**LOGISTICS SECTOR – Fiji Emergency Preparedness & Response**

**Meeting Minutes**

Suva, Fiji - 15 June 2016

**CHAIR:** Logistics Coordinator, Fiji Procurement Office (FPO)

**PARTICIPANTS:** Adventist Development and Relief Agency (ADRA), Fiji Procurement Office (FPO), Fiji Red Cross, OXFAM, Save the Children, World Food Programme (WFP), United Nations Children’s Fund (UNICEF)

**ACTION POINTS:**

- FPO to confirm content and structure of the National Disaster Management Office (NDMO) planned lessons learned exercise on the Tropical Cyclone Winston-response, and explore possibility of running a Logistics Cluster-specific action review
- WFP to share Logistics Cluster Emergency Preparedness Planning guidelines

**AGENDA:**

1. Emergency Preparedness and Response Overview
2. Common Storage
3. Private Sector
4. Tropical Cyclone Winston
5. Any Other Business (A.O.B.)

1. **EMERGENCY PREPAREDNESS AND RESPONSE OVERVIEW**

- The Fiji Procurement Office (FPO) Logistics Coordinator welcomed participants to the new series of monthly meetings focusing on Emergency Preparedness and Response (EPR). Fiji EPR meetings will be led by the FPO and the National Disaster Management Office (NDMO) with the support of the World Food Programme (WFP); global lead of the Logistics Cluster, currently engaged in a four-year disaster response preparedness project in the Pacific.

- Participants expressed an interest in finding out more about the different areas of focus of the EPR programme, and more specifically on information management and sharing; coordination; data consolidation and mapping; and stock prepositioning.

- WFP to share Logistics Cluster Emergency Preparedness Planning guidelines and informed participants a regional stockpile map, updated on a monthly basis, is available on the OCHA Pacific humanitarian response website, at: [https://www.humanitarianresponse.info/en/operations/pacific-region/logistics](https://www.humanitarianresponse.info/en/operations/pacific-region/logistics)

2. **COMMON STORAGE**

- Plans are ongoing to set up a common warehouse in Suva for the prepositioning of humanitarian stocks in Fiji. A warehouse in the FPO Walu Bay compound - in need of renovation and totalling 720m² - has been identified for this purpose.

3. **PRIVATE SECTOR**

- One of the items topping the agenda at the recent World Humanitarian Summit (WHS) in Istanbul was the engagement of private sector stakeholders in emergency response actions. A Connecting Business initiative to establish the Fiji Business Disaster Resilience Council is in the pipeline, and was presented at the WHS.

- An information pamphlet including an overview of the Council will be shared with participants. Discussions are ongoing to identify how private sector partners will engage within the humanitarian Cluster mechanisms, and coordinate efforts.
4. TROPICAL CYCLONE WINSTON

- FPO to confirm content and structure of the National Disaster Management Office (NDMO) planned lessons learned exercise on the Tropical Cyclone Winston-response, and explore possibility of running a Logistics Cluster-specific action review.

5. ANY OTHER BUSINESS (A.O.B.)

- The next Fiji EPR meeting will be held on 20 July at the FPO warehouse in Walu Bay. Organisations are welcomed to extend the invitation to attend the meeting to other relevant parties, including private sector stakeholders, who can also be included in the Fiji EPR distribution list by sending an email to: fpo_shipping_suva@govnet.gov.fj

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