

First Meeting of the Advisory Task Force on COMPAL:
Minutes of the meeting held on the 26th March 2008

Chair: Hassan Qaqaya

Participants:

Michael Adam, Ana María Alvarez, Marco Avendaño, Elizabeth Gachuri, Ebru Gokce, Pierre Horna, Yves Kenfack, George Lipimile, Matfobhi Riba, Sang Min Song, Dominique Stutz.

Background

Mr. Qaqaya explained the background and the justification for the setting up of the Advisory Task Force (ATF). He said that decision to set up the ATF was a response to an important recommendation from the evaluation of the COMPAL project. He added that the purpose of the Advisory Task Force is to provide substantive comments and guidance on Terms of Reference (TOR), studies, manuals and other published materials. The aim is to strengthen the substantive capacity of COMPAL and benefit from cross fertilization.

The ATF include eight experts, but will organise its work in small groups as need may be. Mr. Pierre Horna will be the focal point dealing with substantive matters and will liaise with all NPCs. All requests and follow up on implementation should be channeled through him. Administrative aspects will be handled by Ms. Dominique Stutz and assisted by Mr. Vitor Novaes Fonseca as need be. Once the background documentation and files are completed, Mr. Pierre Horna should submit the document to the COMPAL manager Mrs Ana-Maria Alvarez for review and seeking substantive inputs from the ATF. The consultations may take place in small group discussions, by written comments, telephone conferences with NPCs or consultants, etc. Substantive comments on terms of references, revision of studies, organization of training should then be communicated by Mrs. Ana-Maria Alvarez, to the NPC through Mr. Pierre Horna or Ms. Dominique Stutz.

The Task Force is expected to be a useful tool that will strengthen substantive capacity of COMPAL, particularly for its second phase. This would be key for the process of deepening capacity building in Latin American.

Example of sectoral studies:

The task force will follow the following work methods:

a) The National Project Coordinator (NPC), which is the COMPAL national focal point in each beneficiary country, submits the proposal to undertake a sectoral study accompanied with a justification.

b) The GA reviews the proposals to undertake activities, and prepares a first set of comments. Following exchanges with NPCs and the relevant consultants, the final version of the TORs together with a work plan (WP) are set up. The timeframe needs to be established in coordination with Ms. Dominique Stutz.

c) The TORs and WP are submitted to the PM who will then prepare the documents to be submitted for comments from the Task Force. Presentations and explanation of the backing material submitted (including TORs, when studies are being discussed) will be made to the ATF. This may be take place as a town hall meeting to be organized on ad-hoc basis, or through discussions of small groups. Tasks are allocated to members of the Branch in accordance to their interest and expertise in a particular subject.

d) In order to provide feedback on specific activities, the GA contacts members of the Task Force who may interact either in small/individual meetings or via e-mail.

e) The GA contacts consultants and NPCs through telephone conferences to seek clarification on particular subjects. Mr. Pierre Horna then finalizes UNCTADs input which will be sent to NPCs.

f) Ms. Dominique Stutz will ensure that the administrative procedures are settled, including issuing contracts.

In order to make the Task Force flexible, the following aspects may need to be approved:

The timeframe for feedback from the COMPAL Task Force is one week counting from the date of the allocation of tasks.

All COMPAL documents (studies and reports) will continue to be circulated to the CCP Branch for information as usual and copies stored in the generic e-mail box.

First work plan for ATF

The following allocation of tasks was agreed upon with members of the Task Force.

CR.1.6.3. - Guide and Manual on Collusive Practices (finalized) - Ana Carolina Gonzalez

- Mr. Yves Kenfack
- Mr. George Lipimile
- Mr. Sang Song

N.1.1.1. - TORs and WP sectoral studies (poultry, cereals, medicines and dairy products)

- Poultry: Mr. Yves Kenfack
- Medicines: Mr. Michael Adam
- Cereals: Mrs. Elizabeth Gachuri and Mrs. Ebru Gokce
- Dairy Products: Mrs. Tito Riba

P.2.5.2. - Sectoral study on higher education in Peru (ongoing) - José Rodriguez

- Mr. Hassan Qaqaya
- Mr. Marco Avendano-Nava

Deadlines: Submission of background material by 1 April 2008
Comments for the **second session** of task forces due by the **9 April 2008**

ES.1.1. - Sectoral study on medicines (ongoing) - Jorge Bogo

- Mr. Michael Adam
- Mrs. Elizabeth Gachuri

CR.1.7.1. - WP and TORs on vertical restraints - Enrique Porras

- Mr. Hassan Qaqaya
- Mr. Yves Kenfack
- Mr. George Lipimile

P.2.6. - Consumer behavior in the financial sector - Carolina Lenkey

- Mr. George Lipimle
- Mr. Yves Kenfac
- Mrs. Matfobhi Riba
- Mrs. Ebru Gokce

Prepared by Ms. Dominique Stutz on the 17th April 2008.