**Shelter Portfolio : discussion summary (21/12/2016 : Céline, Quentin)**

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**PAS DE REGROUPEMENT PAR TYPE DE SHELTER dans un premier temps**

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8 Any Other Business

1. **Criteria** 
   1. **Technical criteria by supplier/Back office**

- The Back office will fill it up at the beginning and later, the supplier will do it. One supplier (Deltawood) will fill up mid-January as a test.

- Once it is filled up, it will need a Back office validation.

**Remark**:

- By filling in the different products, we might realize we need to update it. Another more complex product will be filled in to fine-tune the criteria begin of January.

**Ongoing question**:

- How to fill up the product : by model, by concept, in order to avoid filling in too many products that are very similar.

- How to fill up the size and modularity of the product (according to research filters) 🡪 Need IT input

**Documentation**:

*1° Catalogue criteria (technical and pre-validation)*



*2° Filled criteria for 1 product*



* 1. **Pre-validation criteria by Back office**

- The Back office fills it up with its knowledge and information from other sections.

- The pre-validation criteria are used to inform the requester about the product evaluation (not 100% objective)

- A rating is systematically give for each category of information in order to give a visual overview

**Remark**:

- With the results of the research, we would like the field to have a visual result (a colored summary of the product) with the Back office comment to have better information.

**Ongoing question**:

- How to insert pictures and reports (which format,…)?

**Documentation**:

- Same as previous document.

* 1. **Supply criteria**

- For the products that already have been ordered through MSF SUPPLY, an explanation on how to order it would be available. This information would be provided by the QA (Quality Assurance) from MSF SUPPLY.

- From the short list of the selected products (10), 40% of them are either standard or already available through MSF SUPPLY.

**Remark**:

- So far, the QA were not involved in the discussion. But they would be the resource person to update this information.

- This part could be included at the 2sd step of the project but it needs to be taken into account now as for the IT interface constrains.

1. **Roles/actors**
   1. **Access**

- The initial requester would be the Log community (Back office: referent, Front office: log cell, field: project & coordination)

- The supplier would receive a link to fill up the technical criteria

- The QA would have an access to fill up the supply criteria

* 1. **Mailing list**

- A mailing list currently exist within the information management team.

- Current list :

|  |  |
| --- | --- |
| **Email adress** | **Number** |
| Log professional email HQ | 50 |
| Log professional email field | 320 |
| Log private email | 760 |
| currently on the field | 350 |
| inactive | 410 |
| **TOTAL** | 1130 |

**Remark:**

- An updating system of the list is under reflection and should be available by mid-February.

- Other positions could also have access (Medco,…) but that needs further discussions.

* 1. **Other person/position**

- Other position could have access at the research tool on demand (need a validation by who ?)

***Ongoing question:***

- How to update the access without a systematic validation by someone?

1. **Research filters**

- A list of 6 or 7 research filters is proposed

1 LIFESPAN OF INFRASTRUCTURE

2 SIZE OF INFRASTRUCTURE

3 THERMAL VALUE

4 COST EFFECTIVENESS

5 Set-up time

6 SPECIFIC FEATURES

7 SCENARIO’S ( ?)

- The research filters are based on the technical criteria.

***Remark:***

- We need IT input to link the technical criteria with the filters.

- The Log scenario criteria needs to be discussed if relevant or not with the scenario referent.

**Documentation**:

*1° Research criteria*



1. **List of products**

- A shortlist of 10 products is selected for the 1st phase of the project.

- Eventually, there could be about 30 available products

- The product categorization might not be relevant for the shelter portfolio

**Documentation**:

*1° 10 products shortlist*



1. **Field feedback**

- The feedback template and process are still under discussion.

- The first outputs are:

* 1. **Need for a dashboard**

- It would be very nice and easy for the user if they could have a visual dashboard about the selected product

|  |  |  |
| --- | --- | --- |
| Technical criteria | Qualitative criteria (Back office) | Field feedback (Front office + field log) |

* 1. **Frequency of feedback**

- Month 0: installation concern

- Month 1: first use of the product

- Month 6: After a period of

- Month 12: according to product lifespan

**Remark:**

- The frequency and content of the feedback will depend on the product lifespan and complexity.

* 1. **Who gives feedback ?**

- The reflection is ongoing but different actors could be involved:

Log Cell, Logco, field log, national staff log, MIO construction (during a visit),…

**Remark:**

- Need IT input about the feedback report (PDF, online, rating, comment,…)

- Need IT input to have automatic reminder to the designed responsible.

- Need IT input for the created links to be inserted in the new LRS tool (Logistic Reporting System)

1. **Maintenance** 
   1. Technical criteria update (1x/an) by BO/market surveyor
   2. New product by BO/market surveyor
   3. Product removal by BO
   4. Mailing list for access by BO with support of information management dept
2. **Story telling**

- We tried to fill in your file about roles and functions. There are still some questions or remarks but it would be easier to talk about it when you come to Brussels in January.

**Documentation**:

*1° Use case Index*



1. **AOB**

- We need to discuss about it further with the concerned person (QA at MSF SUPPLY, Unidata,…) but Céline confirmed that the first objective is not to give the field information about how to order the product but to inform them about the most appropriate choice according to the filters.

Nevertheless, it would be a good opportunity to give the field this information to smooth the ordering process.