LOCATION: Port Vila, Vanuatu
DATE: 23 January 2017
CHAIR: Vanuatu National Disaster Management Office
PARTICIPANTS: NDMO, OXFAM, ADRA, IsrAID, OGCIO, FRC, Police, VCC, JPHQ, ARC, UNICEF, VMF, VRC.

ACTION POINTS:
• Meet with ABM
• All members to consider joining a working group
• Potential partners in the shared warehouse project to be kept up to date
• Current stock of pre-positioned NFIs to provincial level to be listed on the Excel spreadsheet and sent to NDMO
• Completion of draft and presenting to VLC for discussion in a working group
• Presentation on NFIs at next VLC meeting

AGENDA:
1. Outstanding Actions from previous meeting
2. Website and online updates
3. Alternative communications
4. Status of VLC documents and working group
5. Shared warehouse
6. NFI prepositioning reporting
7. Roles and Responsibilities
8. AOB

1. Outstanding actions from VLC meeting 11 Aug 2016
   • MoU with Au Bon Marche
   • Updates on progress made on Vanuatu Logistics Cluster documents.

2. VLC contacts – on-line updating:
   • Members were asked what they thought about the idea of being able to have access to the NDMO website via a password-protected portal, in order to update contact details, NFI stocks and other logistics information. Organisations were supportive of this idea.

3. VLC communications
   • The issue of alternative communication methodss to cell-phones, such HF and VHF radios, satellite phones, was discussed. There was general interest and support from organisations on training users on the proper use and maintenance of equipment, battery maintenance, aerial basics, assembly and dis-assembly, frequencies and channels to use, arranging scheduled talk-times, and other relevant topics.
4. Status of VLC documents/Working Groups

- NDMO requested working groups to form to review, update and progress the various documents relating to logistical planning and operations.

5. Shared warehouse

- NDMO provided a short update on the status of the project.
- The Wharf Road PWD site has been selected and a design layout is being prepared, which will aim to make best use of the land available. WFP, who is funding the project, will visit the site. Organisations may wish to have some involvement.

6. NFI prepositioning reporting

- NDMO encouraged members who are holding pre-positioned non-food relief items (NFIs) to provide stock-on-hand details to provincial level NDMO, for on-forwarding to the regional NFI stock coordinator of WFP in Suva.

7. Roles and Responsibilities

- NDMO is aware of the WFP recommendations regarding clarifying the roles of the NECO logistics team. The Vanuatu Logistics Cluster (VLC) and is working on a draft to address this need.

8. A.O.B.

- ARC is undertaking a project on standardisation of NFIs and developing a process to have local stores stock the items, and will make a presentation on same at the next VLC meeting.

Contacts:

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