Global Logistics Cluster Meeting, Budapest, 22\textsuperscript{nd}-23\textsuperscript{rd} October 2009

Note for the Record

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<th>Topic</th>
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<tr>
<td>Welcoming remarks by Rossella Pagliuchi-Lor, Head of the UNHCR Regional Representation in Budapest.</td>
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<td>Opening remarks by Martin Ohlsen, WFP Director of Logistics/Head of Global Logistics Cluster, feedback on the “Synthesis Report: Review of the engagement of NGOs with the humanitarian reform process”, commissioned by NGOs and Humanitarian Reform Project <a href="http://www.icva.ch/ngosandhumanitarianreform.html">http://www.icva.ch/ngosandhumanitarianreform.html</a></td>
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<tr>
<td>Attendees round table introduction</td>
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<td>Updates on Logistics cluster operations and projects by Matthew Hollingworth, Head of the Global Logistics Cluster Support Cell:</td>
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<td>2. Focus on the Asia/Pacific emergencies responses (Philippines, Indonesia, Samoa and Laos).</td>
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<td>3. Updates on the Global Cell ongoing projects: LCAs, SMT, LOG and the new website.</td>
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Further information on the topics of Matthew Hollingworth’s update, and the briefing material distributed to the meeting attendees, is available at the following link: [http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009_briefing-material](http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009_briefing-material)


- The project includes an assessment of airports, and has adopted the format of the Inter-Agency LCA to facilitate information sharing.
- Logistics Cluster participants showed interest in the project. OCHA to provide details of the contacts in UNDP and DHL.

Briefing on the “WASH Stockpile Logs Project” by Martijn Blansjaar from OXFAM. The presentation is available on the following link: [http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-oxfam-wash-ppt](http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-oxfam-wash-ppt)

Issues raised by the attendees:

1) Following the discussion, it was suggested that representatives of the UNHRD Network should participate in the Logistics Cluster meetings as they have a role in stock-piling strategies as a serviced provider.

2) Regarding “options for in-country receipt” (see presentation), it was noted that at Up-stream and Down-stream points in the Supply Chain it is clear that the owner of the materials can be either the “donor” or “procuring agency”. However, the logistics cluster recommended that the transfer of owner-ship should only take place when the goods are received in-country by the “using agency”. This would mean that the use of a ‘generic’ WASH Cluster consignee (expressed in the ppt as either UNICEF or IFRC) would not be possible. This comment was made based on examples from previous emergency operations where agencies have been requested to act as consignee on behalf of other organisations, thereby by-passing import restrictions (and sometimes violating import & export regulations).

3) Regarding “stockpile locations and stock allocation”, the group noted the point that “Bicester/Oslo are less expensive than distances might suggest” with UNICEF reporting that despite the norm that stock locations in Europe have an impact on the transportation costs up to theatres of operations in Africa / Asia, anomalies do occur such as cheaper freight ex Europe to Asia (as this route is the opposite to most trade-flows).

4) The need to standardise items stocked by the UNHRD Network (on behalf of Donors) with WASH (and Shelter)
Cluster was also noted. Participants stressed the need to discuss the concept of the standardisation of materials held by (WASH, SHELTER, etc.) level.

5) Unmarked stocks: participants reported that the requirements of the donors for the marking of relief items may have an impact on the stockpiling project in terms of inter-operability.

Briefing “UNHAS – Relationship with the Logistics Cluster” by Pierre Carrasse, Chief of WFP Aviation. The presentation is available on the following link: [http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-unhas-ppt](http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-unhas-ppt)

Issues raised by attendees:

- During the discussion participants raised once again the issue related to the process of the prioritization of cargo to be delivered during an emergency operation. All participants recognized that the establishment of the priorities (geographic areas and relief item characteristics) is the role of the Humanitarian Country Team. Therefore it was suggested that a greater advocacy/lobby activity should be done via-a-vis the HC/RC with regards the prioritisation process. It was also mentioned that the Logistics Cluster could provide HC’s with the necessary practical guidance on the prioritization process (through provision of a guideline).
- Participants provided feedback on their experience of UNHAS services: IOM reported positive experience with the only exception being Sudan, where the available capacity often prohibits delivery of cargo in one consignment. In this regard IOM suggested that logisticians from different organisations should be informed ahead of this possibility of having to split their cargo in different slots in order for them to be able to explore other options.
- ECHO reported their positive experience with UNHAS. They also mentioned that in countries where a cost recovery system is implemented, that there is frequently insufficient awareness amongst the users of the actual costs involved which can lead to misperceptions regarding the appropriateness of the fees levied on the users.
- On the cost issue raised by ECHO, WFP Aviation clarified that until 2006 the free-to-user system was more sustainable, with donors covering the lion share of the costs (e.g. in Somalia). Unfortunately, since that time costs have increased (due to, inter alia, fuel and risk-insurance price increases, implementation of safety improvements by operators etc).
- Another issue discussed was the availability of aircraft to be charted by UNHAS on the market. On this issue, THW explained that the increased competition of aircraft availability may be also cause by the fact that the EU Civil Defence has become a market player. The EU is making funds available to the member states with other actors that may induce competition in the markets for aircraft availability.
- WFP Aviation clarified that the competition issue can also be related to the fact that the military interventions in Iraq and Afghanistan are draining much of the available capacity from the market.

The discussion ended with the presentation of the CHALLENGES that UNHAS is currently facing. Challenges were reported as follows:

- The mobilization of helicopters remains the biggest issue for emergency operations especially for the high cost related to the mobilization of the assets.
- One of the challenges that UNHAS is often facing is the identification of the proper assets to deploy. In order to ease the process UNHAS suggested that Cluster partners should discuss their air service-needs with the UNHAS staff that will then be able to find the proper assets capable to meet the field needs.
- The availability of funds for UNHAS air services is still a challenge especially for long term operations since funds sometimes are only provided during emergency operations. In this regards, it was suggested that NGOs should also advocate with donors for better funding of UNHAS air operations when advocating for funds for their own operations, as NGO staff make up a considerable percentage of UNHAS passengers and in many cases rely on UNHAS for air travel related to the implementation of their own projects. In this regard UNHAS staff will be trained on the different humanitarian planning processes to anticipate the requirements and help organisations to work out the travel costs of their projects, if needed.
- The proper use of the UNHAS “user groups” meeting is also see as a challenge. The groups are meant to provide the necessary operational support for air operations. Sometimes during these meetings discussion is minimal due to the fact that the representation in the user group is not at the level in order to be able to take the necessary decisions.
Working group(s) to identify **priorities and objectives of the Logistics Cluster**, priorities and projects for the GLCSC (“countries of concern” and field related interventions, including other organisations involvement, strategy for financing and implementation) facilitated by George Fenton (WVI), Loic Cohen (CARE International) and Erland Egiziano (ACF).

Three working groups were formed amongst the participants to identify priorities and objectives of the Logistics Cluster. Three sessions were undertaken. Please find below the combined bulleted feedback provided by the three working groups. This feedback will be used when preparing the 2010 work plan of the Global Logistics Cluster Support Cell.

**First Session:**

1. What is your 3-year vision for the Logistics Cluster? (feedback merged with point 3 below)
2. Do the current roles and responsibilities of the logistics cluster need to be updated?
   - Continue as is – needs some fine tuning.
3. What should be the top priorities for the logistics cluster for the next 3 years?

**Feedback:**

1. Logistics activities should be catalysing the cluster approach.
2. Escalate preparedness and capacity assessment activities.
3. Map partners – share info. Form a clearer information hub for these actors, develop better linkages.
4. Cluster still perceived as UN centric. Engage more with local partners, private sector, government etc.
5. More Civ Mil activities / be more proactive.
6. Improving awareness of the role of the Logistics Cluster. Maintain the momentum for logistics information management.
7. Drive requirements for prioritization (develop guidance for HCs/RCs/OCHA, see UNHAS section above)
8. The target group for logistics training should be broadened (e.g. Programme Managers). A main gap area is how logistics and programme work together.
9. The Logistics Cluster should align its strategy more closely with other clusters – e.g. WASH and Shelter.
10. There is a need to clarify the link between the Logistics Cluster and the UNHRD service.

**Second Session:**

1. 2010 Objectives and Priorities (feedback merged with point 3 below)
2. What should be the main thematic areas of focus for 2010?
   - Capacity assessments – (local)
   - Training, training of trainers
   - Security issues related to logistics
3. What are the top priorities for 2010?

**Feedback:**

1. Based on the suggestions raised in the working groups, the Logistics Cluster should formulate and share a clear 3-year-plan, aligning it with the other clusters plans if possible.
2. There should be a greater utilization of the LRT trained staff. In order to further improve the response mechanisms a review of LRT implementation was recommended.
3. The development of inter-active communications tools has been suggested to raise awareness of Logistics and the role of the Logistics Cluster.
4. The Logistics Cluster should continue the work done with reference to preparedness activities, assessments at the onset of responses as well as LCAs.
5. Capacity building for global Logistics Cluster members and national members in emergency response as well as the development of trainings (both technical logistics trainings and those specifically on the Logistics Cluster/cluster approach) for common use.
6. Improve upon what has already been started – LCA, trainings, UBDs, GIS, Information Management, LOG, secondments, CIMCoord, maintain/develop links with the NGO community.
7. Guide for prioritization process for HC, RC, OCHA. Clarification of the relationships with UNHAS, UNHRD etc.
8. Mapping exercise of the humanitarian landscape – for logistics actors
9. Institutionalise information sharing and alignment with the other clusters
What resources and mechanisms will be needed to achieve these priorities?

Feedback:
1) Need to increase the visibility of the Logistics Cluster via events
2) Interface closely with security officers during responses
3) Lighter way of activation for small and medium events if the Logistics Cluster is not formally activated

Third Session:
- What should be the primary roles and activities of a Global Logistics Cluster Support Cell?

Feedback:
1) Operations and technical support, resource mobilisation and management of the LRT roster.
2) Administrative support, secretariat focal point, advocacy and communications
3) The Cell is there to kick-start and support emergency operations and to identify longer term staffing for field level activations if required.
4) Identify and secure funding for the activities of the Cell
5) Prepare a three year plan, use of LRT staff, develop communications tools, preparedness activities
6) Support landscape mapping (as mentioned in earlier feedback above) and institutionalise information sharing (as mentioned in earlier feedback mentioned above)

- How should the cell increase inter-agency participation in the planning, decision-making and overall activities of the cell (for effective logistics preparedness)?

Feedback:
1) List decisions that need to be presented / discussed / agreed formally (?) by the Logistics Cluster partners annually / bi-annually / quarterly (?)
2) Increase information sharing. Teleconferences useful in the early phases of a response
3) Continue to second staff from UN agencies and NGOs into the Cell. Continue to use Logistics Cluster participants for activities such as LCAs
4) Proactive approaches to link field engagement with global engagement
5) Develop KPIs – may help to increase buy-in

- Is it necessary to re-structure the support cell? If so, what should be the revised model?

Feedback:
1) The current model is OK – Operations and Communications Pillar. UN and NGO Secondees and WFP staff are given equal responsibility. Regional cells may be useful.
2) Involve secondees more in decision making – disparity between decisions in Rome versus in the field
3) Share more lessons / evaluations

Update on the “Logistics Operations Guide (LOG)”, by Fred Urlep from WHO. The presentation is available on the following link: http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-log-ppt

- The following agencies volunteered to participate as the core review group for the final draft of the LOG material: WHO, WVI, UNICEF, IOM, WFP and MERCY CORPS.

“MedLog” presentation by Bernard Chomilier from WFP is available on the following link: http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-medlog-ppt

- The Medlog training is now available for enrolment. http://www.humanitarianlogistics.org/documentation/MedLog%20Course%20Launch-1%20Sep%202009.pdf
- Twenty one students have registered so far
Management of the training has moved from the Fritz Institute to Humanitarian Logistics Association (HLA)
WHO informed that the training will be soon publicised on the WHO website and advertised in WHO events.

“UNHCR SMS” presentation by Radisav Milijanovic, which is available on the following link:

‘Humanitarian Logistics in a Pandemic’ presentation by Alastair Cook from the GLCSC, followed by a group consultation exercise. The presentation is available on the following link: http://www.logcluster.org/logistics-cluster/meeting/budapest-oct-2009-phi-ppt

Main topic of the discussion was the issue of the continuity of humanitarian operations in the event of a pandemic.

Issues raised:
- WHO: Involvement of all necessary actors in the response plan reviews.
- Coordination seems to be still a big gap.
- Prevention of movements: what’s the reality? WHO: all countries have national plans.
- Role to be played by a proper communication system.
- UNICEF: raised the issue of supplies for small islands in case of restriction of movements.
- WHO: African country plans are needed as well as sub-regional plans.

Working Group Session – Facilitated by Bernard Chomilier (WFP), Emmanuel Drouhin (WFP) and Alastair Cook (GLCSC)

Three working groups were formed amongst the participants and copies of the draft Logistics Operational Action Plan (OAP- Guidance Notes) were issued to aid the discussions. Feedback from three groups was brought back to plenary:

Plenary session on the PANDEMIC LOGISTICS PLAN:

Group 1:
- Explore existing Humanitarian Country Team (HCT) linkages with local government disaster management units or equivalent bodies.
- Establish what kind of relationships exist between humanitarian organisations and local military.
- Share these linkages with all parties and communicate updates. Build on existing structures and ensure that no duplication of structures exists.
- Liaise with OCHA in order to map various organisation’s pandemic project plans by country. It is important to share information on what projects will be suspended and what areas need additional support. This should identify gaps and overlaps.

Group 2:
- Share information to support Business Continuity Planning in the form of guidance notes, templates, lessons learned and checklists.
- Prepare a list of countries that will, or could, require support for logistics coordination.
- Review the list of priority countries that require LCA updates.
- Provide advocacy activities for cluster participants and coordination support to field teams.

Group 3:
- Firstly, begin with coordination activities now.
- Conduct an exercise of scenario planning of possible new caseloads.
- Continue the LCA exercise to strengthen response capacity.
- Hold discussions with local authorities on possible support during a pandemic.
**Useful Pandemic Websites**

The following list of websites gives useful advice on a wide range of pandemic influenza related topics. As an example, the H2P site is designed to support a broad spectrum of humanitarian actors.

1. **GLCSC** - Logistics Cluster.  
   [www.logcluster.org/home/pru](http://www.logcluster.org/home/pru) 
   This site provides a range of documents such as pandemic logistics corridor capacity assessments (PLCCA) and protective health measures. It also has a number of links to other useful websites.

   [www.pandemicpreparedness.org/](http://www.pandemicpreparedness.org/) 
   This site provides a range of guidance notes in the form of strategy & policy, planning, training and reference documents. It is supported by USAID, IFRC, UN and a number of other interested parties.

3. **UNPIC** - UN Pandemic Influenza Contingency  
   This site is managed by OCHA and provides a wide range of support documents across many areas of the current pandemic.

4. **UNSIC** - UN System Influenza Coordination  
   Supported by UNDG this site is designed to offer advice and support documents for coordination activities before, during and after a pandemic.

5. **CDC** - Transportation Industry Guidance  
   [www.pandemicflu.gov/travel/#general_trans](http://www.pandemicflu.gov/travel/#general_trans) 
   This site gives comprehensive guidance on the management of pandemic influenza from a medical standpoint for Surface, Air and Sea transport covering subjects such as how to decontaminate vehicles etc.

   This site gives details of a wide spectrum of planning areas... State, Workplace, Family, Schools, Community, Health care etc.

7. **WHO** - World Health Organisation  
   The comprehensive WHO site on the management and communication of the pandemic.

8. **CFIA** - UNDP Central Fund for Influenza Action  
   This site provides full details on a multi-donor trust fund for urgent under-funded projects for UN and Governments.

9. **WFP** - Protective Health Measures  
   WFP’s website on personal protection activities, which contains a range of in-house videos on basic health care advice.

10. **UNMS** - Medical Services Pandemic Sites  
    The portal for global UN staff on many matters related to pandemics.

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**AOB**

PROLOGIS, a private company constructing warehouses, would like to link with humanitarian actors. Contact details are available through Isabelle de Muys-er-Boucher Chief, Logistics Support Unit (LSU) OCHA at demuys-er-boucher@un.org

For additional Information, please refer to the webpage: [www.prologis.com](http://www.prologis.com)

*It was agreed that the next meeting is scheduled to be held in Paris in March or April, 2010*
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<tr>
<td>ACF</td>
<td>Erland Egiziano</td>
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<td>ACF SPAIN</td>
<td>Gonzalo de Palacios</td>
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<td>CARE</td>
<td>Loic Cohen</td>
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<td>CONCERN</td>
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<td>ECHO</td>
<td>Bart Wittenveen</td>
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<td>GLCSC</td>
<td>Alastair Cook</td>
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<td>HI/ATLAS</td>
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<td>USAID/OFDA</td>
<td>Travis Betz</td>
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<td>WFP-Logistics Development Unit</td>
<td>Bernard Chomilier</td>
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<td>WFP-Haiti (Logistics Cluster Coordinator)</td>
<td>Edmondo Perrone</td>
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<td>WFP-Logistics Development Unit</td>
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<td>WFP-Director, Logistics Division</td>
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