



34TH HLCM PROCUREMENT NETWORK SESSION
MONTREAL, 10-12 OCTOBER 2023
 SUMMARY OF DECISIONS & OUTCOMES



The 34th session of the HLCM Procurement Network (HLCM PN) was hosted by the International Civil Aviation Organization (ICAO) in Montréal on 10-12 October 2023 under the following Management Board and Secretariat:

- Chair** Angela Kastner (Director, Procurement & Supply Services, WHO)
- Vice-Chair** Stephen Farrell (Chief, Purchasing and Transportation Section, UNOG)
- Advisory Chair** Elisabeth Eckerstrom (Director, Office of Procurement, UNDP)
- 2nd Advisory Chair** Roberto Samayoa (Procurement Operational Excellence and Compliance, PAHO)
- Secretariat** Kerry Kassow (UNDP)

The session was attended by 32 in-person participants as well as a number of participants who presented topics on a remote basis, representing 23 organisations in total.
[List of participants](#)

The agenda for the 3-day session was structured around the topics in the below table of contents as well as a PN Strategic Forward Planning workshop and a session for UN Global Marketplace (UNGM) members. Both of the latter have been summarised separately.

TABLE OF CONTENTS

HLCM/CEB Update 2

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



The Working Groups..... 3

1. Harmonisation Working Group 3

2. Strategic Vendor Management Working Group 7

3. Sustainable Procurement Working Group..... 10

4. Cognitive Procurement Working Group 13

5. Professional Development Working Group 14

Other topics..... 16

1. Sanctions Regime 16

AOB 16

Show and Tell Sessions..... 17

HLCM/CEB UPDATE – INFORMATION SESSION
MR. REMO LALLI (CEB SECRETARIAT), HLCM SECRETARY

The PN was provided with an update following the 46th session of the HLCM, which took place on 4-6 October in Copenhagen. Given that the meeting was hosted by UNICEF Supply Division, it was a natural opportunity to give prominence to the procurement and supply chain function, and to demonstrate how procurement is not simply a support function, but a key enabler of programme delivery.

The HLCM Secretary expressed appreciation for the well-coordinated and coherent session on ‘Digitalisation in Procurement and Supply Chains’ led by the PN Chair and where UNHCR, UNICEF, WIPO and the World Bank presented digital technology initiatives that have been undertaken by their organisations and where sustainability, collaboration and efficiency are common themes.

An update was also provided on the joint session between the HLCM and the HLCP where the subject matter was Artificial Intelligence. The session concluded with two deliverables:

- (i) Development of a White Paper based on the reflections from the HLCP session as well as discussions at the upcoming CEB meeting.
- (ii) Development of a normative and operational framework on the use of AI in the UN System. A cross-functional stream of work will be initiated in the coming weeks to bring stakeholders and experts together to develop a TOR and move this work forward. **A message will be disseminated in due course to all the HLCM Network Chairs and Secretariats seeking nominations.**

Other items from the HLCM meeting which were highlighted were:

- The upcoming 2023 comprehensive review by the International Civil Service Commission of the UN staff compensation package and encouragement for active engagement on this.
- The HLCM’s formal adoption of the TOR for the newly created UN Executive Group to Prevent and Respond to Sexual Harassment in the UN System, which will be led by UNICEF, UN Secretariat and WIPO.

The HLCM has requested the PN to explore putting together a set of principles to guide a system-wide supply chain transformation as well as work on supply chain digitalisation, with

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



a focus on developing workable modalities that can be leveraged through a system-wide approach.

THE WORKING GROUPS

1. HARMONISATION WORKING GROUP (HWG) – INFORMATION SESSION

KATINKA ROSENBOM (UNICEF), WG CHAIR & COLLABORATIVE CATEGORY MANAGEMENT TASK FORCE CO-CHAIR

NERIS BÁEZ GARCÍA DE MAZZORA (UN SECRETARIAT), COLLABORATIVE CATEGORY MANAGEMENT TASK FORCE CO-CHAIR

1.1 Mutual Recognition Principle Implementation

Model communication

As requested by the HLCM, the WG developed model communication for an MR awareness campaign. In March 2023, the communication was issued by the PN Chair to all members of the PN in the form of a customisable document with sections specifically highlighted to be changed to reflect the framework of each individual organisation. The document reiterates the benefits of cooperation as well as details the options specific to the procurement function and links to relevant resources. **PN members were reminded of the importance of disseminating the communication to their internal procurement communities.**

Baseline survey

The HWG was also tasked with establishing MR baseline data and a subgroup was established to develop a survey to identify challenges and bottlenecks and enable the monitoring and reporting on implementation progress. Following the last PN meeting the survey was finalised and issued to PN members. Responses have been received to date from 21 agencies, both from HQ and the Field and from staff in very differing procurement roles.

The preliminary findings from the survey were presented to the PN and the following points were highlighted:

- It is challenging to use the data as a quantitative baseline given the different respondents, and multiple respondents per organisation - further data-cleansing is required.
- The findings have yet to be reviewed by the HWG, but they seem to iterate the importance of UNGM, communication and harmonisation of practices.
- The responses provide some good insights from user perspectives to help inform further efforts.
- A HQ mapping might be necessary to clarify the system capabilities per organisation.

It was suggested that the findings from the survey could eventually be used to develop an SOP for inclusion in the guidelines for [Common UN Procurement at the Country Level](#).

Both the above survey and one undertaken by the UNGM earlier in the year have indicated that there are still gaps in awareness in the wider UN procurement community regarding UNGM LTA functionality, despite previous communication efforts by the PN. There is a need for an improved flow of information and advocacy both upwards and downwards in organisations. The UNGM is willing to assist with this insofar possible, but it should also be raised with the HLCM Coordination Group on Mutual Recognition.

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



Traffic Lights

The PN was informed that the “traffic light” matrix used to monitor the implementation of PN collaboration and harmonisation initiatives will be re-issued by the HWG with a view to including new members, (re)socialising the work and resources, and to capture any developments.

The latest version¹ of the matrix:

Status of Implementation of Procurement Network Recommendations for Collaboration

	AIDB	FAO	IFAD	ILO	ITU	PAHO	UNAIDS	UNDP	UNESCO	UNFPA	UNHCR	UNICEF	UNOPS	UNRWA	UN Sec	UN Women	WFP	WHO	WIPO	WMO	WTO	UNIDO	
1	0	0	0	0	N	0	0	0	0	0	L	0	0	L	0	0	L	0	0	0	0	0	0
2	L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	L	0	0	0	0	0
3	0	0	0	0	N	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	L	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	N	0	0	0	N	0	0	0	N	0	0	0	0	L	N	0	L	0	0	N	N	0	0
6	N	0	0	0	N	0	0	0	0	0	L	0	0	L	N	L	L	0	N	N	N	0	0
7	N	0	0	0	N	0	0	0	0	0	0	0	0	L	N	0	0	0	N	0	0	0	0
8	N	L	0	0	N	0	0	0	L	0	L	L	0	L	0	0	L	0	0	0	0	0	0
9	N	L	0	0	N	L	0	N	L	0	L	L	0	L	L	0	L	0	L	N	L	L	N

A Action required

L Limited action required / Action initiated

0 No action required

N No action foreseen / intended

1. UN Cooperation

2. No second Review

3. Sharing using LTAs

4. No Restrictions

5. Procurement Services

6. Integration of "guidelines"

7. Communication on "guidelines"

8. Table of Contents

9. Common Glossary of Terms

Enhancement of LTA functionality in UNGM

Another initiative under the Mutual Recognition umbrella is the optimisation of LTA sharing. To support this, a subgroup drafted a proposal for incorporating the LTA Information Sheet into existing UNGM functionality. The changes focus on incorporating explicit assertions and sharing terms in the process of sharing LTAs, adding usage reporting, performance feedback and potential alerts to facilitate sharing, reporting, and usefulness. The proposal was shared with both the HWG and the wider PN for comment and is now being reviewed by the UNGM for implementation feasibility.

1.2 UN Supplier Code of Conduct

As the custodian of the SCOC, the HWG was tasked with finalising the incorporation of new elements for the SCOC brought forward by the Task Force on Combating Human Trafficking & Forced Labour in Supply Chains. Following extensive consultations, feedback, and redrafting in the HWG, a revised SCOC was shared with all PN organisations, requesting members to ensure that any necessary internal legal review takes place. Deliberations are ongoing with some Organisations therefore this item is still pending. **The Task Force on Combating Human Trafficking & Forced Labour in Supply Chains (HTFL) urged the Harmonisation Working Group to finalise the version of the UN Supplier Code of Conduct with the HTFL updates and for non HTFL suggested amendments to be considered in a next phase. The WG Chair will discuss the way forward with the PN Management Board.**

1.3 Collaborative Category Management (CollabCatMan) Task Force (TF)

At the last PN meeting, the PN endorsed the ambition, timeline, and approach of the High-level Roadmap (HLR) and methodology put forth in the Blueprint for Implementation (BP) of

¹ The last major update was undertaken in 2018. Some minor ad hoc updates were made to the table throughout 2022-23.

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kery.kassow@undp.org

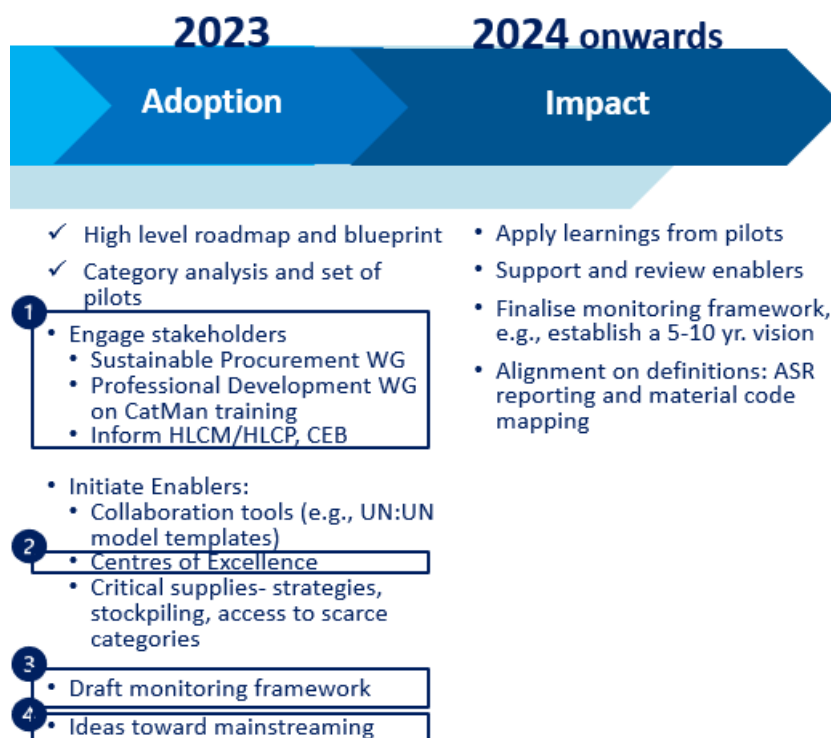


Collaborative Category Management. The PN also noted that the application of the HLR and the BPR for the selection of specific categories for strategic collaborative efforts will be an ongoing exercise, that will incorporate learnings from their application in the early pilot categories.

The PN was provided with an update on progress with both the HLR and the pilot categories.

High-level Roadmap

The PN was reminded of the high-level timeline for CollabCatMan. Activities of the TF have focused on the below highlighted areas since the last PN meeting:



Upcoming engagement activities with the Professional Development and Sustainable Procurement Working Groups will include a debriefing on the work of the CollabCatMan TF and a discussion on areas where support from the groups will be necessary.

Objective setting and a monitoring framework are also part of the HLR. This will start with internal targets, monitoring and learning in 2024. Then move toward reporting to management and Member States from 2025. The TF analysed objectives, segments, and several potential indicators before producing the below draft monitoring framework.



Segment	Indicator	Definition	Baseline	Target	Data/info source	Responsible
Enabler	% of PN member agencies that have mainstreamed CollabCatMan	UN agencies internalize CollabCatMan and engage in relevant categories	Pilots	<ul style="list-style-type: none"> 10 UN agencies (30% of PN member agencies) engaged in at least 3 CollabCatMan Categories by 2025 20 (50%) by 2030 	Self-reporting by agencies	HWG
Implementation	Portfolio tracking	Not an indicator but a tracking and monitoring mechanism. A traffic light approach, not qualitative	N/A	<ul style="list-style-type: none"> That it is maintained (see next slide) 	Category Leads	HWG
Effectiveness	Annual reflection on CollabCatMan by PN	Agenda item included in PN meeting once per year in which an overview of CCM and learnings is discussed at a PN with the aim of continuous improvement	N/A	<ul style="list-style-type: none"> One per year 	PN Secretariat	HWG
Impact	Timely access to a novel category	Once a need (category) has been identified, the UN has a collaborative access strategy (up to BP Step 4)	N/A	<ul style="list-style-type: none"> 50% of novel categories have an access strategy within 1 year of need being identified by 2025 80% by 2030 <i>(From BP Step 1, so 1 year for Steps 2-4)</i>	Category leads	Category leads/HWG
Impact	Healthier, sustainable markets	Expanding supplier base	N/A	<ul style="list-style-type: none"> Number of vendors responding to tenders with a bid that meets min. req. for a category increases compared to prior procurement 	Category leads	Category leads/HWG

The plan is to keep the monitoring framework in “draft”, gather learnings from the pilots and use of the framework in 2024, and then issue an updated version for 2025-2030.

The HLR identifies ‘Centres of Excellence’ as an enabler for strategic procurement categories. It builds on the ‘lead agency’ approach by establishing virtual centres of excellence for key strategic categories. The PN was provided with an overall description and nature of the envisaged Centres of Excellence. The concept will continue to be nurtured and, again, reflections and learnings from the pilots will be incorporated into it.

The TF has had an initial brainstorm on mainstreaming CollabCatMan. The plan is to develop a package of support to onboarding CollabCatMan by agencies. This will be further reflected on and fine-tuned based on the pilots and additional input.

CollabCatMan Pilot Categories

The TF has agreed on piloting 5 categories as per the Blueprint, and agency engagement to date is indicated in the table below.

	Freight Forwarding Services	Electric vehicles	Project management	Generators	IT Software
Lead/co-lead:	Lead: UNICEF Co-lead: WHO	Lead: UN Secretariat Co-lead: WFP	Lead: WFP Co-lead: <i>tbd</i>	Co-lead: UN Secretariat Co-lead: <i>tbd</i>	Lead: UN Secretariat Co-lead: <i>tbd</i>
Project Team:	UNHCR, UNFPA	<i>Align with fleet initiative</i>	UNICEF, ILO	IOM, UNOPS, CTBTO <i>Pending confirmation: WFP, PAHO</i>	ICAO, ITU <i>Pending confirmation: FAO, WFP</i>
Collaborators:	UNOPS, UNRWA, FAO, UNDP, PAHO, IOM, UNFCCC, UNESCO, UN Secretariat, WFP	UNDP, UNICEF	UN Secretariat, ADB	<i>Pending confirmation: UNDP</i>	WIPO, World Bank, UNDP
Status:	Step 3: Objectives – in progress	Step 2: Forming Team	Step 2: Forming Team	Step 2: Forming Team	Step 2: Forming Team

Reminder: *Project Team: Help conduct the analysis, set strategy, monitor & follow-up* *Collaborator: Procure per the strategy but not involved in all steps of development*

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kery.kassow@undp.org



The pilots will serve as a key learning phase and will inform aspects of the HLR (the monitoring framework, Centres of Excellence, etc.) along the way. The blueprint and tools will also be updated as necessary.

PN members were appreciative of the work undertaken by the TF to date and there were suggestions for categories that can perhaps be considered for a second phase. The TF co-Chairs encouraged other PN members to join the initiative, including those who are less familiar or advanced with the concept of Category Management. Interaction and engagement are key to the success of this initiative and the Project Teams need to be fully configured as soon as possible.

Supporting documentation:

[Presentation - Harmonisation Working Group Briefing](#)

[Presentation - Collaborative Category Management Task Force](#)

2. STRATEGIC VENDOR MANAGEMENT WORKING GROUP – INFORMATION SESSION
 WALTER GRANDPRÉ (ILO), WG CHAIR & MPF REVISION TASK FORCE VICE CHAIR
 FRANCIS BURGA (ILO), MPF REVISION TASK FORCE CHAIR
 LASZLO GOBOLYOS (UNOPS), SPE SUBGROUP CHAIR (*NOW STEPPED DOWN*)
 KERRY KASSOW (UNDP), IPS SUBGROUP CHAIR
 NATALIA NEDEL (UN SECRETARIAT), VENDOR RISK MGT & DUE DILIGENCE SUBGROUP CHAIR

The PN was provided with an update on the work being undertaken by the following subgroups:

2.1 Revision of the Model Policy Framework (MPF) for Vendor Sanctions

A Task Force (TF) was created by the MPF Governance Group to review, modernise and amend the MPF, which was originally developed in 2010. The draft revised MPF has recently undergone a 3-month legal review by PN member organisations. ILO is currently consolidating and conducting a preliminary analysis of feedback received. The revised draft will then be re-circulated, and meetings will be scheduled with all TF members. The plan is to submit the finalised MPF for decision at the PN meeting in April 2024. Any unresolved issues will be directed to the HLCM Secretary for review/advice in consultation with OLA as necessary.

The PN was also informed that the UNGM is being enhanced in parallel with the MPF revision to improve proscribed practice and sanctioning functionalities in the system.

It was agreed that, in advance of the PN meeting in April, the TF Chair would also invite the wider PN membership to review the revised draft MPF and will explain the revision process and the proposed changes.

2.2 Supplier Performance Evaluation (SPE)

This subgroup was created to share knowledge, assess the possibility of harmonising approaches on supplier performance rating and related actions and to discuss the potential further use of the UNGM functionality for supplier performance flagging and rating functionality. The PN was provided with a presentation of the journey and deliverables of the group since its inception in 2020.

[Guidelines for the use of the UNGM supplier performance \("purple"\) flag](#)

The guidelines (including the aligned functionality) were endorsed at the PN meeting in October 2022. Since then, introductory webinars have taken place to explain how to apply

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



the guidelines. The guidelines and recordings of the webinars can be found on the [SPE subgroup page](#) on the UNGM. **The purple flag has already been used by several agencies. PN members were reminded not to use the red flag for performance issues (red is for proscribed practices).**

[Guidelines for the use of the UNGM vendor performance rating functionality](#)

This functionality rates vendor performance against the following 5 aspects: timely delivery, level of quality, effective communication, adherence to contract terms, and commitment to sustainability and/or innovation. Users can also indicate whether they would recommend the supplier. Based on the submitted business case, and that 12 agencies had confirmed their commitment to using the tool, the UNGM Steering Committee approved proceeding with the implementation of system enhancements. This work is now underway and will be followed by User Acceptance Testing. The next steps will be to finalise the user guidelines, which are 90% complete, and have the user guide with aligned functionalities endorsed.

[Pilot: Harmonising SPE criteria](#)

WIPO, FAO, ILO and UNOPS have volunteered for this pilot. The group is collecting good practices on SPE from agencies which are advanced in SPE. The target will be Call-offs/POs of commonly/frequently used LTAs and to use the same evaluation criteria as per the UNGM vendor performance rating tool. The next step will be to finalise and circulate a factsheet to collect LTA data. The tentative timeline for pilot results is the end of 2023.

The subgroup Chair also informed about future plans for creating a Model Policy Framework for SPE and related measures/sanctions.

The PN acknowledged the strong commitment and efforts from the subgroup Chair, Laszlo Gobolyos (UNOPS), in advancing the work of the SPE subgroup. Given that Laszlo has stepped down, the WG Chair called for volunteers to take over the leadership of the subgroup and ensure that activities continue. Interested candidates should contact Walter Grandpré on grandpre@ilo.org

2.3 International Procurement Seminars (IPS)

The IPS model was developed particularly to meet the repeat demand from Industrialised Countries to host UN multi-agency business seminars, and do so in a more efficient, cost-effective, and sustainable manner. IPS events take place in accordance with a [calendar published on the UNGM](#) and are subject to a submission/evaluation process of proposals from countries interested in hosting such an event.

The PN was presented with the calendar of upcoming IPS events scheduled for the next six months upcoming timeslots was presented

Date	Host Countries	Location	Agencies
7-8 March 2023	Ireland, Netherlands & UK COMPLETED	UN City, Copenhagen	UNDP, UNFPA, UNHCR, UNICEF, UNIDO, UNOPS, UN Secretariat, WHO, WFP
20-21 June 2023	China POSTPONED	Shanghai	FAO, IFAD, IOM, PAHO, UN Secretariat, UNDP, UNFPA, UNHCR, UNICEF, UNIDO, UNOPS, UNRWA, WFP, WHO

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



14-15 November 2023	Denmark, Finland, Iceland, Norway & Sweden	UN City, Copenhagen	FAO, IAEA, IFAD, ILO, PAHO, UNDP, UNESCO, UNHCR, UNICEF, UNIDO, UNOPS, UN Secretariat, UN Women, WFP & WHO
20-21 March 2024	Czech Republic, Hungary & Slovakia	Vienna	CTBTO, IAEA, UNOV (+ UNODC, UNOOSA), OSCE, UNIDO, FAO, ILO, ITC, ITU, UNDP, UNHCR, UNICEF, UNOPS & WHO
June 2024	Potential interest from (i) China, (ii) Belgium, France & Estonia (iii) Dominican Republic &?		
November 2024			

PN members were reminded to continue to raise awareness of the IPS model. The IPS subgroup has developed and shared [template explanatory text](#) which PN members can customise and use in response to ad hoc requests for single-country business seminars. PN Members should also continue to share any invitations to ad hoc events with the subgroup Chair/PN Secretariat for coordination with other invited agencies and to ensure better alignment of responses.

PN members who have participated in IPSs were appreciative of the model, which, as intended, has improved the efficiency of UN agency participation in business seminars. It was underlined that vendors value in particular the chance to have one-to-one consultations with UN procurement practitioners, although they are aware that these meetings have no influence on being awarded UN contracts. It was recognised however that the IPS model might be challenging for Developing Countries to undertake both in terms of the associated costs and the scale of organisation/human resources that is required. An alternative could be for agencies to engage with the UN Secretariat, ICAO, and others, that have business seminars on a regular basis in Developing Countries.

The subgroup Chair also mentioned that there are ongoing measures to monitor the (possibly quite limited) impact of IPS events, but that the value in terms of goodwill to our Member States/Donors should not be underestimated.

2.4 Vendor Risk Management & Due Diligence

Each UN organisation has its own approach to conducting vendor risk management and due diligence. The vetting process is often manual and time-consuming. There is a need to establish a more efficient and possibly automated Vendor Risk Management and Due Diligence process that would enable all the organisations affiliated with UNGM to proactively monitor and manage the numerous risks associated with vendors. The purpose of this subgroup is to establish a robust and standardised Vendor Risk Management and Due Diligence process based on best practices used across organisations.

As a starting point this year, there have been ongoing discussions and presentations by subgroup members to better understand the Vendor Risk Management and Due Diligence process of their respective organisations. A consolidated list of the business intelligence service providers has also been created with the name of the agencies using those firms.

For more information on all of the above see the following:
[Summary Sheet - Strategic Vendor Management Working Group](#)
[Presentation - Strategic Vendor Management Working Group](#)

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



3. SUSTAINABLE PROCUREMENT WORKING GROUP (SPWG) – INFORMATION SESSION
 ANNE-CLAIRE HOWARD (UNOPS) & ADENIKE AKOH (UNDP) – WG CO-CHAIRS
 MARCUS MCKAY (UNOPS) & JULIA GIN (ILO) – COMBATING HUMAN TRAFFICKING AND FORCED LABOUR TASK FORCE CO-CHAIRS
 AKHTAR ZAZAI (UN WOMEN) – GENDER RESPONSIVE PROCUREMENT TASK FORCE CHAIR

3.1 Sustainable Procurement Tools

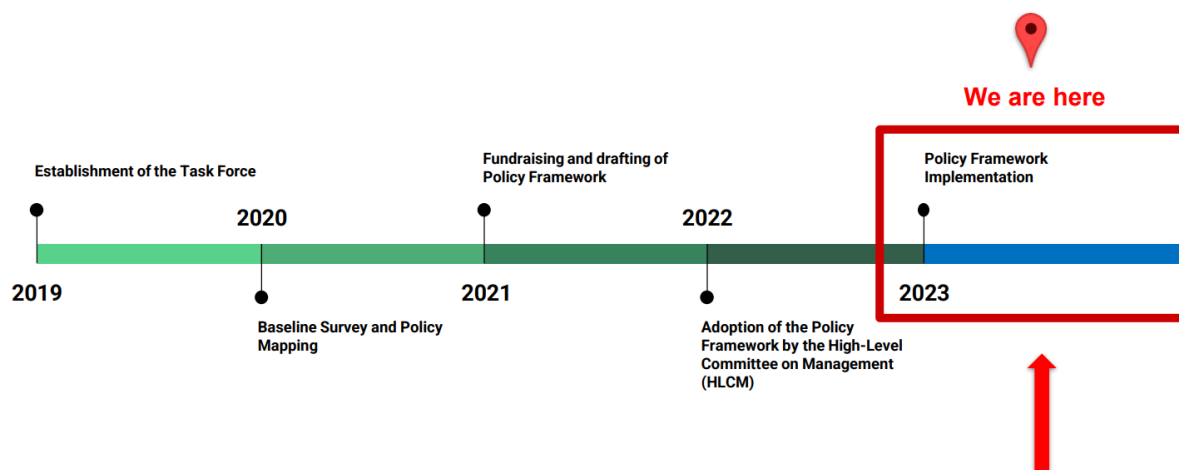
The [Sustainability Procurement Portfolio Model](#) (SPPM) has been built to support organisations in identifying procurement categories which represent the highest sustainability risk exposure. The PN was provided with an update on the [SP Criteria Selection Tool](#) which has been developed on UNGM under the 2nd phase of the SPPM. Since the last PN meeting there has been a soft launch of the tool and User Acceptance Testing (UAT) has been taking place. The plan is to fully launch the tool in Q4 2023.

Moving forward, the plan is to establish a subgroup² under the SPWG to manage and coordinate the tool and ensure it remains up-to-date and relevant. If there is agreement on this, the group will be co-led by UNOPS and UNGM. It will also be necessary to take funding into account when considering any future development work. (Initial funding was provided by UNDP.)

PN members were encouraged to join SP Criteria Selection Tool UAT activities. It was agreed that UNOPS/UNGM would organise a session to (re)acquaint agencies with the tool and hopefully increase engagement.

3.2 Combating Human Trafficking & Forced Labour in Supply Chains (HTFL) Task Force (TF)

The TF co-Chairs provided the PN with an update on activities since the last PN meeting.



TF Meeting

A face-to-face meeting of the TF was hosted by the TF Secretariat, OSCE, in Vienna on 27-28 September 2023. The agenda and presentations included the following:

- UNODC updates on UN Resolutions related to procurement and combating human trafficking and forced labour

² A draft TOR can be found with documentation at the end of this section.

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



- The UN Trust Fund for Victims of Trafficking in Persons
- OHCHR on the human rights due diligence expansion project
- ILO on forced labour indicator updates and mapping to the procurement cycle
- OSCE on capacity building and training, and lessons learned from implementation
- IOM on supplier engagement and support to victims of trafficking

Partnerships

The following new and continued partnerships were highlighted:

OSCE as TF Secretariat and lead of Capacity Building Project for UN Staff

UNODC's Human Trafficking and Migrant Smuggling Section (as well as UNOV's Division of Management)

OHCHR departments on business and human rights, human rights due diligence in the IT sector, and now the human rights due diligence expansion policy

Implementation updates

The below activities are underway as part of the current phase in the HTFL workplan:

(i) HTFL indicators mapping - a "translation" document between subject-matter experts and procurement professionals for where forced labour may be identified within the procurement cycle. The document will be updated following the recent TF meeting in Vienna and, once reviewed by UNODC and ILO, will be submitted to the TF for endorsement.

(ii) Awareness-raising for suppliers - training and resources for suppliers on HTFL, relating to the revision of the UN Supplier Code of Conduct, the General Conditions of Contract, and the MPF.

(iii) Capacity-building project - online training for UN staff

The overall aim is to design an introductory online training course for implementation of the HTFL Guidance to increase awareness and capacities of procurement and supply chain professionals. OSCE is funding and leading this work, and once completed it will be launched on the UNGM. The course will initially be available in English with other language versions a possibility, subject to funding.

The Task Force was commended for its high level of engagement and progress so far on its deliverables. Materials and resources on the topic (including a national legislation analysis, which was mentioned during the discussion) can be found on the TF's dedicated [workspace](#) on the UNGM.

3.3 Gender-Responsive Procurement (GRP) Task Force (TF)

The PN was provided with a recap of the GRP action plan. The draft policy is still under revision based on ongoing feedback provided by PN members. The nature of some of the feedback was explained and clarification was provided, in particular, on some of the definitions in the document. Comments received from OLA on the definition of gender are also being taken into account. The TF is currently compiling a document capturing all feedback received and corresponding action taken, which will be shared with the SPWG in due course. Any PN members who are not part of the TF or SPWG are encouraged to provide their input to this process.

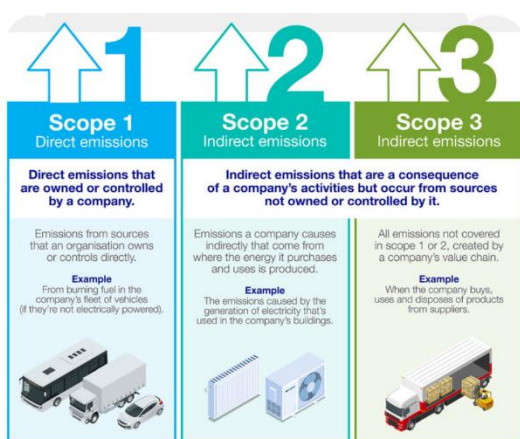


The overall next steps will be to redistribute the draft policy to the PN by January 2024 with a view to submitting it for decision at the PN meeting in April 2024. After which it will be rolled out and training, guidelines and a toolkit will be developed.

3.4 Survey: SP Priorities

The SPWG co-Chairs recently launched a survey among the WG to capture SP priorities for the coming years. Following the PN meeting, the survey will be launched to the wider PN membership to gather further information on priority areas for the various organisations.

3.5 Scope 3 Emissions



nationalgrid

Procurement plays a large role in Scope 3 emissions, but this is a challenging area where much collaboration is needed to be effective. Many agencies have started their journey on measuring and reducing Scope 3 emissions. The focus of this session was on informing PN members on the current work being done inside and outside the UN on Scope 3 with a view to determine whether the SPWG should create a Scope 3 Task Force independently or join some of the existing initiatives.

The session was structured around three presentations:

(i) The WREC³ project, established by the Global Logistics Cluster, whose many activities include mapping of groups working in this field as well as the various Scope 3 efforts which are taking place across humanitarian organisations. **To support these activities, the SPWG is interested in undertaking a mapping of Scope 3 activities taking place across PN member organisations.**

The WREC Project and its partners have developed a **Call to Action** entitled, 'A supply chain framework for the future: Reducing the carbon footprint of humanitarian aid', for presentation to large stakeholders at the COP28 in December. The document (see link at the end of this section) outlines what humanitarians need from the Private sector, Governmental actors, and Donors to scale up decarbonisation efforts and reach the target of reducing the emissions from humanitarian supply chains by 50% by 2030.

(ii) The Task Team on GHG, co-Chaired by UNDP, UNOPS and WB, whose recommendations so far are that Scope 3 emissions should be included in minimum boundary for UN agencies, expanding beyond business travel emissions; common categories should be measured and

³ Waste management and measuring, reverse logistics, environmentally sustainable procurement and transport, and circular economy

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



reported on; more difficult to measure emissions can be phased into agencies' reporting; and dedicated resources will be requested from [SUN](#) to support this implementation.

(iii) Scope 3 Project for Carbon Reduction in PAHO Revolving Funds, a showcasing of the strategies and initiatives undertaken by PAHO to reduce carbon emissions in its supply chain.

Supporting documentation:

[Summary Sheet - Sustainable Procurement Criteria List](#)

[TOR Sustainable Procurement Criteria Subgroup](#)

[Summary Sheet - Task Force on Combating Human Trafficking & Forced Labour](#)

[Presentation - Task Force on Combating Human Trafficking & Forced Labour](#)

[Summary Sheet - Scope 3 Emissions](#)

[Presentation - WREC Project](#)

[Presentation - Task Team on GHG](#)

[Presentation - Scope 3 Project for Carbon Reduction in PAHO](#)

[Call to Action: A supply chain framework for the future: Reducing the carbon footprint of humanitarian aid](#)

4. COGNITIVE PROCUREMENT WORKING GROUP – INFORMATION SESSION

MIRANDA CARINGTON (WORLD BANK), WG CHAIR

The WG Chair provided the PN with an update on the activities of the subgroup on Artificial Intelligence (AI) in Procurement. The purpose of which is to establish an AI Sourcing Procurement Guideline for the PN as well as to learn about procurement solutions for common business problems.

The approach of the group has been to:

- ✓ Define AI, and as it relates to procurement (complete)
- ✓ Establish AI use cases (complete)
- ✓ Develop AI Sourcing Guidelines (in progress)
- ✓ Conduct an AI market analysis (complete)
- ✓ Host an AI Solutions Expo (in progress)

As well as providing an update on the group's activities and achievements to date, the PN was informed that the AI Solutions Expo will take place virtually on 5 December 2023, and be conducted by ProcureTech and Kearney. The scope of the Expo has been widened to include various procurement tools. Core suppliers will provide demos and it will be possible to join break-out sessions and/or individual meetings with them. The invitation to the Expo will be shared in due course.

Otherwise, the next steps of the group are to finalise the AI Guidelines, circulate them for input from various organisations and then share experiences on their usage. Further ahead, and under the overarching Cognitive Procurement WG, there are plans to have experience-sharing sessions where agencies will be invited to present cognitive tools and solutions they are using.

Supporting documentation:

[Presentation - Cognitive Procurement Working Group](#)

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



5. PROFESSIONAL DEVELOPMENT WORKING GROUP – INFORMATION SESSION

TORBEN SOLL (UNDP), WG CHAIR

UN Procurement Awards

This initiative, led by an inter-agency Project Team within the Professional Development Working Group, was developed to celebrate and recognise excellence in the procurement and supply chain management profession across the UN and related organisations. The project has the following objectives:

- 1 Raise the profile of the UN procurement and supply chain profession
- 2 Enhanced motivation of UN procurement and supply chain personnel
- 3 Showcase procurement and supply chain success stories
- 4 Promote the work of the HLCM Procurement Network

This year the initiative was expanded to the following two award categories:

(i) Collaborative Procurement - rewarding UN organisations that combine their efforts to undertake procurement in cooperation or share the outcome of a procurement process, achieving better service through economies of scale and reducing inefficiency and duplication across the UN organisations.

(ii) Sustainable Procurement and Supply - rewarding procurement and supply chain initiatives that are compatible and in favour of the protection of the environment, of social progress and in support of economic development. It recognizes successful and value-adding Sustainable Procurement and Supply projects.

There was a live-streamed presentation of the background, awards' project team, categories, the jury, and the evaluation process. This was followed by a brief presentation of all nine of the shortlisted projects.



UN AWARDS 2023

COLLABORATIVE PROCUREMENT SHORTLISTED PROJECTS



UNICEF, UNFPA, UNHCR
Joint development of technical specifications for reusable menstrual cup, disposable pads, reusable pads and tampons
UNICEF, UNFPA
Joint tendering on reusable menstrual cups



ICC, UNDP, OSCE
Multilateral collaborative procurement for the expeditious judicial investigation operations in the new situation cases of Sudan and Ukraine in 2022





CPAG, WIPO
Collaborative procurement for the provision of electricity



UNDP
Collaborative procurement for disability inclusion in Ecuador

UN AWARDS 2023

SUSTAINABLE PROCUREMENT AND SUPPLY SHORTLISTED PROJECTS



IOM
E-waste Project: Greening humanitarian response through repair, recovery and recycling of solar lantern e-waste in displacement settings



ILO
ILO Employment Intensive Infrastructure Programme





UNICEF
Reduction of plastic waste in deliveries of long-lasting insecticidal mosquitos' nets



UNOPS
Women-Owned Business initiative in Yemen



UNDP
UNDP's Sustainable Procurement Index for Health

The 2023 award winners were announced as follows:

- (i) Collaborative Procurement** - UNICEF, UNFPA, UNHCR for 'Joint development of technical specifications for reusable menstrual cups, disposable pads, reusable pads and tampons'.
- (ii) Sustainable Procurement and Supply** - UNOPS for the 'Women-Owned Business initiative in Yemen'.

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kery.kassow@undp.org



All shortlisted projects have received a “Shortlisted for 2023 UN Procurement Award Diploma” The overall winning projects received an “Award Diploma for 2023” and will have the opportunity to present their projects in more detail at the PN meeting in April 2024.

More information on the awards, the winners and the shortlisted projects can be found [here](#).

Supporting documentation:

[Presentation - Professional Development Working Group](#)

OTHER TOPICS

1. SANCTIONS REGIME – INFORMATION SESSION

ANNE FABIANI (FAO)

Within the context of resource mobilisation and negotiations with Donors, UN agencies are often faced with the challenge of adhering to their legal and administrative frameworks whilst having to accommodate Donor requirements, often stemming from Donors' own obligations vis-à-vis their legal frameworks.

In terms of Sanctions Regime, OLA has recently reiterated within the framework of negotiations with the EU that in view of the UN's status, privileges and immunities, the only sanctions list the UN can comply with is the UN list. In practice however, strict adherence to this principle by all UN agencies would close numerous opportunities of funding. As a result, agencies and their respective procurement authorities have adopted different approaches, including vis-à-vis Donor requests to vet suppliers prior to contracting them.

Whilst this is normally within the purview of Legal Departments and the discussion is broader than procurement, it is recognised that this is a recurring topic among the PN members. To gain an overview of the current practices and policies within the PN, a short survey was launched prior to the PN meeting. The findings of the survey were presented during this session.

Several PN members showed interest in this topic. FAO suggested setting up an informal forum to gather more information, seek advice from the legal network, share information during negotiations on topics raised by our Donors, determine any next steps with the wider PN, etc. PN member interested in joining the forum were asked to contact anne.fabiani@fao.org.

Supporting documentation:

[Summary Sheet - Sanctions Regime](#)

[Presentation - Sanctions Regime](#)

AOB

(i) Venues for future meetings

The next meeting will be hosted by UNESCO in Paris on **16-18 April 2024**.

UNEP will host the autumn meeting in Nairobi on **8-10 October 2024**.

All documents related to the meeting are available on the HLCM-PN Workspace on www.ungm.org or by contacting the PN Secretariat on kerry.kassow@undp.org



SHOW AND TELL SESSIONS

The following 'Show and Tell' sessions were also part of the PN meeting agenda:

World Bank & Corporate Procurement's New Vision and Strategy – Kenny Cheung (World Bank Group)

[Summary Sheet](#) | [Presentation](#)

ICAO Cooperation with FAO and UNEP – Mekki Lahlou (ICAO)

[Summary Sheet](#) | [Presentation](#)

Network of Procurement in International Organizations (NPIO) – Kenny Cheung (World Bank Group)

[Summary Sheet](#) | [Presentation](#)

CPAG Update - 2022 Annual Report, Travel Services and Adobe Contract – Stephen Farrell (UNOG)

[Summary Sheet](#) | [Presentation](#) | [CPAG 2022 Annual Report](#)