



**INTER-AGENCY OPERATIONS MANAGEMENT TEAM (OMT)**  
**OMT MEETING- FINAL Minutes 001/2019, 25 January 2019**  
**UN Conference Hall, UN House**

**Co- Chairs: Charles Callanan, Director, UNOPS and Richard Howard, Director, ILO**

<b>Present in the meeting</b>	<b>Agency</b>	<b>Name of Staff</b>	<b>Title</b>
	FAO	Adhrit Regmi	Admin Procurement Officer
	ILO	Richard Howard Marina Rai	Director/ ILO and Co-chair of OMT Admin Finance Officer
	IOM	Sugandha Kafle	Senior Finance Officer
	RCO	Kalawati Chand	Admin Finance Officer
	UNOPS	Charles Callanan Anastacia Repoyo	Director/UNOPS and Co-chair of OMT PSO
	UNDP	Niraj Shrestha	Operations Manager
	UNHABITAT	Sunita Pradhan	Admin Finance Officer
	UNHCR	Narendra Pandey	Associate Admin Finance Officer
	UNDSS	Paras Basnyat	Local Security Assistant
	UNWOMEN	Damar Ghimire	Operations Manager
	UNFPA	Ritesh Mistry	International Operations Manager
	UNICEF ROSA	Sahara Gurung	Admin Officer
	UNIC	Sunita Rai	Admin Assistant
	WHO	Murray Singer	Admin Officer
	WFP	Rabina Sherchan	Admin Officer
<b>From Task Forces:</b>	RCO UNDSS UNDP UNDP	Ragindra Rajbhandari Lepana Shakya Rina Chhetri Amrita Rai	ITTF Coordinator, GIS/IM Officer ITTF Dep Coordinator/RTA HRTF Dep Coordinator/HR Analyst a.i. Travel/Transport Team/Admin Assistant
<b>CS Unit</b>	CS	Sheila Chhetri	Admin Analyst / OMT Secretariat
<b>Regrets</b>	UNODC UNICEF RCO UNRCPD UNESCO	Srijana Manandhar Barry Rasmani Kalawati Chand Ageen Shrestha Sarina Shrestha	Admin Finance Associate Chief of Operations Admin Finance Officer Finance associate Senior Admin Assistant

**Agenda:**

1. Security briefing by UNDSS
2. Introduction of task force Coordinators and Deputies for 2019
3. Reflections of 2018 and carry forwards to 2019
4. Presentation by IT task force on 2019 Work Plan
5. National Consultant's Remuneration
6. AOB

Co-Chair of OMT, Charles Callanan welcomed everyone to the first OMT meeting of 2019. He updated the OMT that 9 UN Agency Heads have recently signed the Mutual Recognition Statement at HQ level. He explained that mutual recognition allows an entity to use or rely on another entity's policies, procedures, system contracts and related operational mechanisms for the implementation of activities without further evaluation, checks or approvals being required. He mentioned that this would help the Agencies in achieving operational harmonisation and business efficiencies. He also invited all OMT members to be part of the webinar on "Common Back Office (CBO)" which is organized by Development Operations Coordination Office (DOCO) on 29 January 2019, link for the webinar will be shared by Sheila.

<u>Agenda Items/Discussions</u>	<u>Decisions</u>	<u>Responsible /Timeline</u>
<p><b>Agenda 1: Security Update by UNDSS</b></p>	<p>Paras Basnet, LSA from UNDSS made a presentation on latest security situation in the country. His presentation included update on overall security situation in the country and the latest security incidents involving UN personnel, burglary cases in residences, loss of equipment from UN Office, no of Bandhas and their impacts, protests, number of petitions submitted, cases of crime and vandalism, road traffic accidents, extortions, air craft accidents, hazards and explosions in different regions from January 2018 till 26 November 2018. He also shared region wise incidents of local terrorism. A copy of presentation is attached with this minute.</p> <p>UNDSS recommended:</p> <ul style="list-style-type: none"> <li>• Comply with UN Nepal Security Advisories by DO and Nepal Bandh (General Strike-SOP) if Nationwide General Strike is called at short notice</li> <li>• Contact UNDSS / Radio Room for updates on road situation prior commencing field missions by road</li> <li>• Consider flight delay and cancellation while planning air travel</li> </ul>	

<p><b>Agenda 2: Reflections of 2018 and carry forwards to 2019</b></p>	<p>Sheila Chhetri, OMT Secretariat shared a graph showing participation of UN Agencies in OMT meetings held in 2018. She shared the major highlights of OMT in 2018 and activities that would be carried forward to 2019. Updates on activities which have been carried to 2019 are as follows:</p> <p><b>1. MoU with Hospitals and UN Examining Physicians (UNEPs):</b>  On behalf of the Medical task team, Marina Rai from ILO shared that the team went to five (5) hospitals namely Norvic, Grande, CIWIC, Travel &amp; Mountain and Mediciti. The clauses of MoU have been discussed with Norvic, Grande and Mediciti already. The first MOU with Mediciti will be signed on 25 January 2019. The task team thanked co-Chair Richard for being available for the important meetings held with hospital's top most senior management.</p> <p>She also shared that once all five (5) MoUs are signed, CVs of potential UN Examining Physicians would be requested from the hospitals formally. Sheila briefed the OMT on process of selection of UNEPs in the past which is a long process. OMT agreed to request UNDSS in collecting CVs of doctors from outside Kathmandu.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ UNDSS will be requested to collect CVs from doctors outside Kathmandu through their LSAs. In case of Kathmandu, CVs would be collected from 5 hospitals with which UN will be signing MOUs</li> </ul>	<p><b><u>Responsible:</u></b>  Medical Task Team</p> <p><b><u>Timeline:</u></b>  February 2019</p>
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	<ul style="list-style-type: none"> <li>➤ A formal letter will be sent to UNDSS from OMT Chair requesting for their support in collection of CVs</li> <li>➤ A formal letter will be sent to five (5) hospitals with which MoU will be signed requesting for CVs</li> <li>➤ Medical task team to finalize the MoUs by end of February 2019 and start the CV collection process formally</li> </ul> <p>2. <b>Travel, Transport Task Team:</b> Amrita Rai, Admin Assistant from UNDP shared that the Singh Durbar Shuttle services ran 11 times from April to July 2018 and 10 staff used the services from mostly 3 Agencies namely UNDP, UNICEF, UNHABITAT. OMT decided to stop the shuttle services given the low usage. The task team plans to resume the Shuttle Services once Agencies like UNFPA, UNWOMEN and UNICEF Operations Team move to UN House by mid 2019. They plan to re-assess the frequently visited destinations by UN Agencies and decide on the locations where shuttle services could be provided.</p> <p>She shared that group email of Admin focal persons was created. She requested OMT member’s support in encouraging the task team members to be pro-active and be more interactive and share good information and good practices.</p> <p>3. <b>Green Team:</b> On behalf of Green Team, Sahara Gurung from UNICEF ROSA updated the OMT that through UN Agencies have recycled 14,121 kgs of paper in 2018. The green team provided an orientation on use of Carbon Footprint Analysis Software to</p>	<p><b><u>Responsible:</u></b> Green Team</p> <p><b><u>Timeline:</u></b> Next meeting</p>
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	<p>agencies. Most of the agencies except few are yet to provide 2017 data, new deadline given is 31 January 2019.</p> <p>She requested all Agencies to start compiling 2018 data and share with Green team.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ Green Team to share a more comprehensive analysis</li> </ul> <p><b>4. Unused Vehicles of Agencies:</b></p> <p>Sheila shared that there are currently 20 vehicles and 116 motorbikes which are unused in 10 UN Agencies. She also informed the OMT about a recent decision of UN House Board, chaired by RC which is:</p> <p><i>“UN RC recommended that the OMT co-chairs approach the Government with the list of unused vehicles and seek approval on allowing the UN Agencies to scrap these vehicles, while keeping the RCO in loop. OMT co-chairs also to enquire with GoN on what is the logic of imposing a rule of mandatory registering of vehicles outside Kathmandu for diplomatic Agencies. In case, it is not settled from OMT level, RC will be taking up this issue with the concerned Ministry.”</i></p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ A meeting with concerned Ministry to be set up which will be attended by co-Chairs of OMT and few OMT members from UNDP, UNHCR and UNFPA.</li> </ul>	<p><b><u>Responsible:</u></b> OMT Chairs</p> <p><b><u>Timeline:</u></b> ASAP</p>
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	<p>OMT Secretariat also shared the list of participating UN Agencies in OMT and 2019 Common Services Budget. It was clarified that World Bank (WB), Asian Development Bank (ADB), IFAD and IMF only contribute to the Emergency Supplies Budget.</p> <p>Co-Chair, Charlie suggested that it would be good to organize a meeting with Admin Heads of WB and ADB to share our good operational practices and also learn from them on how we can benefit from each other's practices.</p>	
<p><b>Agenda 3: Update by IT Task Force</b></p>	<p>Ragindra Rajbhandari, Coordinator of IT Task Force shared their activities and status of the same. It was shared that ITTF had one (1) meeting so far where they have assigned lead agency and timeline for each activities:</p> <p><b>Output 1: Training and capacity building</b>  1.1 Internal and External presentations on latest technologies  <b>Lead: RCO/UNDSS</b>  1.2 Human Centric Design (HCD) Training: <b>Lead: UNICEF</b></p> <p><b>Output 2 : Common LTA for ICT services</b>  2.1 IT Helpdesk: contract valid till 2020, not to be kept under 2019 workplan  2.2 Printer LTA: dropped  2.3 LTA with ISP: contract valid till 2022, no need to show in 2019 plan  2.4 Electricity Maintenance: dropped  2.5 Off-city back up: Lead: UNICEF, Dropped and not to be reflected under 2019 plan as after March, only UNDP and UNICEF will be part</p>	

	<p><b>Output 3 : Emergency Telecommunication Cluster</b>  3.1 Emergency Communication training for OMT/UNCT members, Agencies critical staff, <b>Lead: WFP</b></p> <p><b>Output 4: Knowledge Management</b>  3.1 Deployment of OMT and taskforce website in UNCT website, <b>Lead: RCO</b>  <b>3.2</b> Coordinate and advocate Application Development and Data/ Information exchange standard among UN agencies as per digital development principles: data collection started, <b>Lead: UNIC</b></p> <p><b>Output 5: Cost Savings</b>  5.1 ITTF plans to save USD 20,000 by use of NTC and NCell Closed User Group (CUG) by end of 2019, <b>Lead: UNICEF</b>  5.2 Collaboration /Sharing of ICT resource between agencies, <b>Lead: UNIC</b></p> <p><b>Discussions:</b>  ITTF shared that they have observed communication flow problem among Operations and Programme teams in most of the agencies as the IT staff are not aware of software being developed by Programme team. ITTF also requested for a representation from UNOPS in the task force.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ Google docs to be used as much as possible in collecting data from agencies instead of exchanging Excel sheets</li> </ul>	
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<p><b>Agenda 4:</b> National Consultant's Remuneration</p>	<p>Niraj Shrestha, UNDP wanted to know if agencies are using the National Consultant's Remuneration Structure that was agreed in 2014. He also shared that this survey was led by OMT two times in the year, in year 2014 and 2009. He mentioned that it's time to revise this structure and requested if the OMT can take this forward this year? UNHABITAT and ILO shared that they have only been taking reference of these fee scale. Majority of Agencies opined that they are not really using these rates.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ OMT decided not to jointly carry out the survey for National Consultant's Remuneration</li> </ul>	
<p><b>Agenda 5:</b> Any Other Business (AOB)</p>	<p><b>AOB 1: Need for relocation of JCP Supplies from IOM</b> IOM shared that with the reduction of staff in their agency, the office size is also reducing. Due to this, IOM will have space limitation in the nearest future and therefore requested OMT if the JCP supplies could be relocated.</p> <p>OMT discussed that IOM and UNHCR offices are close by and with the reduced number of staffing in IOM, UNHCR and IOM JCPs could be merged.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ OMT Secretariat to check with UNHCR JCP Manager and UNDSS on the possibility of merging IOM to UNHCR JCP.</li> </ul> <p><b>AOB 2: Rental Subsidy and DSA for non UN Personnel</b></p>	<p><b><u>Responsible:</u></b> CS/UNHCR JCP Manager/UNDSS</p> <p><b><u>Timeline:</u></b> February 2019</p> <p><b><u>Responsible:</u></b> OMT Secretariat</p>



	<p>Some agencies enquired if there will be memo from RC on the DSA for non UN Personnel (Rs. 3500) and Rental Subsidy ceiling (USD 3500).</p> <p>It was clarified that there will not be a separate memo that will be issued by RC.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>➤ Agencies to refer to UNCT minutes. OMT Secretariat to share the minutes.</li> </ul>	<p><b><u>Timeline:</u></b> 12 February 2019</p>
<p>The next meeting of OMT will be held on 13 February 2019.</p>		