DATE: 13 July 2016
CHAIR: Global Logistics Cluster
PARTICIPANTS: OXFAM, Tearfund, UNICEF, THW, British Red Cross, HELP Logistics AG

AGENDA:
1. Introduction
2. Working Group Terms of Reference (ToRs)
3. Proposed Budget
4. GLC Preparedness Strategy - Visual Concepts
5. Initial Mapping Exercise
6. Suggested LET Model expansion
7. A.O.B

1. Introduction

- The Global Logistics Cluster Preparedness project lead chaired the teleconference and introduced the agenda.
- A roll call was held and 6 WG members were present. ACF, LET, STC notified the chair of their agency absence.

2. Working Group Terms of Reference (ToRs)

- As part of the achievements towards the GLC Strategy 2016-2018 – Goal 1: Prepare, the Working Group (WG) Terms of Reference (ToRs) have been drafted and shared with participants for open-floor discussions during the Teleconference.
- Objectives, activities, expected outcomes and governance of the WG were introduced to members. The Global Logistics Cluster will be the secretariat of the WG and jointly appointed co-chairs per pilot country needs to be identified.
- With regards to performance evaluations and result achievements, participants suggested to introduce Monitoring & Evaluation (M&E) activities as part of the ToRs in order to measure and improve the management of the project and specific outcomes.
- Questions on the sequence of the mapping capacities exercise were raised by the group. It has been advised to start the data gathering initially by looking at specific preparedness and response plans, by all partners; if available, research on existing scenario’s should also be conducted. After assessing and analysing the available capacities and current gaps, the aim of the WG will be to leverage the Cluster system to fill those gaps and build a response plan of the right scale and within an appropriate time frame.

3. Proposed Budget

- A budget proposal for the project has been shared with participants. The expected timeframe is 2 and a half years (until December 2018) and two main levels of budgeting have been identified: a Project level and an Initiative level.
- Staff, Administration, travel costs and WG facilitation costs are part of the Project level; dedicated Project Manager, Information Management & Communications Officer, Monitoring, Learning and Evaluations Officer, Logistics Engineer and 3 Country Preparedness Officers have been identified as critical staffing needs. For the country Preparedness Officers, in order to learn and cross-fertilise project knowledge, these staff members are to be based at country level, on a rotating basis.
- Administration costs also include the design and expansion of the Preparedness Platform, Website Maintenance and Management.
- Working Group member costs are included in the budget for Travel expenses, Workshops, plans and training development, Joint Field missions for risk assessment, analysis and post-emergency activities of members.

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The initiative level of the budget is devoted to new initiatives once they are identified, assessed and proposed for advocacy or funding on a ‘per project’ basis.

The Chair also reminded that the budget structure is still a draft and that changes are welcome.

Staff secondment was suggested as a possible resource to take into consideration. WG members were requested to identify possible secondments.

4. GLC Preparedness Strategy - Visual Concepts

- The visual concepts of the Global Logistics Cluster Preparedness Strategy were presented to participants. The scheme is useful to summarize and identify project workflow as simple as possible.
- Mapping, Network Engagement and Supply Chain resilience activities were designated as key to mitigate and address priority gaps and risks per country. A jointly drafted response plan by the WG per country, is part of the preparedness strategy initiative.

5. Initial Mapping Exercise

- During the last Global Meeting in London, the GLC initiated a mapping exercise based on 5 questions to partners. Questions were as follows:
  1) Does your organisation work in country name? If yes, what type of activities are you working with?
  2) Is your organisation involved in any Preparedness activities in country name? If yes, what?
  3) Does your organisation work with the NDMO/National Authorities in country name?
  4) Which organisations/local actors are best placed to assist with any gaps in country name?
  5) What are the most prominent supply chain/logistics gaps/issues in country name?

- Following on from the initial mapping of partner activities (the above 5 questions), information has been consolidated and added to a dynamic and interactive web based GIS platform embedded on the GLC Preparedness webpage.
- Still in the beta testing and design phase, the preparedness webpage will develop from a basic repository and portal to a Preparedness Platform. The platform will create and promote sectorally related preparedness initiative visibility.
  
  On the GIS and mapping portal, partners and field missions will be able to instantly upload and geo-tag their capacities and capabilities – allowing for a more robust, interactive and informative presentation of the current situation in project countries. This will then form part of the databank upon which supply chain modelling and simulation will be overlaid together with scenario parameters for systems risk and gap analysis. Mapping, modelling and simulation will be extended further upstream, linking to global routes and consolidation options, and downstream with demand fulfilment modelling, to be derived from scenario analysis.
  
  Currently in the early stage of conceptualisation and resourcing, data quality and partner participation in the platform is vital. Apart from supply and logistics data, the platform with also model cost flows where possible, as a means to improve visibility and accountability, and allow for logistics network optimisation including taking advantage of environmental efficiencies where possible and feasible.

6. Suggested LET Model expansion

- The GLC is seeking for higher engagement with the private sector.
- Following the meeting with the Logistics Emergency Team (LET), possible expansion of the entire LET model was analysed and discussed to see how to enhance and expand existing interfaces.
- The model is proposed to be expanded to include additional private sector partners, in particular those who are aligned to the preparedness requirements and activities, with value-adding core-competencies and market comparative advantages.
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- As the nature of emergencies and supply chain risk is evolving, the LET is asked to expand cooperation to include complex, health and slow on-set emergencies and scenarios in addition to sudden-onset emergencies and scenarios;
- Options for decentralising / regionalising the LET model should be explored. In addition, options for how the model could be replicated and integrated from a global level to a regional, national and local level of humanitarian response, as well as promote and integrate with National Clusters and private sector disaster management organisations where possible and feasible;
- Increased awareness raising of the UN Cluster system through LET sectors and trade bodies.
- Expand and increase collection of logistics information for Logistics Capacity Assessments (LCA);
- Support the preparedness work of the 6 priority countries where required and possible (with 2 of the 6 countries, namely Haiti and Madagascar immediately prioritised);
- The LET is recommended to join the GLC Preparedness Working Group, which forms the strategy activity guidance forum;
- Support joint field assessments for preparedness activities;
- Leverage, fast-track and expand existing LET projects, conduct and provide scenario planning and analysis expertise and guidance to enhance existing response capacity, raise resiliency and lower vulnerability at local levels and/or international intervention response times/scale;
- Explore options for multiyear planning and funding/investments in preparedness through joint private sector-UN advocacy/lobbying to governments and donors for increased investment in preparedness;
- Provide supply chain risk management and Business Continuity expertise and guidance for local private and public sector resiliency to enable localised capacity preparedness;
- Identification and expanded engagement of LET partners with businesses that have logistics and supply chain related comparative and competitive advantages, skills, expertise, products and services that could be of value to preparedness and response activities;
- Explore ways to connect global, national and local businesses to support relationship building and sharing of knowledge on local systems, networks and engagement;
- Expand and collaborate with Regional and National Disaster Management Organisations, national clusters and chambers of commerce where possible, to support national and local market logistics and supply chain information/market intelligence;
- Expand LET communications strategies to create greater publicity for preparedness activities;
- Ensure greater engagement within individual LET organisations to fast-track internal processes and adapt normal systems to streamline preparedness activities when required and response activities before required;
- Greater alignment with relevant initiatives (e.g. World Economic Forum Enabling Trade initiative, a key element to achieve the Sustainable Development Goals 2030 and to boost competitiveness in global trade; the Connecting Business Initiative, etc.

7. A.O.B

- Based on their networks, participants were invited to identify and nominate co-chairs per country.
- Participants were notified of the possibility of a Preparedness Workshop in October; and initial joint field missions.
- The next Teleconference is scheduled to be held mid-September.
### Preparedness – Teleconference Minutes

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBLE</th>
<th>DUE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Inclusion M&amp;E in working TOR and preparedness strategy.</td>
<td>GLC</td>
<td>Mid-Sept Teleconference</td>
<td>Done</td>
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<tr>
<td>Identification and agreement on WG staff Secondments</td>
<td>WG members</td>
<td>Mid-Sept Teleconference</td>
<td>Initiated</td>
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<td>WG members to decide and elect WG co-chairs per country</td>
<td>WG members</td>
<td>Mid-Sept Teleconference</td>
<td>Initiated</td>
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<tr>
<td>WG members to provide website mapping feedback and identification of</td>
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<td>other preparedness initiatives for addition to the website platform</td>
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<tr>
<td>GLC to provide further programme and activity guidance</td>
<td>GLC</td>
<td>Mid-Sept Teleconference</td>
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