LOCATION: Teleconference

DATE: 23 January 2018

CHAIR: Lessons Learned Focal Point, Global Logistics Cluster

PARTICIPANTS: THW, GOAL, UNICEF and ACF Spain (Seconded to the Global Logistics Cluster).

AGENDA:
1) Introduction and Objectives of the Working Group
2) Plans for 2018
   a. Evaluation of the Logistics Cluster Strategy
   b. South Sudan Lessons Learned
   c. Lessons from partner implementing services
   d. Impact studies
3) Ethiopia Lessons Learned
4) Next call and actions
5) AOB

ACTION POINTS:
- Next call will be in a month’s time (Suggestion: Wednesday 21st February, 1.30 pm or 28th February at 1.30 pm.)
- Global Logistics Cluster to share the lessons learned tracking table.
- Global Logistics Cluster to draft a ‘management response template’ to be added to the Lessons Learned.
- Global Logistics Cluster to share the methodology with the group for comments.
- Comments on the Ethiopia Lessons Learned should be sent to Lessons Learned Focal Point by 1st February 2018

1) Introduction and Objectives of the Working Group

Participants agreed that:
- The three focus areas described in the Terms of Reference (TOR) made sense, and could be revised later if needed. (See TOR focus areas at the end of the minutes for reference).
- The Global Logistics Cluster will share the lessons learned tracking table, when it is revised, for discussion.
- The Lessons learned process was a bit weak in terms of lessons learned/recommendations being too generic and not clear enough in terms of what action should be taken by whom. It was discussed that this might be strengthened with a “management response page” added to the report to specify action, including how to follow up on the recommendations and at what level follow up is needed.
- The Global Logistics Cluster will share the methodology with the group for comments.

2) Plans for 2018

- The plans for 2018 were explained and agreed to. If something comes up during the year, it can discussed and added if there is sufficient time.
- The scope for the South Sudan Lessons Learned needs to be very narrow to be able to add value. Everyone will check with their teams on the focus for South Sudan and revert with feedback to the Lessons Learned Focal Point.
Lessons Learned Working Group - Meeting Minutes

- Group members are invited to participate in the implementation of the South Sudan Lessons Learned – either as a team member, or quality assurance commenting on the draft report. An invite will also go to the Logistics Cluster partners in general, when more details on the Lessons Learned are ready.

3) Ethiopia Lessons Learned

- The Global Logistics Cluster Support Team will discuss the Lessons Learned for Ethiopia on Friday 2 February 2018, participants are encouraged to have review it and send comments to the Lessons Learned Focal Point by 1 February.

4) Next call and actions

- The next call was suggested to take place be in a month’s time to get the group up and running. Suggestion: Wednesday 21st Feb at 1.30 pm or Wednesday 28th at 1.30 pm.

Three focus areas from TOR:

- **A sparring partner group** – reviewing and discussing the lessons learned methodology and process - how to best capture, disseminate and learn from the lessons learned exercises with the objective of ensuring that findings are sound and that relevant recommendations are implemented or acted upon improving performance.

- **A strategy consultation group** – providing strategic guidance on the development of the Logistics Cluster plans for Pillar 4 – learning and driving best practice. Addressing questions such as what is the overall vision for the lessons learned or what is the final goal of sharing best practices. This with the aim of helping to direct the activities.

- **An operational support group** – as feasible, provide support with specific lessons learned studies or activities to enhance shared ownership of findings, transparency, relevance to the humanitarian community and quality of the activities. This could be in terms of being a mission member on a specific study, provide quality assurance support, help draft terms for studies, or share presentations of findings.

**Contacts:**

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