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<b>LOCATION</b>	WFP Geneva Office
<b>DATE</b>	4 February 2020
<b>CHAIR</b>	Global Logistics Cluster (GLC) Preparedness Project Team
<b>PARTICIPANTS</b>	Action Against Hunger, Catholic Relief Service, HELP Logistics (Kuehne Foundation), Kühne Logistics University, Swiss Agency for Development and Cooperation and Technisches Hilfswerk (THW)
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• Working group members to share their qualitative ranking with the GLC Preparedness Project team</li><li>• GLC to submit list of 30 priority countries to rollout the project to the Strategic Advisory Group (SAG) for endorsement</li><li>• GLC to submit the revised working group ToR and list of new members to SAG for endorsement</li><li>• Working group members and ad-hoc participants to indicate to which set of preparedness activities and initiatives they would like to contribute</li><li>• Next working group meeting to be held at the beginning of March prior to the next Global Logistics Meeting (GLM)</li><li>• GLC to share the quarterly Preparedness Project report with new working group members</li></ul>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Operational Update</li><li>2. Candidate Country Selection for 2020 - 2021</li><li>3. Working Group ToR Review</li><li>4. Partners Signing Up to Defined Roles and Responsibilities</li><li>5. Global Preparedness Workshop Outcomes</li><li>6. AOB</li></ol>

### 1. Operational Update

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#### Country Update

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- **Afghanistan:** Discussions are ongoing with WFP Country Office to conduct scoping mission if country security situation permits.

- **Bangladesh:** The action plan and roadmap have been submitted to the National Disaster Management Office (NDMO) in November 2019. The Government has not yet given feedback.
- **Cambodia:** A Preparedness Expert recruitment is ongoing to rollout the project in March.
- **Colombia:** GLC plans to conduct scoping mission from 17 to 21 February to introduce the project to the national Civil Protection Department as well as local and international organisations.
- **Haiti:** Due to ongoing civil unrest in the country at the end of last year, the Preparedness Project was put on hold and focus was shifted to the immediate Logistics Sector response that was requested by the stakeholders. The project is now planned to resume in February.
- **Iraq:** The implementation of the project was delayed due to ongoing civil unrest. Gaps analysis workshop is planned to take place in Erbil on 11 to 12 February.
- **Laos:** The NDMO and National Preparedness Officer are working closely on the action plan and the setup of a Logistics Preparedness Working Group.
- **Madagascar:** Regional preparedness workshops took place in the five high risk provinces.
- **Malawi:** The preparedness action plan has been submitted to the NDMO for approval.
- **Mozambique:** The Preparedness Officer is undertaking a Logistics Capacity Assessment exercise which feeds into the preparedness plan of action.
- **Nepal:** A scoping mission is tentatively planned to be conducted at the end of February.
- **Papua New Guinea:** GLC is looking for a partner who is able and willing to implement the project.
- **Philippines:** A national Preparedness Officer started in November 2019 to support the emergencies efforts in-country.
- **South Sudan:** The scope of the project is planned to be expanded from the current focus on the Ebola Virus Disease response to a countrywide logistics preparedness project. Scoping mission is tentatively planned for March to support on the scaleup.
- **Zimbabwe:** Following a scoping mission conducted in October 2019, the project started at the beginning of February.

### Platform Update

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- The initial platform development phase (MVP) will be completed in February and revised cloud hosting strategy is currently being defined.
- The current GIS developer is leaving and new candidate has been identified, and recruitment is ongoing.
- A preliminary rollout plan has been defined for Bangladesh in Cox's Bazar in February to be followed by a scoping mission in South Sudan during March involving:
  - Case study of key performance indicators and ToRs to be circulated pre-rollout

- Collaborate with a GIS Officer to identify relevant data sources
- “Go live” on logcluster.org country page
- In-country preparation with GIS Officer
- Partner & government workshop (tentative, depending on the context)
- An impact assessment report

## 2. Candidate Country Selection

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- Based on recommendations made at the Global Preparedness Workshop in Rome, the candidate country selection indicators were reviewed to include both quantitative and qualitative criteria. The below criteria were presented to partners for review.
  - Quantitative criteria based on INFORM, Logistics Performance Index, Climate Risk Index, and World Risk Index indicators
  - Qualitative criteria based on context feasibility to rank if the current situation in a country allows for the implementation of the project in the given project time frame, and partners’ feasibility to understand if there are humanitarian actors on the ground who are able to implement the project for the next two years, and if partners are also committed to take the preparedness initiative forward for the next three to five years.
- GLC shortlisted 50 countries based on quantitative indicators. This will be followed by qualitative rating provided by partners to narrow down the list to 30 countries.
- GLC will submit the 30 countries prioritised by partners to the SAG for final endorsement.

## 3. Working Group ToR Review

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- The preparedness working group which was active in 2019 was dissolved based on decision made in the last GLM. It was also agreed that any new working group should not be for longer than a year, and should also be aligned with the objectives and outcomes of Logistics Cluster strategy.
- New terms of reference aligned with Goal 1 strategy on “Support to Emergency Preparedness” was presented to partners who expressed interest to become members of preparedness working group. It was also explained to participants that they have the option of being an active member (directly contributing to the strategy and activities of the preparedness project) or an ad-hoc member (contributing to specific areas of interest).
- Partners who expressed to be member of the working group for 2020 agreed with the list of activities and outcomes indicated in the strategy document.
- It was agreed to share the revised terms of reference with the SAG for endorsement.

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#### 4. Partners signing up to specific roles and activities

- It was explained to partners that they can sign up to specific activities listed below as an active or ad-hoc members of the preparedness working group:
  - **Global level:** Contribution to the strategy and project design, review of country candidate selection process, information exchange platform development and development of a common preparedness guide.
  - **Field level:** Implementing the Preparedness Project in countries where WFP is not able to implement, advocacy and support for scoping missions and gap analysis workshops

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#### 5. Global Preparedness Workshop Outcomes

- The key actions moving forward as a result of the global preparedness workshop are:
  - Project document and timeline review
  - Review of country candidate selection criteria and process
  - Contribution to the common preparedness guide
  - Focus on impact measurement
- The draft workshop report will be shared with participants for their feedback.

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#### 6. AOB

- Participants agreed to have the next working group meeting at the beginning of March prior to the next GLM.
- Theo Lingens from THW explained that he will not continue to be a preparedness working group member as he is also a member of SAG committee.
- Participants asked if they could receive detailed activity reports from the ongoing project countries. GLC Preparedness team made a commitment to share quarterly reports with the working group members.

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