



REGIONAL LOGISTICS COORDINATION GROUP MEETING

WFP Office, Panama
Date: 22 March 2011

Meeting Minutes

Agenda

1. Commitment to providing funds for the Consultancy for the Emergency Relief Items Guide and restructuring of TORs
2. Information sharing on suppliers
3. Update on Logistics Cluster activities in Haiti
4. Training Opportunities
5. AOB

1. Consultancy for the Emergency Relief Items Guide and restructuring of TORs

- 1.1 The Logistics Coordination Group worked in 2010 to finalize the TORs for the consultancy for Emergency Relief Items Guide. The importance of this consultancy was highlighted during the Haiti Cholera Emergency as most agencies were spending precious time to find suppliers locally as delivery from other regions would take even longer. The TOR was endorsed by the REDLAC group in December 2010. Since then, a few agencies showed interest but none have provided a firm confirmation on resources available. In view of the timeframe, it was agreed that the organizations would confirm today on whether this consultancy could move forward. It is important to begin on now as a preparedness activity prior to the beginning of the hurricane season in June.
- 1.2 UNICEF informed that there is a similar proposal and to pool resources so as to avoid duplication. UNICEF is ideally thinking to carry this survey out in Mexico and Dominican Republic. It could be possible that the consultancy add on the suppliers in Panama. A teleconference with UNICEF will be set up for next week to further discuss this possibility.
- 1.3 Agencies:
 - 1.3.1 CARE indicated availability of USD 2,000 (prior to meeting)
 - 1.3.2 UNICEF may be able to provide some input but no confirmation on quantity.
 - 1.3.3 WFP contribution will be for the mainly for the preparation and coordination of the consultancy.
 - 1.3.4 IOM have indicated no funds are available.
 - 1.3.5 UNHCR will confirm availability of funds at the next REDLAC meeting.
 - 1.3.6 PAHO / WHO will revert with information at the next REDLAC meeting.

1.4 It was also proposed that the TORs for the consultancy for the initial phase could be shortened to decrease costs. To save time, agencies will send a list of supplies required with specifications and quantities by March 29th to WFP for consolidation.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

- WFP and UNICEF to meet regarding collaboration on this effort
- Agencies to confirm by next REDLAC meeting of April 5th confirmation of funding available
- Agencies to send list of 3-5 emergency items with specifications by March 29th to Isaac.villaverde@wfp.org for consolidation.

2. Information sharing on suppliers

2.1 Mainly two companies have been visiting agencies in Panama, providing information on the supplies and products that they carry. In view of the consultancy on point 1, it would be good to have a consolidated list of already known suppliers.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

- All agencies to send information on suppliers by March 29th to Isaac.villaverde@wfp.org

3. Update on Logistics Cluster - HAITI

3.1 Transport

The United Nations Humanitarian Air Service (UNHAS) will discontinue passenger transport services between Port-au-Prince and Santo Domingo. The last flights will operate on 14 March 2011.

Within the past week the Logistics Cluster has moved mostly cholera emergency supplies, hygiene kits and WASH items by air, as well as some warehouse equipment by road.

3.2 Warehouse

Logistics Cluster warehouse no. 3 in Croix de Bouquets will close on 31 March. After this date, the Logistics Cluster will provide storage services – with priority for emergency response material - at the WFP compound in Port-au-Prince (Tabarre), but the available space and storage arrangements will be different in that location.

3.3 Coordination

Logistics Cluster coordination meetings took place in Port-au-Prince and Gonaives. The main topic discussed was the revised standard operating procedures (SOPs) and changes in Logistics Cluster service provision.

The first Joint Natural Disaster Simulation Exercise is scheduled to take place 12-15 April 2011. In preparation for the exercise, Joint Natural Disaster Exercise Development Working Groups are being set up for the different regions where the simulation is going to take place.

4. Training Opportunities

4.1 Agencies have asked for logistics training. WFP has several training for WFP staff. It may be possible for other agencies to participate in these trainings but on a cost recovery basis. Further assessment of requirements will be carried out.

ACTION REQUIRED / RESPONSIBLE / DEADLINE

- WFP will send a brief questionnaire to agencies regarding the training requirements.

5. AOB

5.1 AECID sent their apologies. Information regarding AECID stocks are available and it was shared with the group that there is an effort for AECID to also use UNHRD services in Panama.

(end of minutes)

Annex 1: TORs for Consultancy



TOR Humanitarian Emergency Relief Items Guide for LAC

TERMS OF REFERENCE

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

A) Under the direct supervision of the WFP, 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: 3 months

ANNEX 2: Participant list to meeting 2011 03 22

Organisation	Name	Title	Phone	Mobile	Email
IFRC/RLU	Douglas Baquero	Regional Logistics Coordinator	3161001	6747 3146	douglas.baquero@ifrc.org
IOM	Christophe Gascon	Mission Officer	3053350	6781 6084	cgascon@iom.int
WHO / PAHO	Richard Diaz	PAHO	3170775		diazrich@paho.org
UNHCR	Dayra Diaz	Senior Programme Assistant	3171723	6675 5790	diazda@unhcr.org
UNICEF	Gianluca Buono	Regional Emergency Adviser	3017438	6616 0237	gbuono@unicef.org
WFP	Cristina Bentivoglio		3173900	6825 9181	cristina.bentivoglio@wfp.org
WFP	Carlos Melendez	Regional Logistics Officer	3173900	6675 1603	carlos.melendez@wfp.org
WFP/UNHRD	Isaac Villaverde	Logistics Assistant	3176319	6070 8906	Isaac.villaverde@wfp.org
WFP/UNHRD	Kyungnan Park	Logistics Officer	3176319	66715355	kyungnan.park@wfp.org

Annex 3: Logistics Coordination Group Contact Details

Org	Name	Title	Phone	Mobile	Email
AECID	Natalia Zapata Pinilla	AECID	3170343	6108 5304	nzapata@tragsa.es
IFRC/RLU	Ilir Caushaj	Head of RLU	3161001	6679 5355	ilir.caushaj@ifrc.org
IFRC/RLU	Douglas Baquero	Regional Logistics Coordinator	3161001	6747 3146	douglas.baquero@ifrc.org
IFRC/RLU	Thierry Schweitzer	Logistics Mobilization Coordinator Haiti	3161001	6677 6347	thierry.scheitzer@ifrc.org
IOM	Christophe Gascon	Mission Officer	305 3350		cgascon@iom.int
MSF Spain	Loreto Barceló	General Coordinator	317-0467	6450 6815	msfe-panama-cg@barcelona.msf.org
MSF Spain	Phillip Prima	Logistics Coordinator	317-0467	6450 6798	msfe-panama-logco@barcelona.msf.org
OCHA	Dario Alvarez	Disaster Management Delegate	3161001	6679 8853	dalvarez@un.org
OCHA	Apolonia Morhaim	Regional Disaster Response Associate	3171748	6676 1651	morhaim@un.org
OXFAM UK	Paul Caney	Regional Logistics Manager	+5255 5061 5670	+52155 2179 1379	PCaney@oxfam.org.uk
PAHO	Dana van Alphen	Regional Advisor Disaster Management	3170668	6677 6401	vanalphd@pan.ops-oms.org
PAHO	Lorenzo Barraza	PED / OPS	3170668	6420 3042	barrazlo@pan.ops-oms.org
PAHO	Richard Diaz	OPS	3170775		diazrich@paho.org
UNHCR	Dayra Diaz	Senior Programme Assistant	3171723	6675 5790	diazda@unhcr.org
UNICEF	Gianluca Buono	Regional Emergency Adviser	3017438	6616 0237	gbuono@unicef.org
UNICEF	Heidi Peugeot	Emergency Specialist	3017438	6430 2434	hpeugeot@unicef.org
USAID / OFDA	Robert Demeranville	Logistics Officer	+1202 712 5756		rdemeranville@usaid.gov
USAID / OFDA	Todd Horne	USAID/OFDA Logistics	+1202 7120234		thorne@USAID.GOV
WFP Ecuador	Nelson Ortega	Logistics Officer	+593 2 2460 330		Nelson.Ortega@wfp.org
WFP El Salvador	Aldo Spainí	Logistics Officer	+503 2263-6144		Aldo.Spaini@wfp.org
WFP/Reg	Carlos Melendez	Regional Logistics Officer	3173970	6675 1603	carlos.melendez@wfp.org
WFP /Reg	Cristina Bentivoglio	Emergency Officer	3173900	6825 9181	cristina.bentivoglio@wfp.org
WFP/Reg	Snjezana Leovac	Regional Procurement Officer	3173970	6677 0612	snjezana.leovac@wfp.org
WFP/UNHRD	Kyungnan Park	Head of UNHRD /Regional LCG Coordinator	317 6319	6677 0609	kyungnan.park@wfp.org
WFP/UNHRD	Jonathan Pragnell	Logistics Officer	3176319	6675 0617	jonathan.pragnell@wfp.org
WFP/UNHRD	Isaac Villaverde	Customer Service Assistant	317 6319	6070 8906	Isaac.villaverde@wfp.org