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Immediate

DATE: 14 September 2019
REFERENCE: DOS-2019-05890

TO: Directors/Chiefs of Mission Support/
A: Directors/Chiefs of Administration
Peacekeeping Missions, Special Political Missions,
Offices Away from Headquarters, Regional Commissions

FROM: Ms. AnneMarie van den Berg, Director
DE: Logistics Division, Office of Supply Chain Management,
Department of Operational Support



14-Sep-2019

SUBJECT: **Umoja Transportation Management (TM) Project Phase 2 □ Request for Nominations
OBJET: for the Training of Local Process Expert/Trainers (LPE/Ts) and User Verification
Testing (UVT) (14 to 31 Oct)**

1. Following the successful completion of the Transportation Management (TM) Conference - held in RSCE, Entebbe, from 27-29 August, I would like to take this opportunity to thank all those that participated in this event that marked the beginning of the Transportation Management Project Phase 2 deployment.
2. As part of TM deployment, a series of time bound activities have been planned with the aim of building local capacities which are critical for ensuring a successful deployment of the TM module, scheduled to be deployed to your entity starting 2 December 2019.
3. At this stage I would request for your entity's participation in the combined training workshop for Local Process Expert/Trainers (LPE/Ts) and the User Verification Testing (UVT), scheduled to take place in UNSB, Valencia (Spain) from 14 to 31 October. Participants are required to arrive in Valencia by 13 October and be present for the entire period.
4. The LPE/T training workshop and the UVT are organized as integrated and mutually supporting activities. Participants are required to complete the full three-week program in order to be certified as Local Process Expert/Trainers (LPE/Ts) for the TM module. In addition, participation in this workshop will provide them the opportunity to validate the solution and the system configuration planned for your respective entity.
5. In response to my memorandum number DOS-2019-05025, dated 31 July 2019, some entities (listed in *Annex I*) have already provided nominations for LPE/T(s). These entities

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are requested to confirm and approve the release of nominated staff members. If there are changes in the nomination, please provide updated information.

6. For those entities that have not yet nominated LPE/T(s) and are not listed in *Annex I*, please provide your nominations by 18 September. Please note that failure to nominate and participate will result in the delay of the deployment of the TM module in your respective entity.
7. Please note that nomination of LPE/T(s) for the TM module is subject to requirements and guidelines listed in *Annex II* and that entities are responsible for the costs of travel and DSA for their respective participants.
8. All nominations, including changes to those already submitted, should be provided to Mr. Amarin ILAH (ILAH@UN.ORG), UCS Deployment Lead, by 18 September 2019.
9. We look forward to working with you towards and a successful deployment of the Transportation Management module.

Best regards.

UNCLASSIFIED**Annex I – Local Process Experts/Trainers (LPE/Ts) Nominations**

List of Local Process Experts/Trainers (LPE/Ts) who were nominated in response to memorandum ref. DOS-2019-05025, dated 31 July 2019:

Entities	#	Name
ECLAC	1	Margarita de Igarzabal
	2	Luis Muñoz
MONUSCO	3	Anaja Guimaraes
	4	Amankou Philippe Bakou
	5	Hatim Eltigani
UNAMID	6	Donald Candy
	7	Ernest Wright
UNMIK	8	Valdet Stavileci
	9	Mirishah Gashi
UNMOGIP	10	Shumaila Shakoor
	11	Ziafat Hussain
UNON	12	Michael Ng'Ethe
	13	Deborah Onyango
UNOWAS	14	Oumoul Bao Traore
UNSCOL	15	Charbel Ghazal
	16	Waleed Al-Habeeb
UNSMIL	17	Hugues Cieutat
	18	Yosef Latresh
UNSOS	19	Richard Sylvain Joseph
	20	Boban Todorovski
	21	Stefano Murri
UNTSO/UNSCO	22	Jamil ABU JOUDOM
	23	Gaston BAMULANZEKI
	24	Reyhana FARAMARZ
UNVMC	25	Asida Patsia
	26	Michael Angelo Roberto

UNCLASSIFIED**Annex II – Local Process Expert-Trainer (LPE/T)**

- ❖ Considerations in the selection of LPE/T:
 - A maximum of two (2) nominations are normally expected from each entity. Depending on space availability, the complexity and size of operations, considerations will be given to large entities with complex supply chains to nominate more than 2 LPE/Ts;
 - To best establish local process capacity within the appropriate business areas, LPE/Ts should ideally be nominated from individuals actively engaged in transportation planning (MOVCON in some cases), and/or freight procurement that usually fall within Supply Chain pillar;
 - The LPE/T should be a seasoned transactional user of Umoja, in logistics and/or procurement functions, and will be expected to be using Umoja TM module extensively;
 - The LPE/T nominee should be a good communicator;

- ❖ There are responsibilities that come with being an LPE/T:
 - After being trained, LPE/Ts are expected to conduct teach-backs and train end-users of the TM module, with guidance and support from the UCS Training Team. This will be part of the requirement for the LPE/T to be certified;
 - After Go-Live, LPE/Ts will function as the entity's core internal capacity for providing awareness and end-user support in sustaining the TM module. The LPE/Ts will be responsible for assisting and supporting end users when using the TM module. Going forward, these responsibilities may be reflected in the staff member's job description;
 - The LPE/Ts will become part of the community of LPE/Ts, and will liaise closely with the DOS/UCS Training Team for refresher training and/or distribution of reference materials;
 - The LPE/Ts must commit to be available to deliver end-user training prior to TM Go-Live date (December 2, 2019) and be available to support the ramp up activities immediately thereafter. Leave plan for LPE/Ts should be planned in advance to ensure their availability during that period;
 - Upon successful completion of the LPE/T training, managers and supervisors are advised to release LPE/Ts from their duties (subject to exigencies) in order to fulfill the teach back and user support role;

- ❖ All nominations for LPE/Ts to participate in LPE/T training event will be subject to final confirmation by the TM Project team in DOS/OSCM/LD/UCS.