the first three agenda points, followed by Ms. Sibille CUKA (Procurement Officer) who undertook the live demonstration. Mr. Josip PALJETAK (Supply Chain Coordinator Officer) served as observer, together with other participating Unit members.</p> <p>The meeting started on time. There were smaller technical issues involving the conference room (no impact on meeting performance).</p> <p>The presentation of the general rules and future / ongoing business opportunities took around 20 minutes, as did the live demonstration; the latter was followed by the Q&amp;A session, which lasted another 25 minutes with significant interest from participants who utilised primarily the GoToMeeting chat function to submit their questions (which proved very effective). All questions were answered.</p> <p>There were no breaks or significant interruptions during the meeting.</p> <p>Total duration of the meeting: 65 minutes</p>	
<b>Comments</b>	

- Evaluation questionnaires and the meeting's presentation (in .pdf) were circulated to the participants; the presentation was made publicly available on EUCAP Somalia's website from 5 Sep 2020, and sent to all economic operators who had expressed their interest in participating in the meeting.
- The outcomes of the evaluation questionnaires shall be considered for the next Information meeting.

**Intentions**

- Information meetings with economic operators will be held regularly on a quarterly basis.
- The next meeting is scheduled for December 2020; exact date to be confirmed.