

**National Logistics Cluster Meeting Minutes**  
31 July 2019

## BANGLADESH NATIONAL LOGISTICS CLUSTER

**Meeting Chairs:** Mr. A.K.M. Mahruf Hasan, Deputy Secretary, Ministry of Disaster Management & Relief and Mr. Syed S. Arefeen, Head of Supply Chain and Emergency Response Preparedness (ERP), WFP

**Participating Agencies:** Armed Forces Division (AFD); Concern Worldwide; Global Logistics Cluster; Logistics Sector Cox's Bazar; Ministry of Disaster Management & Relief; Plan Int'l; United Nations Population Fund; United Purpose; and World Food Programme

**Venue:** WFP Meeting Room, 17<sup>th</sup> Floor, IDB Bhaban, Agargaon, Dhaka 1207

**Date:** Wednesday 31. July 2019

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
1.		The meeting started with an introduction of the participants and a quick overview of the agenda for the meeting. Reference was made to the actions points from the previous <a href="#">National Logistics Cluster meeting (2. May 2019)</a> and the <a href="#">Technical Working Group meeting (20. May 2019)</a> .			
2.	Overview of action points from previous meetings  &  Follow-up actions	<ul style="list-style-type: none"> <li>• <b>Custom clearing and exemption issues:</b> <ul style="list-style-type: none"> <li>- There has been an outstanding request from members to create more clarity on custom clearing processes in Bangladesh. No further response was received from the members in the past 2 months when asked to submit more specific and detailed issues.</li> <li>- The Logistics Sector reported on the results of the Customs Workshop which was held in Cox's Bazar on 7. July 2019. For the workshop a clear flow-chart on processes was created, which will be shared with the members. The report from the workshop will also be shared once ready.</li> <li>- It was further proposed to approach all single Government Departments who play a role in the custom clearing process to agree on possible commitment needed to process clearing documents. Once agreed this information can be added to the flow-charts and performance can be measured and reported against.</li> <li>- GLC/WFP further reported that the custom clearing section in the Logistics Capacity Assessment (LCA), accessible <a href="#">here</a>.</li> </ul> </li> </ul>	<p>Logistics Sector from Cox's Bazar to share the flow-charts from the presentations and the workshop report when ready</p> <p>Approach all government departments</p>	<p>Logistics Sector</p> <p>WFP</p>	<p>15. August (2019)</p> <p>30 September (2019)</p>

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		<ul style="list-style-type: none"> <li>- Significant progress has been made on the on the SRO61 (<i>Statutory Regulatory Order list of tax exempted commodities 1992</i>) update. Nearly all agencies have submitted their detailed list of commodities to be added. Next step will be to have a Technical Working Group meeting where all items will be grouped into more general categories to be submitted to the Ministry of Disaster Management &amp; Relief (MoDMR) for further processing and approval.</li> <li>- It was noted that one member had already processed and submitted their own list with SRO61 items to the authorities. It was agreed that going forward, actions such as this would be undertaken in a collaborative cluster effort.</li> </ul>	<p>Technical Working Group meeting date to be proposed</p> <p>Submit revision proposal to MoDMR</p>	<p>WFP</p> <p>WFP</p>	<p>1. August (2019)</p> <p>31. August (2019)</p>
		<ul style="list-style-type: none"> <li>• <b>Logistics capacity survey (warehouses, airports, access roads, etc.)</b></li> <li>- In the past year several attempts have been made to enhance visibility for the humanitarian community on available logistics capacities in country. Various excel lists have been created and compiled, however discussions remain on a more practical approach, which would allow information to be easily updated.</li> <li>- A solution, currently being worked on with support from the Global Logistics Cluster, is to create an online data survey tool (e.g. to capture warehouse information), which could then be accessible through the Logistics Cluster’s digital ‘Preparedness and Response Platform’ (presented during the last meeting on 2. May 2019). The advantage is that once the details have been added to the database, it will be shown directly on an online interactive map and is also directly accessible to all who have subscribed to use the system. The same can be done for roads, airports, hospitals, transport companies, etc.</li> </ul>	<p>Keep the NLC members updated on progress and introduce once ready</p>	<p>GLC/WFP</p>	<p>Ongoing</p>
		<ul style="list-style-type: none"> <li>• <b>District Focal Points</b></li> <li>- WFP gave an update on the District Focal Points which has been finalized for 30 districts.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• <b>Logistics Capacity Assessment (LCA)</b></li> <li>- GLC/WFP reported that currently 2 consultants are working fulltime on a comprehensive LCA update for the country, since the last version dates back to 2011. The consultants are expected to be ready with the updated LCA by end of September 2019.</li> </ul>	Keep the NLC members updated on progress	GLC/WFP	30. September (2019)
3.	Update Monsoon Flood Response  Follow up actions	<ul style="list-style-type: none"> <li>• <b>Monsoon Flood Response and the National Logistics Cluster</b></li> <li>- Due to the current monsoon flood emergency in country various Humanitarian Coordination Task Team (HCTT) and Inter-Sector meetings were held with the humanitarian community during the past weeks. An inter-sector response plan is currently being worked on, whereby 9 districts in country have been identified as most affected. A report from the Needs Assessment Working Group (NAWG) will be circulated with minutes for further information.</li> <li>- The different clusters have been asked to submit their requests for logistics assistance to the HCTT before Sunday 4. August 2019. Several clusters already mentioned a need for warehouse/storage capacities and assistance with access to areas not accessible by road.</li> <li>- Awaiting request confirmation, as a preparedness activity, members have been asked to share any of available warehouse capacities in the 9 districts. WFP confirmed that it can share lists of their contracted transporters, who then can be approached in case of need.</li> <li>- Both MoDMR and AFD confirmed the ability to assist with transport modalities (helicopters, boats) in case of life-saving activities. <b>Any such request should be channeled through the MoDMR for further action.</b></li> </ul>	<p>Share warehouse capacities in 9 most affected Districts</p> <p>Share transporters lists when requested</p> <p>Receive requests for assistance with helicopters and boats</p>	<p>NLC Partners</p> <p>WFP</p> <p>MoDMR</p>	<p>4. August (2019)</p> <p>4. August (2019)</p> <p>Ongoing</p>

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		<ul style="list-style-type: none"> <li>- The members further gave an update on their ongoing response activities to the most affected areas in the country, whereby it must be noted that the MoDMR have been successfully working on a massive response plan to 28 of the most flood affected districts.</li> </ul>			
4.	Simulation-based Logistics Gap-analysis Workshop 27-29 2019	<ul style="list-style-type: none"> <li>• <b>The GLC in close cooperation with the MoDMR &amp; WFP are organizing a Simulation-based Logistics Gap-analysis Workshop from 27-29 August in Dhaka.</b></li> <li>- The venue will be the Pan Pacific Sonargaon in Dhaka.</li> <li>- 90 participants (Government Officials and stakeholders from the humanitarian community including the private sector) have been invited to take part.</li> <li>- GLC gave a brief recap of the concept note for the workshop, including the objectives, methodology and expected outcomes.</li> </ul>	Confirm invitation to the workshop	NLC members	Asap (deadline was 31.07.2019)
5.	NLC & GLC mandate	<ul style="list-style-type: none"> <li>• <b>Mandate National Logistics Cluster vs. Logistics Cluster</b></li> <li>- During the previous meeting various questions were raised by partners on why the Logistics Cluster logo could not be used for National Logistics Cluster-level activities. As such clarification was provided on the role, mandate and administrative functions of WFP as lead agency of Logistics Cluster, the Global Logistics Cluster (GLC) support team, and the Bangladesh National Logistics Cluster.</li> <li>- Globally, the Logistics Cluster is led by the World Food Programme. Based in WFP headquarters in Rome, the GLC is a support function of the Logistics Cluster, working with partners across the humanitarian sector to assist active operations, as well as global level activities and projects (such as the Preparedness Project). More information on the Logistics Cluster mandate can be found <a href="#">here</a>.</li> <li>- The Bangladesh National Logistics Cluster is a collection of national bodies, with individuals accountable only to their own organizations.</li> </ul>			

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		<p>It is one of the 10 Bangladesh national clusters that work as part of the national HCTT coordination structure. No connection – whether legal, financial or accountability structure – should be implied between any national level cluster (in any country) and the Logistics Cluster.</p> <ul style="list-style-type: none"> <li>- The National Logistics Cluster can decide with the MoDMR (co-lead of the NLC) what activities they want to do and prioritize based on country context and needs. Regarding logo, NLC may choose to design its own logo.</li> <li>- For these reasons, and not to create confusion about IASC-cluster activation, the Logistics Cluster logo can only be used at country-level in the event of an official IASC activation, or as part of a specific Global Logistics Cluster event.</li> </ul>	Discuss appetite for own NLC logo	NLC members	22. September (2019)
6.	AoB	<ul style="list-style-type: none"> <li>- SOD2019 (Government Standing Order on Disasters) is in its final phase to be printed and distributed with the humanitarian community.</li> <li>- UNFPA have asked for assistance to be added to the SRO84, for UN tax exemption status.</li> </ul>	<p>Next NLC meeting proposed for September 2019</p> <p>Link UNFPA up with the UNRCO for further action</p>	<p>WFP &amp; MoDMR</p> <p>GLC</p>	<p>22. September (2019)</p> <p>Already done</p>
The chairs closed the meeting with thanks to all members.					

Signed/Syed S. Arefeen  
01.08.2019