LOCATION: Port Vila, Vanuatu
DATE: 11 August 2016
CHAIR: Director of NDMO
PARTICIPANTS: NDMO; OXFAM; WVI, UNICEF, MoET, VRCS, STC, CARE, DGMWR, Ocean Logistics, Vanuatu Helicopters, Au Bon Marche

AGENDA
1) Private Sector presentation
2) Update on outcomes of Warehouse training
3) Overview of Disaster Response SIMEX

ACTION POINTS:
• Consider formal written agreement with Au Bon Marche to hold more stock over cyclone season
• NDMO to provide soft copies of their forms and printing information for carbon copy pads. Start implementing use of forms in accordance with agreed process.
• Add additional lessons learnt to the Log cluster workplan.
• Set new WG meeting to draft Logs Cluster SOP

1) Presentations by the private sector on the capacity they can provide during a disaster
• Presentations were conducted by the private sector actors present on the capacity they can provide during a disaster: Ocean Logistics, Vanuatu Helicopters and Au Bon Marche all presented.

2) Update on the outcomes of the Logistics warehouse training
• An update was provided on the outcomes of the Logistics warehouse training and next steps were identified:
  o SOPs to be developed for warehousing practice
  o 6 required forms were agreed upon: Goods Request Form; Goods Received Note; Stack Card; Stock Card; waybill; and Release Form.

3) Overview of the Disaster Response SimEX.
• The participants gave an overview of the Disaster Response SimEX.
• Due to time constraints, the Logistics Cluster has not yet been able to draft the Logistics Cluster SOPs

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Vanuatu Emergency Preparedness & Response –
Meeting Minutes