Meeting Minutes, 10 June 2019
Bangladesh

LOCATION
WFP meeting room, Cox’s Bazar

DATE
10 June 2019

CHAIR
Logistics Sector

PARTICIPANTS
Action Against Hunger, Concern Worldwide, Handicap International, Hope Foundation, Medair, Plan International, Norwegian Refugee Council (NRC), UNICEF.

ACTION POINTS
• The Logistics Sector to organise and conduct Emergency Maintenance Driver Induction trainings, for partner organisations’ driver staff.
• Partners to share their code of conducts for the drivers training.

AGENDA
1. Previous Action Points
2. Logistics Sector Updates
3. Preparedness Updates – Monsoon
4. Primary Data Collection

1. Previous Action Points

• The Fleet Assessment summary and report are under development and will be finalised by the Logistics Sector.
• The Logistics Sector is designing practical training for drivers on basic emergency maintenance.

2. Logistics Sector Updates

Storage Updates
• The cargo occupation rate at each hub was shared with partners, and they have been informed that one MSU is still available for storage at the Madhu Chara hub.
• Since there is an increasing demand for space at the hubs, partners are kindly asked to notify the Logistics Sector as early as possible when making requests for storage to allow proper forecasting of available space.

Training Updates
• The Emergency Maintenance Driver Induction training package is currently being drafted, and the first sessions are expected to commence by the end of June with trainings becoming a regular component of the Logistics Sector training package by July.
• The half-day trainings will focus on basic maintenance training with vehicles, such as the use of jump cables, oil checks, the use of a winch and good driver behaviour.
• Partners suggested the training should include the general code of conduct and the manual refuelling of the vehicle.

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Weather Updates

- The Bangladesh Meteorological Department (BMD) has issued in-land water alerts with the weather forecast predicting heavy rains for the next ten days.
- Roads closer to the camps are expected to experience damage, a busy thoroughfare in the Cox’s Bazar area already experience heavier pedestrian traffic due to muddy tracks on roadsides following rains.

Physical Roads Access Constraint (PRAC) Updates

- The PRAC reporter tool has been simplified to allow for faster reporting.

Customs Workshop

- The Logistics Sector met with the Logistics Emergency Team - LET partners (Agility and UPS) on 30 May 2019 to propose and organise a workshop in Cox’s Bazar, which would be facilitated by teams from both companies.
- The workshop will focus on discussing the challenges and gaps that humanitarian actors face with regards to customs clearance, best practices for import/export of goods in Bangladesh and tax exemptions. The day-long event has been tentatively scheduled for 7 July. This will be followed by a debriefing session on the next day to explore advocacy efforts with the LET partners and other avenues of technical support that they can provide to humanitarian partners.
- A tentative agenda was shared with the partners, focusing on the major topics to be addressed, including presentations and case studies.
- Partners put forward several suggestions on other themes that they would like to be covered during the workshop which include but are not limited to:
  - Importing of pharmaceutical products and solutions to challenges faced during customs clearance.
  - Advocacy efforts with the government (Ministry of Foreign Affairs and RRRC) to reduce demurrage times for imports.
  - Enhanced physical protection for cargo left open at the airports, to avoid weather damage and to improve security.
  - Ensuring the flexibility in reverse logistics operations for items that are rejected in the Rohingya response to be used in other emergencies.

Traffic Count

- Seven rounds of the traffic count have been completed, with data gathered from different 10 locations.
- The data from the traffic counts are being used in discussions with different stakeholders to improve traffic management.
- Partners have expressed the request for a heat map of the traffic count results to be shared for better visualisation of the data.

3. Preparedness Updates - Monsoon

- As part of the monsoon preparedness initiatives, two 60 hp tractors have been positioned in Madhu Chara to assist with towing vehicles involved in compromised situations (stuck in the mud, to clear roads, etc.)
- A draft of the Standard Operating Procedures (SOP) for tractor use is currently being prepared by the Logistics Sector team. A hotline for partners will be created to maintain direct contact to facilitate the use of the tractors.

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• Vehicles of up to 3 mt weight can be towed.
• In scenarios where it is deemed too risky, the tractors will not be operating.
• Partners have requested to have one tractor positioned at the Balukhali hub to cover more areas closer to the camps and for better outreach.

4. Primary Data Collection

• As part of the initiatives to increase logistics capacity, one GIS officer will be joining the Logistics Sector team in July.
• The Logistics Sector has proposed several topics and themes for primary data collection, based on identified gaps and constraints, focused around existing methodologies (gender survey, warehouse locations, supplier contact information, etc.), capacity assessments (automobile repair workshops, in-land water transport) and planned maps (transport reference). Partners are welcome to add more suggestions and feedback to this list.
• Partners expressed the need for data collection on key logistics constraints and road network information from more Upazilas in Cox’s Bazar. The Logistics Sector will work with the National Logistics Cluster to gather this information.

The next Logistics Sector coordination meeting will be held on Monday 24 June 2019 at 11:00 in the WFP meeting room in Cox’s Bazar

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