

## UNHRD Brindisi LAB

### Expert Panel

The UNHRD LAB is a **research and development** unit that reviews, tests and helps **develop innovative products** for humanitarian operations. It provides organizations with the **best specifications for field items** that incorporate new and green technologies, and user-friendly parts. As the UNHRD Network is a Common Service to more than 70 humanitarian organizations and has solid relationships with suppliers, it is best placed to help identify more appropriate, standardized and cost-effective solutions through the LAB. Assistance from the LAB is freely available to all UNHRD Partners.

#### **LAB Expert Panel**

In 2016, UNHRD will establish an Expert Panel to act as an oversight body of the LAB which is situated in UNHRD Brindisi. The LAB Expert Panel will be entrusted with prioritizing the projects undertaken by the LAB, and may define staffing structures and allocating budgets. The Panel will formalize the decision-making processes of the LAB and ensure that the projects it works on are driven by the demand of the humanitarian Partners that it serves. The Expert Panel will also act as an advisory body for the Lab staff on technical matters and products specifications.

Additionally, when not in the quarterly sessions the panel members will be available for active guidance to the LAB staff on matters such as product specifications and requirements. They will be called upon for their field experience, functional expertise and understanding of Partners requirements. They will also be responsible for steering projects in a way that will aggregate and meet the demands of different Partners.

The Panel will be composed of two permanent members from UNHRD and WFP Field Engineering, and two rotating members from UNHRD Partner organizations. WFP Non Food-Item Procurement (OSPG) will participate in the Expert Panel as a non-voting member. Partners will be invited to present Panel candidates on an annual basis. No organization may be a Panel member for two consecutive terms, and no two UN agencies may serve on the board at the same time.

Each quarter, ideas and proposals will be put forward for review, testing and development by UNHRD's humanitarian Partners. They will be channeled through the designated email address: [unhrd.lab@wfp.org](mailto:unhrd.lab@wfp.org). The LAB staff will consolidate the proposals and suggest a prioritization of projects before forwarding it to the Panel.

The Panel will discuss and consider each proposal, and agree on the projects with which the LAB will move forward. Criteria for the prioritization of projects will be defined by the expert panel before Q2 2016.

Organizations and/or individuals putting forward project proposals or ideas to be developed, will do so with the understanding that they may be asked to participate in the development of it, should the project be endorsed by the Expert Panel. The type of participation could range from dedicating their own time to collaborate with the UNHRD LAB staff and/or availing their own operations for solutions to be tested.

Based on discussions with LAB staff, it may be recommended that particular projects are more suited for development by the students of the LAB's affiliated universities: the University of Bologna and Mercer University. These type of recommendations will be also presented to the Panel on a quarterly basis for endorsement.

## Timelines and Voting System

On a quarterly basis the UNHRD Lab team will prepare a document which will: **a)** report on the status of existing projects and **b)** consolidate and present all the ideas/challenges submitted by the Partners to the UNHRD Lab mail. In this document the UNHRD LAB team will indicate:

1. Whether conditions are there to bring on new projects.
2. The list of projects which could be brought to the UNHRD LAB from all those put forward by the Partners.

Members of the Expert Panel will have the responsibility of endorsing the UNHRD LAB proposals or to endorse an alternative prioritization of projects.

All the members of the Panel will have equal voting powers and the majority voting criterion system will apply.

Timeline of events:

	<b>UNHRD Lab Paper Submission</b>	<b>Expert Panel Meeting</b>
Q1*	By week 1	In week 2
Q2	By week 13	In week 14
Q3	By week 26	In week 27
Q4	By week 44	In week 45

\* As the timelines against Q1 for 2016 has elapsed at the time of the Panel expert institution, the first submission from the UNHRD LAB and the first Expert Panel meeting will take place in Q2.