



REGIONAL LOGISTICS COORDINATION GROUP MEETING

WFP Office, Panama

Date: 13 April 2010

Meeting Minutes

Agenda

- Endorsement of:
 - a. Web content for logistics hubs in Panama
 - b. ToRs for LAC Procurement Guide
 - c. Log Group work-plan for 2010
- Lessons learnt - Haiti earthquake emergency (Sergio, AECID)
- Training, Workshops, Log event
- AOB

For participant list see annex 1.

The meeting was chaired by WFP-UNHRD and started with a presentation of the Agenda. The agenda was endorsed without comments.

The chair noted that several topics of the agenda had already been discussed in previous meetings and that this meeting would focus on endorsing the projects that were identified by the group members as a priority.

It was also reiterated that the success of the implementation of the group's activities depends on flexibility and engagement of all its members.

a. Emergency Relief Stocks and Procurement Guide – Revision of TOR for consultancy.

The ToRs (see Annex 4) were closely reviewed and endorsed by the LCG with minor changes. It was decided that due to the different types of activities required for this project, there will be a need to have two consultancies: one focusing on the analysis of the disasters and emergency relief items/stockpile recommended to be repositioned in the region; and another on the regional sourcing of those items.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

- LCG Coordinator to Share the endorsed TORs with REDLAC members / WFP / Next REDLAC meeting (4th May)

b. Information sharing - Web content for logistics hubs in Panama

The chair presented the below list of documents to be uploaded to the LogCluster website (<http://www.logcluster.org>). This list had been established in a previous meeting and was endorsed by the participants. It was agreed that the same information will be placed in the REDHUM website.

Mapping of LCG on the web:

1. Group Mission - Ready for publishing
2. LCG Members and hubs Contact Info – Ready for publishing (see annex 2)
3. Annual Work plans & Reports - Ready for publishing
4. Consolidated Logistics Information for LAC
 - Stockpile Register of Relief Items - Members to provide updated document
 - Suppliers - Ready for publishing
 - Freight forwarders - Ready for publishing
 - Ex Panama Air/Sea cargo flight/sailing schedule, air/shipping lines, lead time - Ready for publishing
 - Link to IA LCA reports - Ready for publishing
5. Calendar of events - Ready for publishing
6. Group Meetings: Agenda and Minutes - Ready for publishing
7. Members activities/reports - Members to provide updated document (optional)
8. Regional humanitarian hubs – link to org website - Members to provide updated document
9. LAC Emergencies – logistics updates - Ready for publishing

ACTION REQUIRED / RESPONSIBLE / DEADLINE

- Provide the above listed missing documents / IFRC, AECID / 23 April.
- Meeting with OCHA for design of LCG on REDHUM / WFP, AECID / 4 May.

c. Log Group work-plan for 2010

The Log Group 2010 work plan as well as the logistics group activities included in the REDLAC 2010 work plan were presented and endorsed by the LCG members. The final work plan is available in annex 3.

d. Logistics Capacity assessment

The two LCAs missions planned by the group for 2009 will be carried out before August 2010. WFP will be in charge of updating Guatemala LCA (mid May 2010), while World Vision International and WFP will carry out the Honduras LCA in June/July.

The group agreed that, as part of the 2010 work plan, Dominican Republic will be the priority country for LCA. The LCA mission will be able to take advantage of the increased activities in DR to collect updated logistics information from the current operations.

e. Workshop and Training

1. The group was informed that the REDLAC members were interested in an awareness course on logistics. After discussions on the type of course requested, it was decided that clarifications would be requested to REDLAC members, in particular OCHA, before drafting the course content.
2. The group members confirmed interest in having the Logistics Cluster training in Panama.
3. WFP indicated that a Certified Procurement of NFI course will be held by WFP (07-11 June). Interested participants should contact WFP procurement officer Ms Snjezana Leovac (snjezana.leovac@wfp.org) for more information.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

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| <ul style="list-style-type: none">- Share a logistics FAQ to serve as synopsis for the awareness course / AECID / 23 April.- Consult with OCHA for course content / WFP / 23 April |
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f. Lessons learnt - Haiti earthquake emergency (Sergio, AECID)

AECID announced that REDLAC will be having a dedicated meeting on lessons learnt of the Haiti and Chile emergencies during the second week of May. As a contribution to this exercise, AECID invited the group members to share a short document on their own lessons (from a logistics perspective).

WFP shared its views on the coordination in Panama during the Haiti emergency. This intervention led to a wider discussion on the different hubs activities and their interactions during the early phase of an emergency. IFRC agreed to provide the group with ideas to further improve the coordination regarding emergency times.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

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| <ul style="list-style-type: none">- Share ideas for increased coordination within the group during emergencies / IFRC / Before next LCG meeting. |
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g. Meeting with service suppliers

AECID suggested that ad-hoc meetings with logistics service providers be organized with the LCG participants. This would be an opportunity to know more about suppliers in Panama; to show suppliers that the group is organized; and to share information, which would ensure all members are offered similar rates.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

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| - Share contact of PANAIR & request a presentation / AECID / First week of June. |
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(end of minutes)

ANNEX 1: Participant list

NAME	POSITION	ORGANISATION	PHONE	EMAIL
Mirjana Kavelj	Head of UNHRD Panama	UNHRD – WFP	66751602	Mirjana.Kavelj@wfp.org
Lucien Jaggi	Logistics Officer	UNHRD - WFP	66770609	Lucien.jaggi@wfp.org
Carles Gisbert	Director	Logistica Humanitaria	66778572	carles@logisticahumanitaria.org
Albert Gornales	Gerente Suppliers	Logistica Humanitaria,	66778593	albert@logisticahumanitaria.org
Illir Caushaj	RLU Head	IFRC,	66795355	Illir.Caushaj@ifrc.org
Dana Van Alphen	Regional Advisor	OPS&OMS	66776401	vanalphd@pan.ops-oms.org
Leonardo Hernandez	RRT PAHO	OPS&OMS	66744348	hernanle@pan.ops-oms.org
Serio Ferrero		AECID	66770689	sergio.ferrero@aecid.es

ANNEX 2: HUBs Contacts

Facility	Location	Space sq/m	Users	Contact/Web	Website
LACERN-WFP	Ecuador	2,000	UN / NGO / IO / Gov.	Nelson.Ortega@wfp.org	
LACERN-WFP	El Salvador	1,500	UN / NGO / IO / Gov.	Andrew.Stanhop@wfp.org	http://es.wfp.org/content/el-centro-regional-de-respuesta-humanitaria-en-el-salvador
AECID	Panama - Tocumen	500	UN / NGO / IO / Gov.	sergio.ferrero@aecid.es	
PADRU-IFRC	Panama - Howard	3,200	RC / NGO / UN	Illir.Caushaj@ifrc.org	http://www.cruzroja.org/padru
Logistica Humanitaria	Panama - Colon Free Zone	700	UN / NGO / IO / Gov.	carles@logisticahumanitaria.org albert@logisticahumanitaria.org	www.logisticahumanitaria.org
UNHRD-WFP	Panama - Corozal	2,000/ 10,000	UN / NGO / IO / Gov.	Mirjana.Kavelj@wfp.org lucien.jaggi@wfp.org	www.unhrd.org

ANNEX 3: LCG Workplan for 2010

1. Carry out LCAs in the region. Priority Countries: Guatemala, Honduras and Dominican Republic.
2. Logistics Information sharing: Upload the information on humanitarian logistics hubs in the region on LogCluster web, as well as the rest of info agreed at the last LCG meeting. Update and publish regularly the consolidated stockpile information, database of suppliers and freight forwarders.
3. Revision of ToRs for LAC Emergency Relief Stocks and Procurement Guide. At the last meeting end Feb 2010, the LCG agreed that the ToRs should include: the recommended relief items per sector, emergency stockpiles composition and level to be pre-positioned in the region, procurement guide (availability of items at regional and international level) but without listing the suppliers.
4. Promote and enhance logistics coordination through workshops and trainings:
 - Logistics Cluster workshop
 - Logistics Induction training for REDLAC members.

ANNEX 4: TOR Humanitarian Emergency Relief Items Guide for LAC

TERMS OF REFERENCE

Logistics Officer (Consultant) for Humanitarian Emergency Relief Items Guide for LAC

Under the direct supervision of the (xxx), the incumbent will prepare the Humanitarian Relief Item Guide for Latin America and the Caribbean region identifying:

- 1. Most frequently used and recommended relief items per sector of emergency humanitarian response (shelter, water and sanitation, health, food, etc.);**
- 2. Emergency stockpiles composition and recommended level to be pre-positioned in the region that will enable the humanitarian community to respond efficiently and effectively to the humanitarian emergencies in the region covering the immediate life saving needs for the first two weeks of emergency**
- 3. Availability of recommended relief items in the region through a market research (separate consultancy)**

Methodology:

The Consultant is required to carry out extensive consultations and interviews with the Logistics Coordination Working Group, Cluster/sector leads, international humanitarian organizations working in the region (UN, NGO, IFRC, etc.) and government and non-government institutions working in the area of disaster preparedness and response (e.g. regional and national civil defense organizations). The Cluster/sector leads will be required to facilitate consultation/interviews per sector

The Consultant is required to conduct a desk review of existing studies, documents and concepts relevant to emergency preparedness and response at relevant levels.

The Consultant is required to complete the regional market research should focusing on recommended relief items and taking into consideration quality of relief items, as well as production capacity and delivery time.

The Consultant is required to travel to a min three locations, sample representatives of the sub-regions.

The Consultant is required to identify the most frequently and recommended relief items per sector of emergency humanitarian response, as well as Emergency stockpiles composition and level to be pre-positioned in the region should also take into consideration the following

- Most probable disaster type by sub region: Central America, Caribbean and Andean
- Geographical areas and estimated population size to be affected
- Climate conditions, average family size and cultural sensitivities that impact the type of humanitarian relief items to be provided
- National capacity to respond to emergencies

Minimum qualifications:

Education:

University degree in industrial engineering, logistics and supply chain management, economics (preferably transport economics), business administration, or management experience related to logistics and supply chain.

Experience and knowledge:

At least three years or more of postgraduate professional experience in commercial or government logistics and supply chain and ancillary sectors with at least two years experience in a commercial company or humanitarian organization (UN, International NGO, IFRC or ICRC), adequate knowledge and

experience in emergency humanitarian response. Proficiency in Windows (MS Word, MS Excel , Power Point. General knowledge of UN system policies, rules, regulations and procedures governing procurement and logistics contracting.

Language: Fluency in both oral and written communication in English and Spanish.

Preferred knowledge and experiences:

- Minimum three years of previous experience and familiarity with the management of NFIs,
- Previous experience in the complex warehouse management including the cold chain (Food and NFIs)

Completion time: 6 months