

EMERGENCY SUPPLY PRE-POSITIONING STRATEGIES (ESUPS) Working Group

Terms of references (ToRs)

(29TH November 2018)

❖ **Background**

As a preparedness measure, many humanitarian response actors pre-position emergency supplies at the national, regional and global levels in preparation for humanitarian responses. While members of the humanitarian community coordinate emergency response activities after major disasters, there is potential for improving the pre-positioning of relief supplies by developing a global pre-positioning strategy with the aim to reduce gaps and overlaps in emergency preparedness and to optimize the use of funds and resources.

To accomplish this, it was proposed to establish an international Working Group on Emergency Supply Pre-positioning Strategies (ESUPS) with the aim to improve the predictability and, relevance of pre-positioned emergency supplies, and to ensure their timely and efficient dispatch and replenishment. Consequently, the ultimate goal of ESUPS is to ensure that the humanitarian community has the right items in the right quantities pre-positioned in the right places, with a minimum of duplication and overhead, in order to deploy life-saving emergency supplies in sudden-onset disasters more rapidly and adequately.

❖ **Purpose of this Document**

This document describes the structure of the ESUPS Working Group and defines its governance, roles and responsibilities.

The document is based on the ESUPS Concept Note of 25 Jan 2016 and on the revised ESUPS Terms of Reference of the 29th August 2016.

The document integrates the learning of 2 years of existence and also clarifies what ESUPS is and what it is not, defining the limits of the ESUPS actions and responsibilities. This document replaces the revised Terms of Reference of the ESUPS Working Group of 29th August 2016.

❖ **Aim & objectives**

The aim of the Working Group is to examine and improve the predictability and appropriate pre-positioning of humanitarian relief assistance. This is limited to:

- Collecting, facilitating the sharing of stock holding related data through and from partner organisations.
- Analysing disaster related historical data and provide guidance as to how and where stocks should be pre-positioned in countries/regions.

- Provide a forum for members to discuss prepositioning strategies not only for their own organisation but to discuss opportunities to be explored and tools to be created to better coordinate those strategies in preparedness.
- Advocate for inter-organisations and inter-sectoral prepositioned stocks information sharing to increase transparency and support better informed decision-making during disasters.
- Advocate for the sharing, loaning and borrowing of stocks among the humanitarian community and provide guidance on mechanisms to do so.
- Advocate for the humanitarian community to adopt a “no regrets” approach to prepositioning perishable goods with an expiry date.
- Support the Standardisation of relief items specifications and nomenclature towards an approach aimed at using barcoding through the entire supply chain
- Demonstrate the advantages of an effective coordinated prepositioning strategy, and a shift towards a white goods (non-branded) approach to increase commodity sharing to the humanitarian donor community

At country level the ESUPS objective is to be able to provide documented recommendations to a Government and its national coordination mechanism (cluster like system) as to what stocks should ideally be prepositioned and where, as well as the ways this could be achieved to adequately and efficiently respond to a set percentage –defined by its national authorities- of national disasters without international assistance.

The responsibility of implementing those recommendations falls beyond the ESUPS role and could be supported by logistics agencies or logistics coordinating bodies.

ESUPS is also not set up nor mandated to support the neither definition nor improvement of individual organisations prepositioning strategies.

At regional level the ESUPS objective is to define regional prepositioning strategies based on the remaining percentages defined by countries and that would require international assistance. Such strategy should include a template agreement to facilitate loan & borrowing across agencies.

❖ **Governance structure, Roles and responsibilities**

I. Members:

The ESUPS working group is not an “Organisation” as such, but rather a group composed of representatives from Member States, UN Agencies, Red Cross/Red Crescent Movement, NGOs, international and regional organizations, academia etc., who are dealing with or are experts in emergency logistics, preparedness and pre-positioning at strategic and operational level.

II. Steering Group:

The ESUPS Steering Group’s (SG) is the decision-making body within the project governance structure which role is to provide advice, support, strategic direction, policy guidance

and oversight to the Project Manager (PM) to ensure the delivery of the project outputs and the achievement of the project outcomes. This includes:

- Define the strategic pathway, and decide on corrective measures, through a voting process, to reach the define objectives and including scale and geographic location of the project;
- Provide inputs into the development of the project, including the definition of objectives, priorities and KPIs relevant to ensure a solid M&E framework;
- Endorse the final work plan;
- Provide advice on the budget;
- Identify and monitor potential risks as the project develops;
- Monitor timelines;
- Provide guidance to the PM;
- Help balance conflicting priorities and resources;
- Foster positive communication outside of the SG regarding the project’s progress and outcomes;
- Actively promote the outputs of the project;
- Contribute to the evaluation of the project, both on the process of developing and implementing the project, and on its actual impact on its intended audience.

The majority of the present SG members at any SG meeting will vote new membership requests or propositions, and the total members will always be an odd number and be limited to a maximum of 15 members.

The Steering Group will be composed of agencies. Each agency will have a main representative as well as designated alternatives should not they be able to attend a meeting. To be part of the SG an agency has to be actively involved. Should a SG member not be represented at SG meetings or teleconferences more than three times in a row, it will be removed and replaced as part of the Steering Group.

As of 29th November 2018, the members of the ESUPS Steering group are:

Organisation	Main representative	Alternative representative
Action Contre la Faim	To be infor	To be informed
Global Logistics Cluster Preparedness	To be informed	To be informed
IOM	Takuya Ono	To be informed
Japan International Cooperation Agency (JICA)	Tsukasa KATSUBE	Yusuke Minato
Penn State University	Jason Acimovic	To be informed
Red Cross Movement	Mike Goodhand	Aysegul Bagci/ Gemma Blakey
Save the Children	Susan Hodgson	Ruth Kidd
UNHRD	To be informed	To be informed
UNOCHA	Thomas Peter	Josef Reiterer
USAID/OFDA	Gurmeet Philora	Robert Demeranville
Welthungerhilfe (co-chair)	David JAKOB	To be informed

There is currently an unbalanced ratio male-female and ESUPS will seize any opportunity of new membership to strive towards a more balanced representation.

Countries benefiting the ESUPS project will also be allocated a seat as honorary members on a yearly rotating basis, as their views and experience could be helpful in ensuring that the project is correctly targeted.

III. Co-Chairs

The roles of the co-chairs are:

- Provide strategic leadership
- Ensure the SG functions properly.
- Be the direct reporting line of the PM.
- Revise proposals made to the SG before being communicated by the Secretariat.
- Represent the ESUPS project in external events and forums.
- Communicate decisions made and progress reports to external partners.
- Invite non-members experts or advisors to attend Steering Committee meetings.

The Co-Chairs are representatives of two different organisations; where one is nominated by the Working Group members, and endorsed by the Steering Committee for the duration of one year. The grant holder(s) is ultimately accountable to the donor(s) and will therefore retain a role as Co-chair

Countries or organisations that are interested in acting as co-chairs are requested to submit a request to the Secretariat of the ESUPS Working Group two months prior to the annual meeting that takes place in February during the HNPW.

As of the 29th November 2018 the Chair is Mr David Jakob from WeltHungerHilfe (WHH) and a new co-chair has to be elected.

IV. Sub-working Groups

If necessary, the Steering Group may establish sub-working groups to produce results in different thematic areas. Sub-working groups are expected to work as per specific Terms of Reference and towards clearly defined outcomes. Sub-working groups will discontinue upon completion of their task, or when the Steering Committee decides that their support is no longer relevant or required.

V. Secretariat

WeltHungerHilfe (WHH), through the Project Manager and an administrator assistant administers the Secretariat of the ESUPS working Group.

VI. Project Manager (PM)

Based on the strategic orientation defined and agreed by the SG, the PM has the overall responsibility for the successful planning, design, implementation, execution, monitoring and reporting of the ESUPS project.

Those steps of the project are defined through a comprehensive and structured project work plan that includes:

- Expected outputs and outcomes
- Definition of the structural components of the project (pillars 1, 2 & 3) to be submitted for approval to the SG.
- Activities planning and sequencing.
- KPI's and M&E framework.
- Monitor and report on progresses

The PM will also liaise with partners in countries through teleconferences or travels, suggest ideas on tools creation to support the implementation and development of the ESUPS project, and organise and minute ESUPS meetings (Teleconferences, SG face-to-face, HNPW).

The PM will attend meetings of the Steering Committee to report on progresses and answer any questions raised by members. If possible he/she will be seconded by an additional person to assist by recording the minutes and decisions of the meeting.

At least 2 weeks in advance, the PM should circulate papers for the meeting to all SG members. These should include:

- An agenda
- Minutes of the last meeting, including an action list, ideally updated with any information to hand about actions completed or in progress;
- Any other documents to be considered at the meeting, if any, particularly drafts of resources that are being developed in the project, if relevant.

The PM, together with the co-chairs, conducts the meetings according to the agenda, ensuring that all members are encouraged to provide inputs throughout the meeting and that any issues are adequately resolved, and that the members adequately agree any decisions or recommendations.

During the meeting the PM checks through the list of action items from the previous meeting, confirming action taken and issues resolved, and agreeing how to progress any actions that aren't completed.

Following the meeting, and no later than within a fortnight, a copy of the minutes of the meeting should be circulated to all members. It should include

- The decisions and action points made,
- The name of the people or agencies responsible,
- The agreed timelines,

Copies of any additional documentation circulated at the meeting and details of the next meeting

The PM also undertakes other secretariat functions such as administering Working Group members and mailing lists and organizes meetings.

❖ Frequency of meetings

The ESUPS Working Group should meet once a year during the annual Humanitarian Partnership Week Meeting (HNPW) held in Geneva in February. At this occasion it will endorse the next cycle work plan.

All ESUPS Working Group members are invited to propose relevant agenda items and issues for discussion through the Secretariat/PM prior to the annual meeting.

The ESUPS SG will have an additional annual second face-to-face meeting during the second semester Global Logistics Cluster Meeting (GLM) of every year as well as regular teleconferences to follow up on the progresses and address any concern arising. Those will be organised through digital platforms such as Skype or alternatives such as Zoom.

A yearly calendar is established at the onset of the project to provide long-term visibility to Working Group and SG members.

Each SG member should identify and provision arrangements for an alternate person to attend in his/hers place in case of unavailability.

❖ Funding

The ESUPS project was recently awarded a second grant from USAID for another two years development until 31st August 2020.

Working Group members are strongly encouraged to seek ongoing funding opportunities to further develop the ESUPS project for expansion, strengthening or development of tools.

❖ Process to present a proposal/ concern/ complaint

ESUPS Working Group members are welcome and encouraged to submit idea for propositions, concerns or complaints in order to keep ESUPS as a transparent and accountable group.

The submission process is as follow:

- To be submitted in writing via email to the SG Co-Chairs. The submission will contain a title defining its nature, as well as a detailed explanation of the project, or issue raised.
- The Co-Chairs shall review the submission and decide if its nature requires it to be shared with the working group or dealt within a more confidential manner through the SG.
- Propositions will be shared to the SG members to define how it can integrate the project and be discussed with the working group
- If accepted and taken forward the submitting members may take the sub-working group lead on the initiative.
- Any accepted proposition will then be referred to the PM for inclusion in the work plan and becomes an agenda point for the next HNPW meeting.