



# SAMOA NATIONAL LOGISTICS WORKSHOP

## 10-11 MAY 2018



### Overview

The two-day workshop in Apia, Samoa brought together Samoa National Logistic Unit (SLU) partners, to provide an overview of Regional Pacific Logistic Cluster activities to date, and to start developing and reviewing Samoa's national logistics coordination tools and mechanisms. Topics included:

- SLU Standard Operating Procedures (SOP) and Terms of Reference (ToR) to enhance National Logistics Cluster mechanisms
- Concept of Operations (ConOps)
- Support in the development of Unsolicited Bilateral Donations (UBDs) communications and Samoan-contextualised messaging
- Expansion and implementation of the Provincial Logistics Capacity Assessment (P-LCA) project in Samoa. The P-LCA project was first piloted in Vanuatu in 2017.
- Pacific Logistics Mapping (PALM) platform
- Minimum Preparedness Actions (MPAs) to support the development of a coordinated national work plan

### Objectives

The workshop objectives consisted of the following:

- Review, amend and agree on a nationally endorsed SOP comprising roles, responsibilities and actions for Samoa's humanitarian actors in preparedness and response.
- Develop understanding of key logistics tools and templates and how they can support strengthening disaster preparedness and response activities.
- Provide a platform of discussion on how regional technical support can be better targeted to assist the strengthening of national and provincial logistics capabilities.
- Introduce, explain and set MPAs for the SLU prior to cyclone season 2018-2019.

### Session Summaries and Outcomes

#### What is the Logistics Cluster? Regional and National Coordination

In this session participants were given an overview of the cluster approach and its importance; WFP role as lead for the Regional Pacific Logistic Cluster; Logistics Cluster tools; and, defining a path forward for National Logistics Cluster mechanisms. Emphasis was also placed on Logistics Cluster activities as a collaborative process, and working together to find solutions to logistics problems.

The following outcomes were derived from the session:

- During group work, each participant outlined their expectations for SLU and identified a diverse range of stakeholders who should be represented as part of the coordination mechanism.
- During the expectations exercise similarities amongst the group included: better coordination amongst team members, identifying and understanding roles and responsibilities, and better preparedness and response mechanisms.
- While the SLU is an already defined structure, some roles and responsibilities remained unclear. The overview helped with contextualising roles and was a good introduction to the review of the SOPs (undertaken on Day 2).

- Activities to be undertaken to continue strengthening logistics coordination varied for each member of the SLU. Action points include the endorsement of SOPs, roll-out of Memorandum of Understandings (MoU) with private sector and/or agencies as well as participating in more regular meetings.

### ConOps

The rationale behind this session was to introduce and explain the value of a ConOps. The facilitator aimed to show participants how the tool can help in communicating the response strategy to stakeholders (including donors), as well as strengthening coordination for the overall response operation.

The following outcomes were noted:

- While the ConOps was, overall, an easy concept to digest, drafting a ConOps outside of emergency response was challenging.
- The group exercises, where participants were tasked with creating their own ConOps based on a Category 4 cyclone, went well.
- The facilitator noted that participants with more operational backgrounds (in particular the Disaster Management Office (DMO), Red Cross and NGOs) had greater awareness of the advantages of using a ConOps. More practice needs to be undertaken in smaller emergencies.



*The group exercise enabled participants to think practically about what information they may include in a ConOps*

### Unsolicited Bilateral Donations (UBDs)

The logistical constraints caused by UBDs in disaster response has been a core project for the Pacific Logistics Cluster since the opening of the WFP Pacific office in October 2015. Samoa has been adversely affected by UBDs in several disasters, most significantly during the 2009 Tsunami and earthquake, with appearances of UBDs also noted during Tropical Cyclone Evans (2012) and Tropical Cyclone Gita (2017). While some were aware of the challenges posed by UBDs, the session provided an opportunity to further enhance awareness and put practical steps in place for resolutions, as part of the wider regional Pacific Logistics Cluster UBDs pilot project.

The following outcomes were discussed:

- Overall, the UBDs session received great engagement from participants.
- Participants agreed that the development of a coordinated communication strategy was important.
- As part of group activities, teams were asked to review key messaging, communications products and social media text, based upon regional UBDs work. Overall, there was consensus on what messaging and products would work best for Samoa, including



*Teams worked together on providing feedback on drafted UBD messaging, tools and templates*

translation. Many teams also suggested that a video on UBD awareness would be helpful Samoan and diaspora audiences.

- The facilitator will now use all the comments collected to develop a finalised UBDs communications kit. This has also been added to the MPAs, with anticipated sign-off scheduled for July 2018.

#### LCA

The presentation on LCAs was split into three parts: initial overview, LCA 'amazing race', and, a short debrief. The decision to undertake the LCA 'amazing race' session was based on positive feedback received from the 2018 sub-regional workshop in Micronesia, and the facilitator's aim to integrate practical exercises throughout the training.

The following comments and outcomes were discussed:

- Participants agreed that LCAs are fundamental to provide support for operational planning and identification of potential logistical constraints in disaster preparedness and response.
- Participants noted that the Samoa LCA was out of date and needed updating in a more user-friendly format. They also agreed that each member of the SLU would update their section. WFP National Logistics Cluster Development Officer to follow up.
- There were remarks that given the size of the document, it can be quite time-consuming to find the information required. Recommendation that a template/guide be created to enhance familiarisation with the document and ensure that those using it can access information quickly.
- Discussion around how to facilitate updates at provincial level without the validation process. This can be linked up with the GLC Preparedness Platform. WFP Logistics Coordinator to follow-up.

#### Pacific Logistics Mapping (PALM) platform

A brief presentation was given on the PALM platform. As the current Pacific Stockpile Mapping spreadsheets are currently published monthly on the Pacific Preparedness page, as part of this session, participants were also given a very brief overview of the webpage. This session was more for information than action, as many participants were already familiar with the tools. The following outcomes were noted:

- There is definite interest in the tools presented, though questions on user accessibility, further training and security need to be followed up.
- Further presentation should be undertaken by the SLU when PALM is finalised and regular group work and collaboration is happening.

#### Samoa National Logistic Unit SOPs

A full day was given to reviewing the structure of the SOPs and how the creation of this document came about. The key areas for discussion were: organisation structure (was it right, who was missing, and was it understood); core functions, and roles and responsibilities (were the roles clear, were all members represented, was the role you play clear); and tools and templates (what documents were missing and what else would the SLU members like to see there).

It was noted that throughout the document, preparedness was not mentioned. This was due to the SOPs aligning directly with The National Disaster Act which was just recently revised and endorsed by Cabinet. It was therefore agreed that given preparedness is a critical aspect for the SLU, the annex will contain a detailed section on the topic. The second and third review of the SOPs are scheduled for June and July

respectively, with submission planned for August. Testing via simulation is planned for September and will be run in collaboration with the Samoa National Disaster Management Office and Pacific Logistics Cluster.



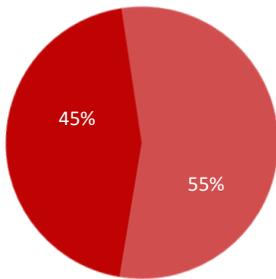
#### Minimum Preparedness Actions (MPAs)

As part of the wrap of the two-day workshop, MPAs were revisited and agreed upon by the SLU. These MPAs are designed to cover the period from now until the beginning of cyclone season (November 2018). These MPA make the basis of the SLU workplan over the coming 6 months, with agreed quarterly meetings. The next being set for August/September, to undertake a Simulation to test the SOPs, as well as tools disseminated at this workshop.

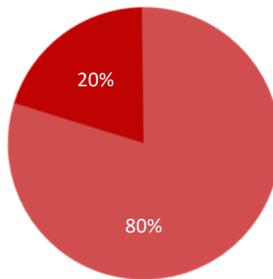
## EVALUATION



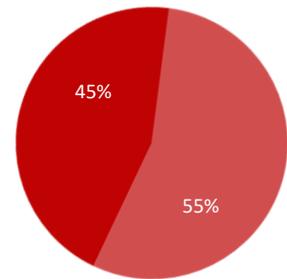
WILL THE INFORMATION PRESENTED ASSIST WITH YOUR NATIONAL LOGISTICS WORK PLAN?



WERE YOUR EXPECTATIONS FOR THE WORKSHOP MET?



DID YOU FIND THE WORKSHOP VALUABLE IN RELATION TO THE TOPICS PRESENTED?



## WHICH SESSION WAS MOST USEFUL?

