

DATE: 30 January 2019

CHAIR: Martin Keitsch – GLC/ Preparedness Lead Officer

PARTICIPANTS: Charles Okoth Menya (UNICEF), Florent Chané (Emergency Supply Prepositioning Strategies Working Group), Jemma Pietrus (GLC/IM), Juan Galvez (IFRC), Lea Stegemann (HELP Logistics), Lionel Lajous (Catholic Relief Services), Theo Lingens (Technisches Hilfswerk), Virginie Bohl (OCHA)

- ACTION POINTS:**
- Working Group members encouraged to reach out if they are interested in assisting as panel members with interviews for global recruitment.
 - GLC to share revised Concept Note following Cairo Workshop outcomes.
 - GLC to share 2019-2020 Log Frame by end-February 2019.
 - GLC to follow-up on priority work areas identified during the Cairo workshop. Working Group members to contact GLC if they are interested in finding out more and/or would like to contribute to specific work areas in 2019.
 - Working Group members to provide feedback on Global Preparedness Working Group Terms of Reference (shared with these meeting minutes).
 - Working Group members to reach out to Jemma Pietrus for document submission for new 'resources' section on GLC Preparedness webpage.
 - Chair to follow-up bilaterally with Working Group members on specific projects and upcoming events/activities (PALM stockpile mapping platform; Getting Airports Ready for Disaster (GARD) workshop).

- AGENDA:**
1. 2018 Achievements
 2. Project Update
 3. Country Update
 4. Information Management
 5. Outlook & AOB

1. 2018 Achievements

- The chair began with an overview of achievements from 2018 Global Logistics Cluster preparedness activities:
 - Early figures indicate the project supported more than 200 partners. In-country initiatives were active in three countries (Madagascar, Indonesia and Bangladesh), and one region (Pacific). For the other three pilot countries the pre-deployment scoping phase is still ongoing.
 - 21 preparedness events (workshops and trainings) were held at global, national and community level.
 - The platform is at Phase 2 development.
- Annual reporting to be completed in coming weeks; results will be shared with the Working Group.
- Working Group members have been advised to reach out to the GLC if they would like specific information on 2018 activities.

2. Project Update

Current forecast 2019

- Activity implementation across 15 preparedness country candidates is funded. GLC Preparedness Project Officer, Sarah Kunzelmann, is working with respective focal points in-country and at a regional level on initial discussions to ensure project harmonisation with existing initiatives.
- The project is further focused on securing additional funding specifically for platform development.

Staffing

- At a global level, desk support will be streamlined across operations and active preparedness countries to provide a common pool of desk officers supporting either operations and preparedness activities (e.g. Desk Officer for South Sudan operation to also support South Sudan preparedness initiatives). Together with operations, a common ToR has been developed.
- The global vacancy announcement for country-level international preparedness officers attracted 180 applications. Currently, the preparedness team is screening the applications to create a pool of experts.
- For country-level project support, additional desk officers will be recruited.
- Working Group members should advise if they are interested in assisting as panel members with interviews and recruitment.
- In 2019 activities will begin to roll out across 12 additional countries, with initiatives anticipated to run in parallel across 10 countries by end Q2, 2019. The expert pool system seeks to generate a shortlist of potential candidates on a case-by-case basis for each new country. The recruitment process will be undertaken in collaboration with hosting country offices on the ground (WFP or partner organisations depending on context).
- Throughout 2019, three regional desk officers will also be deployed to provide tailored support.

Cairo workshop & revised programmatic framework

- The chair thanked those who were able to attend the Global Preparedness Workshop held in Cairo in December 2018. A follow-up workshop is set to take place end Q2/start Q3 2019. More information will be provided in the next Working Group Meeting.
- A key outcome from the workshop was a review and simplification of the GLC preparedness Programmatic Framework. The initial six programmatic categories have been revised to three: Fact Finding, Analysis and Planning, and Action Implementation.
- The primary tasks for the deployed International Officer will be Fact Finding and Analysis and Planning (undertaken over an approximate 4-month period). The International Officer will work closely with a National Officer to categorise existing activities and structures, identify gaps and bottlenecks, and provide an analysis on key activities as part of a national action plan. The National Officer will then continue with Action Implementation, advocacy, and rollout of longer-term initiatives.

- A 2019-2020 Log Frame is currently under revision to align with the framework adaptations. This is to be completed and shared by end-February 2019.
- The new framework and Log Frame will be applied in each of the 15 countries. A revision of the framework will take place at the next Global Workshop.

GLC support: 2019 priorities

- As part of the Global Preparedness Workshop held in Cairo, Working Group members completed a survey to identify 2019 priorities for GLC support.
- The top seven areas of support identified were:
 - Preparedness tools and technology (Preparedness Platform/PALM stockpile mapping platform)
 - Networking/partnerships
 - Advocacy/communications strategies
 - Improve in-house knowledge on preparedness
 - Lessons Learned
 - Logistics preparedness guide and 'how-to'
 - Training skills (Training of Trainers/Training design)
- GLC to follow up on each individual priority and provide an update during subsequent Working Group meetings. If Working Group members have specific areas of interest and/or would like to contribute, please reach out directly to hq.glc.preparedness@wfp.org.

Working Group Terms of Reference (ToR)

- ToR will be shared with Working Group meeting minutes. Members to provide feedback on any changes.

3. Country Update

- The Chair provided a recap on 2018 country roll-out across Madagascar, Bangladesh and Indonesia as well as existing activities in the Pacific Region. Further details will be provided as part of annual reporting.
- The rollout plan for 2019 is to be finalised by end-February 2019. Country candidates include: Cambodia, Democratic Republic of Congo, Haiti, Iraq, Laos, Malawi, Mozambique, Nepal, Nigeria, Pakistan, the Philippines and South Sudan.
- Working Group members were encouraged to provide details on any specific in-country preparedness initiatives (underway or planned) to ensure synchronisation and collaboration.
- Chair to follow-up with OCHA on the GARD workshop taking place in Iraq in March.

4. Information Management

Preparedness platform

- WFP, as lead agency of the Logistics Cluster, will provide dedicated support to the preparedness platform, mainly through access to WFP technology stack. This support will contribute to a significant reduction in development time and required funding.
- A Minimum Viable Product (MVP) for the platform is anticipated to be completed by end-2019.
- The Chair provided an overview of platform engine infrastructure. Further information on platform development can be provided upon request.

- Phase 2 testing has been completed in Madagascar. The next step is to review user feedback to ensure the platform is tailored specifically to the Madagascar context. Further improvement and next test cycle will begin in 2019.
- The Logistics Sector in Cox's Bazar have submitted a request for the platform to be used operationally (primarily for access constraint mapping). Development will begin ASAP to be rolled out prior to 2019 monsoon and cyclone seasons (April). Working Group members interested in the utilisation, testing and/or rollout of the platform within the Cox's Bazar context to contact GLC directly.

Website

- The website continues to be a central repository of information for preparedness updates.
- In February, a new section will be launched on 'preparedness resources' including the latest Return on Investment findings and studies. Working Group members are encouraged to reach out to Jemma Pietrus (jemma.pietrus@wfp.org) if they have documents for submission.
- It was mentioned that a previous website on logistics preparedness (no longer accessible) had several documents that may be applicable for the Logistics Cluster preparedness webpage. GLC to follow-up.

5. Outlook & AOB

- A brief overview was provided on the upcoming Humanitarian Network and Partnerships Week (HNPW), to be held in Geneva (4-8 February 2019). The GLC Preparedness Focal Point is looking for a timeslot for an informal meet up for those who are attending HNPW. More information to follow.
- Internal meeting to be held in Bangkok in February between GLC, WFP Asia-Pacific Heads of Supply Chain and regional Emergency Preparedness and Response (EPR) focal points. The meeting seeks to provide a holistic overview on GLC preparedness and capacity building initiatives and ensure activity alignment with respective WFP Country Strategic Plans and other existing regional initiatives.
- A user-testing mission is planned for Cox's Bazar in mid-March, as part of platform development; please reach out if interested in more information.
- A national-level Logistics Response Team (LRT) Training is planned in Madagascar at the end of May 2019. The event is geared towards capacity strengthening at a national level. It is the first time the training will be held in French.
- The Chair provided a brief overview on the status of the PALM stockpile mapping platform (currently operational only in the Pacific region) and plans for global rollout. It will be presented at the upcoming HNPW. GLC to follow-up bilaterally with IFRC who have expressed interest in potential rollout in the Caribbean.
- THW mentioned upcoming training activities in northern Iraq. GLC to follow-up.
- Proposed date for next Global Working Group meeting is 26 February.

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