

## PREPAREDNESS ACTIONS – LOGISTICS CLUSTER

- **Coordination, Management, Operational Capacity Arrangements**
- **Impact Assessments, Gap Analysis & Information Management**
- **Private Sector/National Clusters**
- **Government/National Disaster Management Organisations**
- **Staff Deployment**
- **Actions from 24 hours to +1 Week (Best Practice)**

Coordination, Management and Operational Capacity Arrangements				
No.	MINIMUM PREPAREDNESS ACTIONS (MPAs)	Done	Deadline set	To be initiated
1	Establish a Logistics Sector Working Group(LSWG) and set up a meeting schedule			
2	Ensure partners of the LSWG are familiar with the cluster/sector approach & activation process			
3	Establish/review basic Terms Of Reference of LSWG/Cluster in country			
4	<p>Compile and maintain a database of partners &amp; stakeholders (eg. humanitarian organisations, private sector, Government, national clusters) and capacities (through the LSWG) including the following information:</p> <ul style="list-style-type: none"> <li>• Contacts of organizations</li> <li>• Focal Point and alternate</li> <li>• Area of current intervention</li> <li>• Area of possible intervention during an emergency</li> <li>• Current logistics capacity and potential capacity during the emergency (including stock positions, equipment and staffing)</li> <li>• Applicable supplier lists (incl. Cash-Based Transfer enabling suppliers)</li> <li>• Basic supply chain set ups/logistics networks (international, regional, national and local where possible)</li> </ul>		Online Preparedness Platform to be used for Mapping (currently under development)	
5	Ensure that contact between LSWG and the respective line ministries are established such as Ministry of Transport, Ministry of Interior/Finance (for customs clearance, tax exemptions and import procedures), Ministry of Ports, Roads and Airport (Infrastructure) and the National Disaster Management Authority/Local Emergency Management Agency, International and National Civil Protection, Incident Command Systems and if possible, at the regional level as well.			
6	Establish contact lists of the focal points of the other sectors/clusters.			
7	Establish basic TOR for Civ-Mil and channels of communication. This to be done in collaboration with key partners, OCHA and GLC Civ-Mil Focal Point. Civ-Mil FP to assess MCDA assets and access protocols including de-confliction process.			
8	<p>Verify status of Logistics Service Providers capacity and contractual status with WFP (as Provider of Last Resort) and Sector/Cluster partners for service provision and facilitation. Ensure that WFP Logistics/Aviation has rates/contracts in place for a range of logistics services including but not limited to (in-country and cross-border):</p> <ul style="list-style-type: none"> <li>• Custom clearance and forwarding</li> <li>• Land transport – Primary and Secondary Transport</li> <li>• Air transport – fixed and rotary</li> <li>• River boat and barge movements</li> <li>• Sea vessels</li> <li>• Cargo handling rates for NFI for all types of transport modalities</li> <li>• Contacts for warehouse facilities/suitable land for MSU’s and warehouse management companies</li> <li>• Superintendent services</li> </ul>			

# Preparedness Actions



Impact Assessment, Gap Analysis and Information Management				
No.	MINIMUM PREPAREDNESS ACTIONS (MPAs)	Done	Deadline set	To be initiated
1	Ensure that staff and partners are familiar with the assessment tools that are available and understand the concept of a Logistics Capacity Assessment (LCA). LCA's should be updated whenever new information becomes available including if possible for Cash Based Transfers information where applicable.			
2	Verify if Preparedness and Response plans for the Logistics Cluster has been established and disseminated. Verify if a Concept of Operations and response arrangements for field level operations are in place. Verify if a Special Operation/Project and Funding application (predictive) based on scenarios and response planning, have been drafted. Where plans, project documents and ConOps are existing, revise and disseminate through relevant platforms. If non-existent, begin process to generate key documents, in consultation with GLC Preparedness Focal Point in Rome.			
3	Conduct regular commercial market assessments through the LSWG to establish transport/storage market capacity on all modalities, including in immediate neighbouring countries if possible.			
4	Conduct regular needs assessments, capacity mapping of partners and current operational arrangements			
5	Maintain close contact to development partners working on infrastructure projects: where do they operate and what assets are at their disposal.			
6	Establish LSWG/Logistics Cluster basic TORs and inter-agency team for 1) joint LCA updates and 2) Readiness: a rapid logistics capacity impact assessment post emergency onset, to establish partner capacities and capabilities to absorb expected demands and projected supply flows (gap analysis), utilising the LCA and Preparedness Platform.			
7	Establish IM strategy and agree on basic IM to ensure all partners are aware of where to access information (mailing lists, websites, platform etc.)			
8	Establish links with OCHA IM Unit, partner IM/Reports/Comms and NDMO/LEMA/ICS/National Cluster IM focal points			
9	Establish a list of partners (UN, NGO, Government etc.) to access and disseminate vital information and maps.			
10	Verify is a Central Disaster Management Information System exists within NDMO structures			

Private Sector/National Clusters				
No.	MINIMUM PREPAREDNESS ACTIONS (MPAs)	Done	Deadline set	To be initiated
1	Establish links with private sector partner and national cluster focal points;			
2	Establish a list of private sector partners (Transport, Storage, Air-ops, Port-ops etc.) to access and disseminate vital information and maps.			
3	Establish private sector mapping protocols for logistics capacities/pre-positioned equipment/stock and willingness to engage of private sector cooperatives/national clusters – region by region. Utilise existing data and initiatives if available (eg. Connecting Business Initiative)			
4	Verify if Private Sector Humanitarian Platforms are active, have a charter and contingency plan and invite structure heads to represent the private sector at the LSWG/Cluster meeting.			
5	Identify the inputs on which each company can contribute, in services, provision of materials, equipment, technical, human or financial capital;			
6	Verify and establish links with LET's national counterparts/franchisees/licensees and establish capacities/capabilities, Invite focal points to LSWG/Cluster meeting.			

# Preparedness Actions



Government/National Disaster Management Organizations (NDMO)				
No.	MINIMUM PREPAREDNESS ACTIONS (MPAs)	Done	Deadline set	To be initiated
1	Establish links with NDMO counterparts and verify if NDMO coordination/prep meetings are ongoing, invite NDMO to LSWG/Cluster meeting			
2	Verify National Disaster Management Framework edition, Disaster Management and Disaster Risk Management systems and linkages (specifically Operational Planning Processes and Logistics Planning Processes, Community Based DRM, institutional arrangements and roles/responsibilities relevant to supply chain/logs) and possible gaps in the existing systems using the NDMFW Analysis Tool (08/2016 – under concept/development)			
3	Verify NDMO organisational structure, response resources and Incident Command System structure and process			
4	Establish links with NDMO IM Unit, partner IM/Reports/Comms and NDMO/LEMA focal points			
5	Verify the existence of a National DM Action Plan, Contingency Plan, Response Plans			
6	Establish a list of NDMO partners (local NGO's, cooperatives, Municipal focal points, ministries etc) to access and disseminate vital information and maps.			
7	Identify warehouse facilities/suitable land for MSU's and other potential NDMO facilities for usage/preparation/development, incl GIS capacities			
8	Establish agreements for usage of NDMO assets, land, facilities, Co-location			
9	Verify existence of international agreements, role in regional contexts and linkages with National Red Cross society and other CBO's			
10	Identify linkages and command structure between NDMO and Armed Forces/Civil Protection Agency/Volunteer bodies/National Police			
11	Identify NDMO/LEMA Mission Control Centres, Emergency Operations Rooms, Zonal Offices			
12	Identify existence of government Early Warning systems, multi-hazard risk assessment processes and public emergency procurement protocols			
13	Verify if country is signatory to related customs and excise expedition agreements, Coordinated Border Management protocols, Single Window systems, integration with ASYCUDA/ASYREC, UN Model Agreements and the status of implementation			

# Preparedness Actions



Staff Deployment				
No.	MINIMUM PREPAREDNESS ACTIONS (MPAs)	Done	Deadline set	To be initiated
1	Ensure that deploying staff are familiar with the available Preparedness & Response Plans, Preparedness Platform/Relief Item Tracking Application etc. that are available and understand the usage of these tools			
2	Disseminate info on partners working on EPR projects: where do they operate and what assets are at their disposal.			
3	Inform staff on deployment package info if available and facilitate where possible eg: Information package (in-country emergency event information, HRP/HNO links, Conops, TORs, relevant mandates, key focal point/contact details, accommodation and living conditions info and other required deployment necessities; IT package (mobile Comms/VHF, mobile air time, mobile data package, pc's, log-ins and passwords), Medical deployment kit (Personal protection equipment) as required.			
4	Conduct early induction briefings upon mission arrivals or remotely via Skype etc., and debriefings upon mission exit. Where possible, identify and conduct skills refresher trainings and staff/partner development training, under the guidance of the GLC training focal point			
5	Inform incoming staff of accommodating areas, and identify common and transition areas, muster points and quarantine zones.			
6	Ensure that deploying staff have completed the required security training (BSITF, ASITF, SSAFE) and other mandatory UN training, regulations of host country or operation, passport/visa/UNLP formalities, so as to not delay deployments.			
7	Identify external to country, passenger air route most suitable consolidation points and schedules to help inform incoming staff for a controlled and orderly inflow of key responders and minimise risk of air slot blockages delaying staff resource inflows			

	No.	MINIMUM PREPAREDNESS ACTIONS (MPAs)	Done	Deadline Set	To be initiated
<b>Within 24-72 Hours</b>	1	Participate in coordination meetings (ICCM, NDMO, National Cluster, etc.), teleconferences with GLC Rome, LET, EU ERCC (through GLC Rome), UNDAC/OSOCC focal points and brief Cluster members on Inter-Cluster arrangements, overall and Cluster specific coordination arrangements and humanitarian architecture in country.			
	2	Contact focal point(s) in the government (eg. Ministry of Transport and Roads/Infrastructure/Customs etc.)/NDMO/LEMA and National Clusters if existing, to understand the impact of the emergency on the local logistics infrastructure, customs regulation amendments and mechanism, national strategy (if any) and response capability (if any). If a Government led response, contact relevant link and decide how and what support will be offered to the Government, if and when required/requested.			
	3	Cluster Meetings: with stakeholders: humanitarian, development, private sector, donor. National cluster, NDMO/Government and other Cluster leads in attendance. Review ConOps, Preparedness and Response Plans, funding arrangements, Preparedness Platform data and operational requirements with partners. Main issues to be discussed: Review entry points for relief items and potential bottle necks, Humanitarian Staging Area setups/co-location arrangements, customs one stop shops; Review partners needs and current storage capacity in main hubs/entry point; Review partner's needs and current capacity in terms of transport from main hubs, through forward logistics bases to delivery points; Review applicable modalities for transportation and handling;			

# Preparedness Actions



		Review partner's needs and current capacity in terms of storage at delivery points and capacity to distribute to beneficiaries. Detail and review initial plans of cluster members on the established or establishment of their supply chains from supply to demand points, including procurement/sourcing locations; Decide on priority of main interventions possibly needed from Logistics Cluster to assist partners in setting up/scaling up supply chains; Agree on how to share information on rates and costs of Logistics Service Providers; Initiate conversation on prioritization of asset access, when demand clearly outstrips supply (HCT input required); Identify strategy for Unsolicited Bilateral Donation's; Identify Government/NDMO/National Cluster/private sector/local consortium response arrangements; Identify and communicate country-wide coordination structure.				
	4	Launch rapid impact and gap assessment, with partners. Using the LCA, Preparedness Platform and any Preparedness and Response Plans pre-drafted, assessment should identify the 'new reality' and adjust planning and operations accordingly eg. Potential logistics bottlenecks and supply chain gaps, impact on operations and potential solution/interventions needed.				
	5	Compile, analyse and verify the incoming data/information and ensure relevant information is disseminated to partners, in order for them to take informed decisions.				
	6	Initiate system of monitoring prices of most common commodities and services. Fuel, trucking/transport, casual labour, porters, and how this information is shared by partners, to avoid competition and increase of prices.				
	7	Assess the staffing needs for the cluster and consult the Global Logistics Cluster in Rome for support in regards to surge capacity and staff deployments.				
	8	Establish reporting and/or lines of information with the key field locations, using partners in those locations. If possible set-up and host Coordination meetings in these locations.				
	Within 1 <sup>st</sup> Week	9	Continue impact assessment, needs assessments, capacity mapping of partners and current operational arrangements as responders arrive in-country as supply chains begin rolling out/ramp up.			
		10	Finalise updated versions of the concept of operation (ConOps), as the emergency needs and response gaps become more known, in consultations with all partners.			
11		Liaise with WFP Supply Chain, if support is required as POLR and systems, processes, procedures to carry out services. As a first resort, liaise with partners best placed to respond, for capacities/capabilities and resources they could avail for common usage, and/or try to link partners together for consolidation purposes.				
12		Based on the ConOps, Gap & Impact Assessment, establish if there is a need to launch a Special Operation (SO) project document. Liaise with GLC, WFP Country Office and Regional Bureaus for project document planning if SO documents are not already pre-drafted as a preparedness measure.				
13		If SO is launched, ensure donor support and follow up on other funding opportunities from bilateral and emergency funds such as ERF, CERF and CHF etc.				
14		Establish facilitation of common services if needed and not already in place incl.: - Logistics contingency planning support/guidance; - Response induction; - Information management/remote GIS/Maps; - Storage and cargo management incl. RITA; - Customs clearance (Land, Air, Sea); - Transportation (Air, Land, Sea); - Coordination and information sharing; Fuel provision / storage				
		15	- Consolidate and enforce Information Management system through GLC IM/Platform			
16		Ensure that the Logistics Cluster and partners are participating and providing inputs in FLASH APPEAL/HRP's/HNO's etc.				
17		Monitor and evaluate whether the logistics interventions have had the intended effect and monitor the potential bottlenecks and gaps.				
18		Establish timeline of the intervention and exit strategy. If further guidance or operational capacity is needed, the Global Cell (assigned desk Officer) will be available at any step to provide such				
After 1 <sup>st</sup> Week	19	Identify partner capacity strengthening opportunities where the Cluster could provide value. Document opportunities, strengths and weaknesses in the response system for future recovery, preparedness and response planning.				
	20	Review coordination structure to ensure it fits the needs in the field				