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**UNCSTF United Nations Common Task Force - Meeting Minutes 8  
September 2003, DAP status, PM extension**

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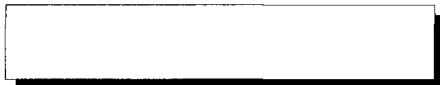
Notes

DAP Phase I update, Phase II Funding to be explored, approval of PM extension through 2005

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## UNITED NATIONS COMMON SERVICES TASK FORCE (UNCSTF)

*Meeting Minutes – 8 September 2003*

### **IN ATTENDANCE:**

Mr. Andrew Toh	Assistant Secretary-General OCSS (Chairman)
Mr. Karunesh Bhalla	Chief, Administrative Services Division, UNDP (for Mr. Mattsson)
Mr. Michael Pozdol	Chief, Finance & Administrative Management, UNICEF (for Ms. Sham Poo)
Ms. Imelda Henkin	Deputy Executive Director (Management), UNFPA
Ms. Bisrat Aklilu	Deputy Executive Director, UNOPS (for Mr. Fisher)
Mr. Charles Vincent	Deputy Director, WFP NY (for Ms. Cheng-Hopkins)
Ms. Christina Baensch	Acting Administrative Officer, OASG/OCSS

### **Guests:**

Mr. Adhiratha Keefe	Chairman, WG Archives/Records Management; UNICEF
Ms. Bridgit Sisk	WG Archives/Records Management; UN Secretariat
Mr. Dhurjati Mueller	Project Manager, Digital Archives Project
Ms. Mary Sherwin	WG Archives/DPKO; UN Secretariat
Mr. Nicholas Lananna	WG Travel; UNICEF
Mr. Anton Bronner	WG Travel; UN Secretariat
Mr. Christian Saunders	WG Procurement; UN Secretariat
Mr. Michael McCann	WG Security; UN Secretariat
Mr. Philippe Heinrichs	International Computing Center/DPKO; UN Secretariat
Ms. Ellen Yaffe	Comptroller, Finance & Admin. Management, UNICEF
Mr. Kazuhisa Yoshimura	Systems Analyst, Development & New Technology Service/ITSD

### **Absent:**

Mr. Maher Nasser	Chief, UNRWA NY
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## **SUMMARY MINUTES:**

### **Introduction**

1. The chairman welcomed members to the meeting and gave a brief overview of the status of the UNCSTF. Further details were given in the following presentations.

### **Dhurjati Mueller: Status of the Digital Archives Project (DAP)**

2. Digital Archives Project (DAP) start-up tasks have been completed. Recommendations have been endorsed through the Headquarters Committee on Contracts and contract

negotiations are underway. The selected proposal is within the existing approved budget and funds have been secured (UN Secretariat 40%), Participating Orgs [PO] 15% each).

3. Phase I, Development of a Strategic Plan for a Digital Archives, will last through 2004. Each PO should designate a DAP Coordinator to facilitate agency participation. Approaches to funding for Phase II, DAP Implementation Phase (2005-2006) are being explored, although definite figures will depend on outcomes of Phase I and will require approval closer to the time.

**Christian Saunders: Annual Inter-Agency Procurement Working Group (IAPWG) Meeting**

4. The 28<sup>th</sup> IAPWG meeting was held in Warsaw, Poland from 12-16 May 2003. The World Bank spoke about supplier diversity but the presentation was mainly based on US Federal program (gender, minorities & disabled). In this regard the group felt that is important to first focus on geographic diversity and increase opportunities for firms from developing countries and countries with economies in transition. In the context of the Common Supplier Database (UNCSD) the issue of a "black listing" of vendors as is in place at the World Bank was also discussed. OLA had raised concerns relating to liability and thus UNCSD would instead, utilize a system "flagging" to the database to provide buyers with additional information regarding any existing problems and lack of vendor performance. Updates to the United Nations Common Supplier Database (UNCSD) would complete and a new version released by IAPSO by end September. Another important development was that all UN Agencies have now agreed to use the UNBIZ portal as a common market place for the UN System.

5. The UNCSTF Chairman and the Director of IAPSO briefed the High Level Committee on Management (HLCM) on the activities of the IAPWG and the Procurement Working Group and the HLCM have agreed to establish formal link with the IAPWG whereby they would receive progress updates.

6. The project of common training is fast becoming a reality. The total cost for this project is US\$1.2 Million. Half the funding has already been obtained with the UN Secretariat contributing (40%), UNDP (10%), while the Secretariat had approached several bilateral donors for the balance and hoped to have a response in the near future. Once common training is in place a certification programme for Procurement Offices will follow.

7. The group agreed to look at ways to increase the use of e-procurement and also to share experiences on the use of P-cards.

8. Harmonization of support costs was also being proposed for cases where the UN conducts procurement on behalf of other UN Agencies. A suggestion had been made to cap support costs at 5% for procurement and 2% for administration (e.g. where a LTA is in place).

9. The issues of "green procurement" and "child labor" were raised by the Chairman. It was felt that although it was important to be mindful of environmental issues when conducting procurement, to enforce "green procurement" at this time would have negative repercussions for firms from developing countries on their ability to compete for UN business. UNICEF includes a provision against child labor in all of their contracts although the UN currently does not as it does not have the resources to enforce such a provision. The UN instead attaches the provisions of the 'Global Compact' to all its contracts in an effort to educate suppliers and promote corporate responsibility.

10. A new vice Chair IAPWG, Mr. James Provenzano of UNDP was selected. The next annual meeting will be held in Djakarta, Indonesia.

**Michael McCann: Status of Standardized ID and other security issues**

11. Currently new Hologram IDs have been issued under the Strengthening Security Projects. Current building passes will be replaced by new standardized IDs. A code will be read at the entry points to the UN building through an electronic access system. In addition, Mr. McCann informed about the security measures in place during the GA and the General Debate. UN Security Services and the host country will ensure highest level of security measures, which include the UN annex buildings.

**Anton Bronner: Collective Negotiation Initiative on Travel Arrangements**

12. UNHQ took the lead to discuss a UN system wide airline agreement in order to obtain higher discounts to the benefit of all participating offices. Initial contacts have been made, several offices including IMF and The World Bank Group have indicated interest. Current travel volume of all UN organization in NY is US\$50 Million per annum. A meeting will be held in Geneva in IV/2003 where major airlines are invited to give presentations. In preparation of this meeting, all offices were requested to submit basic data such as volume.

**Continuous funding of DAP project manager**

13. UNHQ, UNDP, UNFPA, UNICEF and UNOPS agreed that a full time Project Manager will be required for a successful completion of DAP. Funds are to be raised to cover the cost until the end of 2005. The sharing of cost should continue to be prorated between the offices with the existing formula (40% UNHQ, 15% each for UNDP, UNICEF, UNFPA and UNOPS).