



MINUTES OF MEETING

Department/Unit
MSD/Procurement

Drafted by
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18 Mar 2021

Title, date and time of meeting	3 rd Information Meeting, 18 Mar 2020, 14:30 – 15:35 EAT
EUCAP Somalia participants	EUCAP Somalia Procurement Section
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 Section 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 • 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, 48 operators participated in the meeting. Number of participants varied per operator, in total 59 participants. The participants' registration session started at 14:15, while the meeting started at 14:30.</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>There were smaller technical issues prior to the meeting start regarding the GoToMeeting setup (meeting started on time and no impact on performance).</p> <p>During the 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 (Head of Procurement Section), while Ms. Sibille CUKA (Procurement Officer) and Mr. Josip PALJETAK (Supply Chain Coordinator Officer) provided administrative support and conducted participants' registration. Other Section members participated as observers.</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&A session, which lasted another 25 minutes. Interaction with participants during the presentations and Q&A was mainly conducted via GoToMeeting chat. There was one question related to a specific EUCAP Somalia ongoing business opportunity that was 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: 65 minutes

Comments

- The meeting was attended by a significantly higher number of economic operators and participants compared to the last meetings (3rd IM: 48 economic operators / 59 participants; 2nd IM: 28 economic operators / 35 participants).
- In total 28 local economic operators participated (2nd IM: 8 local economic operators).
- Since the 3rd Information Meeting had been scheduled on Thursday, unlike the 2nd which had taken place on a Friday, this significantly contributed to the increased number of participating local economic operators.
- From 48 attending operators, 22 had provided gender info, of those 6 had declared themselves as woman-led companies.
- The Q&A session was dominated by local economic operators providing constructive inputs and valuable feedback.
- Evaluation questionnaires and the meeting's presentation (in pdf) were circulated to the participants.
- The overall impression was that the introduced changes to the presentation and agenda were welcomed by the participants.
- The outcomes of the evaluation questionnaires and findings from Q&A 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 future, the Q&A will be shared with participants and published online in order to support them in preparation for the next meeting (ANNEX Q&A).
- During the preparation of the future meetings, more emphases will be given to participants' gender profiling.
- Based on good practice, it is EUCAP Somalia's intention to continue to schedule meetings on any day Mon thru Thu, as and when compatible with other Mission duties.
- The next meeting is scheduled for June 2021; exact date to be confirmed.