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## Introduction/Context

Following two years of regional preparedness activities, in 2018 the Pacific Logistics Cluster realigned its strategy to further emphasise localisation. Recognising the varied profiles, and unique challenges and operational capacities of each Pacific Island Country, the cluster moved its focus to implement preparedness activities and initiatives through a sub-regional approach. This included the delivery of six workshops across the Pacific's three sub-regions (Micronesia, Melanesia and Polynesia) over a three-year period (2018-2020).

Following the Polynesia Logistics Preparedness Workshop held in Tonga in November 2018, the Cook Islands' National Disaster Management Agency, Emergency Management Cook Islands (EMCI), identified three priority areas for activity follow-up. This included:

- Identification and establishment of national logistics cluster coordination mechanisms;
- Identification and development of national logistics Standard Operations Procedures (SOPs);
- And, enhancing in-country logistics capacity through training activities.

As such, an emergency logistics training and workshop convened by EMCI and WFP Pacific Office was undertaken over a 2.5-day period from 18-20 March 2019. Key topics and modules included:

- Logistics principles
- Logistics control systems (including procurement)
- Logistics tools in the Pacific
- Warehouse and transport management

20 participants attended the training representing key actors from across the emergency response community including government ministries, port and airport authorities, customs, Red Cross, NGOs, UN agencies and the private sector.

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## Objectives

The following objectives were identified across the training's core modules:

- Provide a holistic overview of humanitarian logistics, the cluster approach and Logistics Cluster functions.
- Enhance understanding on logistics control systems including warehousing, stock and procurement.
- Provide a summary of existing logistics tools implemented by the Pacific Logistics Cluster.
- Review current national emergency framework and determine how a cluster-like coordination mechanism could be integrated in both logistics preparedness and response activities.
- Determine potential structure, roles and responsibilities of a national logistics cluster approach.
- Provide participants with hands-on experience in stock movement and enhance understanding on issues relating to dispatch, review and storage of humanitarian items.

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## Workshop structure

The training began with an overview on principles of logistics, before getting into specific modules on logistics and supply chain functions. The following section provides a summary of outcome sessions.

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## Principles of Logistics

- Participants achieved a greater understanding of the cluster system and Logistics Cluster functions, as well as how the roles of humanitarian and private sector actors within emergency response.
- Participants gained understanding on differences between logistics versus program roles and responsibilities, and how this can be applied to the Cook Islands context.

## Logistics control systems

- Participants gained understanding of the need for accountability in the supply chain process, from points of purchase/supply through to delivery.
- Participants gained a critical understanding of the need for accurate logistics information before and during emergency response to enhance decision making.
- Introduction was provided on stock movement documentation and stock management.



## Pacific Logistics Cluster tools and topics

- Participants were shown the Pacific preparedness page on the Logistics Cluster website, and how to access logistics information, specifically LCAs and rapid assessment templates.
- EMCI Director encouraged participants to review the newly-uploaded Cook Islands LCA to understand and review content relevant to their respective field/sector.
- A live demonstration was provided on the Pacific Logistics Mapping (PALM) platform.
- The topic of Unsolicited Bilateral Donations (UBDs) was discussed. Similar to other Pacific Island Countries, a key question raised was in relation to encouraging cash donations and building trust. The Pacific UBD project was discussed in relation to the Cook Islands and determining mechanisms suitable for the national context.

## **National logistics structure: establishing a national logistics cluster in the Cook Islands**

- EMCI Director outlined the country's proposed emergency management plan, which rests on a four-sector structure. The four sectors are: logistics, planning, operations and finance. No definitive timeframe was outlined for the implementation of the plan.
- ECMI outlined their coordination role in emergency response, strongly supporting the establishment of logistics cluster mechanisms to support disaster preparedness and response.
- In the case of disaster, no clear trigger point was established in relation to the activation of national logistics cluster coordination mechanisms given the changing nature of proposed response sectors.

## **National logistics Standard Operating Procedures (SOPs)**

- Throughout this session, participants focused on identifying roles and responsibilities within a national logistics coordination structure. Importantly, participants were able to match many logistics cluster positions with skillsets available across the various ministries present at the training.
- Participants agreed that certain agencies could lead on specific roles. Agencies also advised that individuals could be seconded specifically for Information Management roles with ministerial approvals. It was noted that the process of obtaining ministerial approval would be treated as a priority.
- Next steps were also discussed as part of this session. A key outcome was to meet again in one month (19 April 2019) to formalise a cluster-like structure and put forward names for presented.
- Participants asked if further training was available for Logistics Cluster functions including coordination and logistics roles.

## **Practical exercise: stock control**

- Participants were asked to estimate the average percentage of container capacity utilisation. This was to get the participants thinking about the use of space and methods of storing goods in containers.
- As part of the exercise participants unloaded stock from the container and completed warehouse documentation including stack cards and stock cards. Participants also completed transport documentation for dispatched goods.
- Different methods of stacking were also discussed as part of the activity.



## Evaluation

Participants were asked to complete a daily review on a group basis. An evaluation form was also distributed at the conclusion of the training. Each session was ranked from 1-5 (1 being disagree and 5 being agree). Participants were asked to evaluate 3 areas in each module and comment if module was:

- Relevant
- Comprehensive
- Easy to understand

