



MINUTES OF MEETING

Department/Unit
MSD/Procurement

Drafted by
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7 Dec 2020

Title, date and time of meeting	2 nd Information Meeting, 4 Dec 2020, 15:00 – 16:00 EAT
EUCAP Somalia participants	EUCAP Somalia Procurement Unit
Economic operators participants	See Attached list of participants
Date and location of activity	Virtual online meeting; presenters in Mogadishu (Somalia)
Summary	
<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>	
Description	
<p>Meeting Agenda:</p> <ul style="list-style-type: none"> • Welcome & introductions • General rules and transparency • Future/Ongoing Business Opportunities – how to access them • Future/Ongoing Business Opportunities – how to apply • Q&A • Live demonstration – how to fill the admin forms required to tender • Q&A <p>The invitations were sent to all economic operators that had expressed interest to participate. Of those, 28 operators participated in the meeting. Number of participants varied per operator, in total 35 participants. The participant registration session started at 14:45, while the meeting started at 15:00.</p> <p>In line with the instructions on how to connect, that had been shared with the participants prior to the meeting, those economic operators whose representatives were not able to identify themselves, during the registration process, were dismissed and did not participate in the meeting.</p> <p>During the registration process and meeting, there were no significant technical issues noted by the organizer or raised by participants. The meeting was recorded for the purpose of record keeping, quality assurance and training (internal use only). The participants had been informed on EUCAP-SOM's intention of recording the meeting in advance.</p> <p>The meeting presenter was Mr. Simone GARIGLIO (Chief of Procurement Unit), while Mr. Josip PALJETAK (Supply Chain Coordinator Officer) provided administrative support and conducted participant registration. Other Unit members participated as observers.</p> <p>The presentation of the general rules and future / ongoing business opportunities took around 20 minutes, followed by a 5 minutes Q&A session. The second part of the meeting included a 25 minutes live demonstration followed by a second 10 minutes Q&A session. Interaction with participants during</p>	

the presentations and Q&A was mainly conducted via GoToMeeting chat which proved to be efficient. The two questions related to specific EUCAP Somalia ongoing business opportunities were inadmissible, in accordance with the meeting objectives and published disclaimer. All other questions from the participants were answered.

There were no breaks or significant interruptions during the meeting.

Total duration of the meeting: 60 minutes

Comments

- Evaluation questionnaires and the meeting's presentation (in. pdf) were circulated to the participants.
- The overall impression was that the introduced changes - registration process and additional Q&A session - were welcomed by the participants.
- The outcomes of the evaluation questionnaires shall be considered for the next Information Meeting.

Intentions

- For transparency purposes, the presentation, together with the minutes of the meeting (incl. list of participants) shall be published on EUCAP Somalia's website, and sent to all economic operators who had expressed their interest in participating in the meeting.
- EUCAP Somalia will continue to hold regular online information meetings to provide guidance to interested economic operators.
- For the next meeting the introduction of practical examples will be considered in order to improve the live demonstration session.
- The question of the appropriateness of holding a meeting on Friday, which is a day off in Somalia, was raised by some participants. For the next meeting, it is EUCAP Somalia's intention to schedule the meeting on any day Mon thru Thu, as and when compatible with other Mission duties.
- The next meeting is scheduled for March 2021; exact date to be confirmed.