

Logistics Preparedness and PALM Workshop



12-14 June, 2019 | Port Moresby, Papua New Guinea

Contacts

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Introduction/context

The Pacific Logistics Cluster, led by the World Food Programme's (WFP) Pacific Office, undertakes preparedness initiatives across Melanesia, Polynesia and Micronesia regions. Implementing preparedness activities and advocacy initiatives through a localised and tailored approach, the cluster partners with stakeholders from across the emergency response sector - including National Disaster Management Authorities, government ministries, NGOs, and community and faith-based organisations – to strengthen logistics planning and operations.

A key focus of the Pacific Logistics Cluster is augmenting local logistics capacity and supporting the development of national logistics coordination mechanisms. From 12-14 June 2019, the Pacific Logistics Cluster facilitated a Preparedness Workshop in Papua New Guinea (PNG) in collaboration with PNG's Emergency Controllers Office and WFP's Regional Bangkok Bureau. The workshop is the first preparedness activity undertaken by the Pacific Logistics cluster in PNG. As such, the event aimed to strengthen understanding on the cluster's Pacific strategy and capacity strengthening initiatives, along with providing an overview of the current tools available. The workshop ended with a dedicated training on the Pacific Logistics Mapping (PALM) platform.

Objectives

The primary objectives of the workshop were to:

- Provide an overview of global and Pacific Logistics Cluster preparedness activities and initiatives.
- Provide an overview of preparedness tools available, as well as specific training on the PALM platform.
- Undertake a national logistics gap analysis to identify priority gaps and potential mitigation strategies.

Participants

Participants were representative of PNG's humanitarian community including the National Disaster Committee, PNG Defence Force, UN agencies, Red Cross, NGOs and faith-based organisations. 22 participants joined both days of the overall workshop, with 12 participants attending the dedicated PALM training. A full participant list is available in the report's annex.

Workshop structure

The workshop was held over 2.5 days and was classroom-based. Emphasis was placed on providing an overview of current regional initiatives and paving a potential way forward for logistics preparedness activities within PNG. Facilitators focused on ensuring sessions were both engaging and interactive. This included:

- The gap analysis session provided participants the opportunity to identify logistics areas where they, as responders in PNG, believed gaps existed. Participants were then asked to prioritise gaps in terms of importance.
- Participants took part in an 'Amazing Race' simulation-based activity, which required responders to answer relevant logistics questions using the PNG Logistics Capacity Assessment.

Session summaries & outcomes

Throughout the workshop, participants were engaged and enthusiastic about logistics preparedness activities. Overall, the following outcomes were achieved:

- Participants became familiar with tools and procedures used in the Pacific including:
 - Logistics Capacity Assessments (LCAs) and Provincial LCAs;
 - Proposed structure for national logistics coordination mechanisms/working groups;
 - Standard Operating Procedures (SOPs) for National Logistics Cluster activation;
 - Unsolicited Bilateral Donation (UBD) mitigation strategies;
 - Standardisation of humanitarian response items;
 - Understanding of other actors in logistics preparedness.
- Participants successfully identified logistics gaps at national level. Priorities included coordination, funding, storage and warehousing.
- Participants successfully registered organisations for the PALM stockpile mapping tool and began entering PNG stock data.

The following section summarises objectives outcomes specific to each session. Please note all modules are available upon request.



1. Pacific Logistics Preparedness

Objective To give participants an understanding of the role of the Pacific Logistics Cluster and its activities across the region.

Throughout the session, participants gained greater understanding across the following topics:

- Responsibilities/accountabilities as humanitarian logisticians.
- Role of Global Logistics Cluster and Pacific Logistics Cluster in logistics preparedness across the region.
- Different scales of disaster including who responds and how they respond.
- Potential support from Pacific Logistics Cluster to National Disaster Management Agencies during non-emergency and emergency periods.

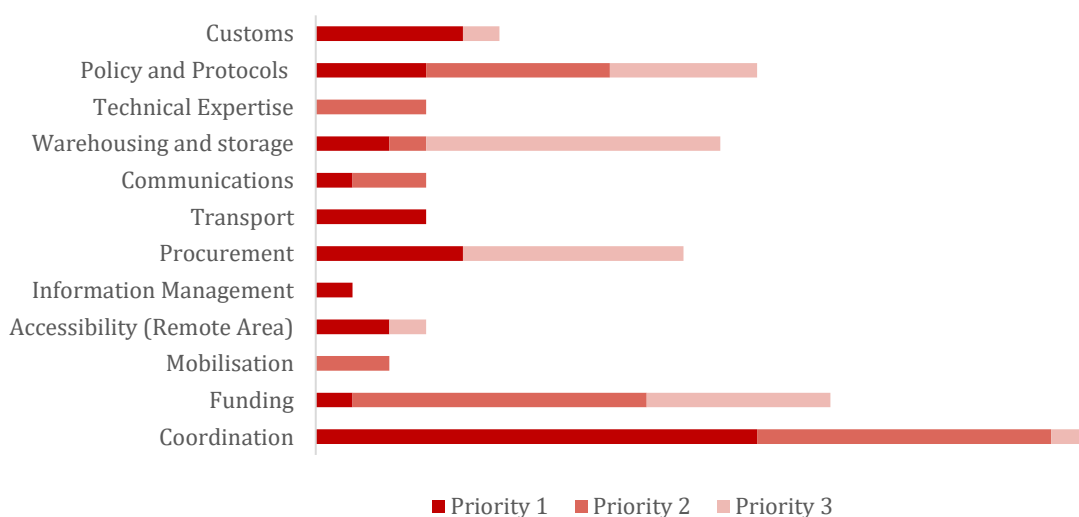
2. PNG Logistics Gaps

Objective Working group session to identify key logistics gaps applicable to the PNG's humanitarian context.

Throughout the session, the group identified key logistics gaps impacting humanitarian response. A review of logistics gaps was conducted on the workshop's final day. Priority areas of capacity strengthening included:

- Need to strengthen coordination mechanisms among responding actors in-country;
- Lack of dedicated available funding to increase the country's logistics infrastructure and capacity;
- Procurement;
- Available warehouse and storage capacity.

PNG GAP ANALYSIS BY PRIORITY



3. Principles of Logistics

Objective To give participants an overview of humanitarian logistics, WFP as lead agency of the Logistics Cluster and Global/Pacific Logistics Cluster support functions.

Throughout the session participants gained a clearer understanding of the following:

- Principles of humanitarian logistics and where it fits into supply chain and the humanitarian response system more broadly.
- Factors impacting supply chain, including stock shortage, long lead time and transportation.
- Link between humanitarian programmes and logistics support.

4. Logistics Capacity Assessments (LCAs)

Objective To give participants an overview on Logistics Capacity Assessments at both national and provincial level.

Throughout the session participants gained a greater understanding on:

- Accessing Logistics Capacity Assessments, and the information they provide.
- Rapid LCA template (available through the Logistics Cluster webpage).

5. Unsolicited Bilateral Donations (UBDs)

Objective To give participants an overview of existing tools as part of the Pacific UBD project.

The session provided participants with the opportunity to learn about the challenges posed by UBDs within a disaster response setting and identified its relevance within the PNG context.

6. National Standard Operating Procedures (SOPs) for humanitarian logistics response

Objective To give participants an overview of SOPs for cluster activation.

The following outcomes were achieved during the SOP module:

- Participants identified the importance of establishing national-level logistics coordination mechanisms and its potential to address logistics gaps identified in the earlier session.
- There was support for a national-level Logistics Cluster working group be established for preparedness initiatives through the National Disaster Centre (NDC).

7. PALM stockpile mapping platform

Objective To give participants an overview on the PALM stockpile mapping platform.

This module provided participants with a clear overview of the technology and its value as a preparedness tool to collect and visualise information on prepositioned stock levels across the Pacific.

8. Standardisation

Objective To give participants an overview of the considerations needed to standardise items for distribution in the Pacific.

Throughout the session participants gained an appreciation and understanding on the challenges of non-standardised items for distribution as well as the advantages of forward planning for the standardisation of items (where possible).

9. Other humanitarian actors

Objective To give participants an overview of the various actors involved in humanitarian logistics preparedness and response throughout the Pacific region.

Participants were given an overview of the various actors involved in Pacific humanitarian responses. This included information on the role of civil-military, private sector and stand-by partner agencies.

10. PALM Training

As part of the Logistics Preparedness Workshop a dedicated training on the use of the PALM platform was provided on the third day. The training gave participants the chance to register for the PALM platform, as well as input stock data entry. During the training, seven newly-registered organisations, including PNG NDC, inputted stock data.

Actions

The following actions have been identified by the workshop's facilitators:

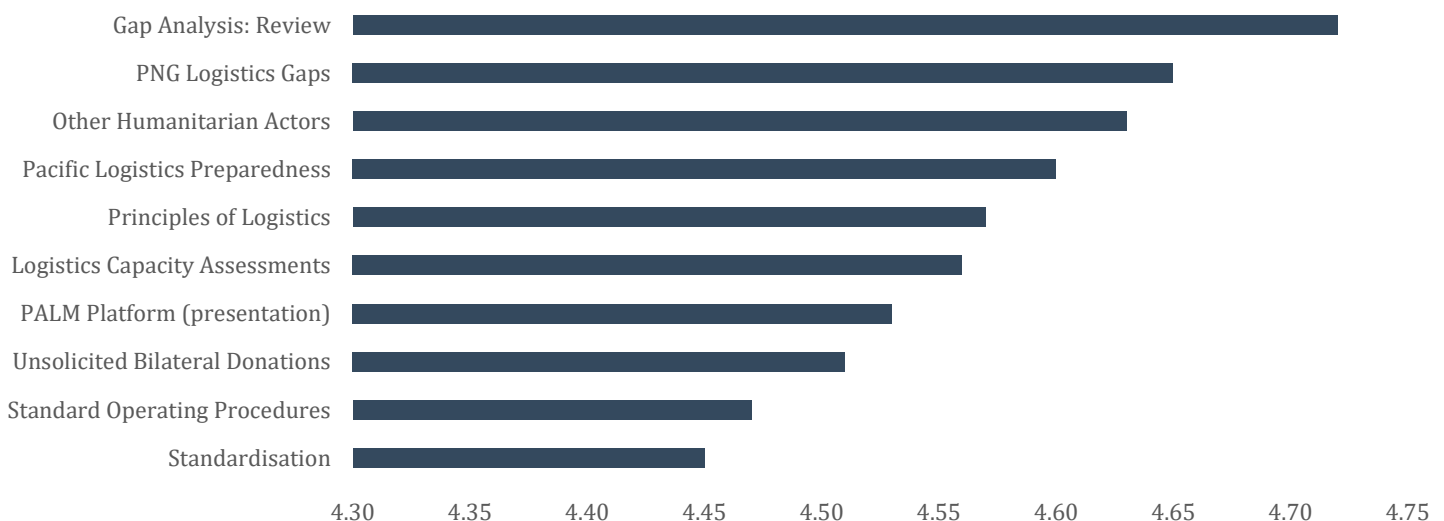
- Pacific Logistics Cluster to support the establishment of a PNG 'national logistics cluster' coordinated through the NDC. The national cluster will then work collaboratively to begin addressing the logistics gaps identified.
- Organisations need to coordinate and formalise further requests for training and support from the Pacific Logistics Cluster. The Pacific Logistics Cluster Coordinator will follow up accordingly.
- Pacific Logistics Cluster to support continued use of PALM, including expansion of training and capacity strengthening opportunities at provincial-level.



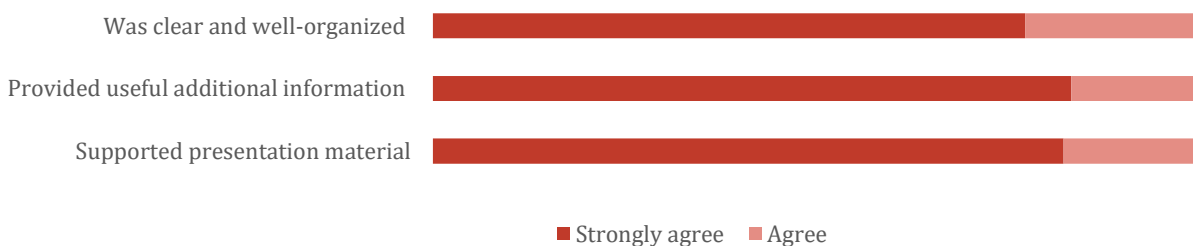
Evaluation

Participants were asked to complete an evaluation form at the end of the training, rating each session from 1-5 (1 being disagree and 5 being agree), across three areas: relevance, comprehensive and easy to understand.

WORKSHOP MODULES



PALM TRAINING



PARTICIPANT FEEDBACK

- Very relevant, informative and applicable to the PNG context.
- The gaps analysis module was informative and relevant in practical situations.
- Following the gap analysis, developing a strategy to bridge these gaps would be the next step.
- Principles of Logistics gave a clear understanding of logistics and supply chain processes.
- After the PALM training, I was overwhelmed to know and have hands-on practical experience in updating stocks online. The beauty of it is the valid information which can be coordinated across sectors, partners etc.
- LCAs relevant for the PNG. Logistics Working Group and government to take ownership and update annually.

Annex

Agenda

Logistics Preparedness Workshop Agenda 12-14 June 2019					
DAY 1 Wednesday -PNG Pacific Logistics Preparedness workshop – 12-14-June 2019					
PPT	No	Length	Time	Topic	Session Objectives/ Learning Outcomes
	1.1	60 mins	0830	Registration.	
		9.00	09.00-9.15	Welcome	Welcome Cultural opening Introduction of Team/ Participants
	1.2	15 min	09.15-09.30	Introduction/Objectives	Workshop Structure <ol style="list-style-type: none"> 1. Understanding of Pacific logistics Cluster Activities in the pacific 2. Identify Logistics Gaps 3. Understand and identify logistics tools available in the Pacific 4. Identify specific Logistics ongoing support needs
	1.3	60mins	09.30-10.30	PREPREDNESS. The Nature of Pacific Responses What is Logistics Preparedness.	<ol style="list-style-type: none"> 1. Responsibilities/Accountabilities as Humanitarian Responders 2. What are Roles of Pacific Logistics Cluster in Pacific Preparedness for responses 3. Scale of disaster why is this relevant Large, Medium, Small
			10.30-11.00	Coffee Break	
	1.4	90	11.00-12.30	Identifying historic Logistics bottle necks in PNG	<ol style="list-style-type: none"> 1. Working session identifying Logistics 2. What are the historical <u>logistics</u> bottlenecks in PNG 3. Participants to identify logistics gaps form Experiences and disasters
			12.30 -13.30	Lunch	Lunch
	1.5	90 mins	13.30-15.00	Principles of Logistics/Supply Chain	<ol style="list-style-type: none"> 1. Definition of logistics and outline of humanitarian logistics in emergencies 2. Supply chain and logistics explanation 3. Actors - International/National UN /Military 4. Logistics in Disaster response 5. Logistics timelines in a response 6. Push /Pull of Supply 7. Distribution
		30mins	1500.15.30	Coffee Break	

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	1.6	30 mins	15.30-16.00	Principles of Logistics/Supply Chain (Cont.)	<ol style="list-style-type: none"> 1. Definition of logistics and outline of humanitarian logistics in emergencies 2. Supply chain and logistics explanation 3. Actors - International/National UN /Military 4. Logistics in Disaster response 5. Logistics timelines in a response 6. Push /Pull of Supply Chain
DAY 2- Thursday 13 June 2019					
PPT	NO	Length	Time	Topic	Session objectives/ Learning Outcomes
Y	2.1	90mins	09.00 -10.30	Tools systems in Place in the Pacific <ul style="list-style-type: none"> - Logistics Cluster Website - Rapid Assessment - LCAs 	<ol style="list-style-type: none"> 1. Logistics Cluster website 2. LCA's and Rapid assessment Tools 3. Provincial LCAs
		30min	1030 - 1100	Coffee Break	
	2.2	60 min	9.00-10.30	Tools and systems in the Pacific (cont.) <ul style="list-style-type: none"> - UBDs Unsolicited Bilateral Donations UBDS - SOPS-Standard Operating Procedures (Logs Cluster) 	<ol style="list-style-type: none"> 1. Understanding issues with UBD and impact on Logistics response 2. Understanding the need for LC SOPS
	2.2	60 min	1100-12.00	PALM platform Overview	Pacific Stockpile Mapping Overview
		60mins	12.30 -13.30	Lunch	
	2.3	60		Other Humanitarian Logistics Actors	<ol style="list-style-type: none"> 1. Engaging Private Enterprise 2. Military/Police 3. Standby Partners
		30mins	1430-1500	Coffee Break	
	2.3	90	13.30- 1430	Key Logistics Response Challenges and potential solutions Shared Warehousing	<ol style="list-style-type: none"> 1. Supply Chain -Warehousing and Transport 2. Identifying storage and warehousing options 3. Transport Options
DAY 3- Friday 14 June					
PPT	No	Length	Time	Topic	Session objectives/ Learning Outcomes
	3.1	180mins	9.00-11.45	PALM Training	<ol style="list-style-type: none"> 1. Setting up your organisation in PALM 2. Goods Receipt and Dispatch 3. Recording and Documentation Process 4. Enter in your organisation's stocks
			1200	CLOSE	

Participants

	Name	Position	Organisation
1	Bernard WISEMAN	Logistics Coordinator	Médecins Sans Frontiers
2	Keven Koivi	Climate Change DRR Coordinator	UCPNG (Anglicare)
3	Cassandra Opiari	Disaster Risk Reduction Officer (CPP)	Anglicare
4	Jacintah Yani	Disaster Management Officer	Red Cross
5	Alu Vegoa	Emergency Officer	Red Cross
6	Desmond May	Volunteer	Red Cross
7	Sharon Kunjil	Fundraising Officer	Red Cross
8	Emma Wartouo	Volunteer	Red Cross
9	Loa George	Receptionist	Red Cross
10	Newton Kiafuli	Internal Auditor	Red Cross
11	Lussinda Nawayap	Disaster Management Officer	Red Cross
12	Andrew I Mogala	Accountant	Red Cross
13	Melinda Benjamin	Programme Assistant	FAO
14	Roslyn Hau	Logistician	ICRC
15	Tomoko Sato	EDM Manager (logistics)	IOM PNG
16	Malibo Pochapon	AA Procurement	WHO
17	Willie Kunsei	Emergency Coordinator	ADRA
18	Wendy Nue	Logistics Officer	OXFAM PNG
19	Nolen Ulbal	Logistics Officer	World Vision PNG
20	Jeremiah Mathias	Logistics Officer (Morobe)	World Vision PNG
21	Kevin Ajiki	Technical Advisor	PNGADP Assembly of disabled
22	<u>Leonard Kilol</u>	Civ-mil liasion (communications)	PNGDF
23	Kelvin Laki	Civ-mil liasion	PNGDF