
Meeting Minutes, 24 June 2019

Bangladesh



LOCATION	WFP Meeting Room, Cox's Bazar
DATE	24 June 2019
CHAIR	Logistics Sector
PARTICIPANTS	Action Against Hunger, Concern Worldwide, Handicap International, Médecins du Monde France, Medair/World Concern, Oxfam
ACTION POINTS	<ul style="list-style-type: none">• To support the development of the Emergency Maintenance Driver Induction Training, partners are requested to share code of conducts with the Logistics Sector.• Partner organisations to respond to the Warehouse Capacity Assessment Survey by 30 June.• Partners to renew their loan agreements by 30 June for extensions.• Nominations for participants have opened for the Customs Workshop. Nominations should be submitted by 30 June.
AGENDA	<ol style="list-style-type: none">1. Previous action points2. Logistics Sector updates3. Preparedness4. Medical Logistics Updates – Quality Assessments

1. Previous Action Points

- The Logistics Sector is currently developing the curriculum and content for the Emergency Maintenance Driver Induction training.
- Some partners have shared their code of conduct manuals, but more will be required to enhance the reference material available. Partners are requested to share code of conduct manuals with the Logistics Sector.

2. Logistics Sector Updates

Warehouse Capacity Assessment

- The [Warehouse Capacity Assessment](#), shared with partners on 16 June, requires more responses to capture the changes in terms of storage capacity in the area and to assess current gaps.
- The date for submissions has been extended to 30 June.
- For partners who responded to the 2018 assessment, the current survey provides an opportunity to confirm if capacity remains the same or if changes have occurred.

Loan Agreement

- Current loan agreements for containers, Refugee Housing Units and MSUs end on 30 June and need to be renewed. Extensions will be granted for 6 months.
- Organisations who no longer use loaned containers and generators should notify the Logistics Sector, so they can be allocated to other partner organisations.

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- Sand bags and asset protection boxes are also available for partners on request.

Customs Workshop

- The Logistics Sector has shared the invitation for the Customs Workshop. The workshop will be held on 7 July 8:30-17:30 (Venue TBD), and will be co-hosted by Logistics Emergency Teams (LET) partners Agility and UPS/Air Alliance.
- Nominations will be accepted until COB 30 June. The workshop will host 20-25 participants.
- Eligibility of participants: Logistics Officers, Managers and Coordinators preferably in senior management roles or with direct involvement in customs operations are encouraged to submit a nomination.
- An agenda will be shared with partners prior to the event.

Expression of Interest (EOI)

- An EOI was recently published in four daily newspapers - two national (Daily Star and Prothom Alo) and two local newspapers (Dainik Azadi and Dainik Cox's Bazar) - to develop a collaborative supplier database.
- Partners were requested to share the EOI and the form contained within, on behalf of the Logistics Sector, with suppliers/vendors in their database.

3. Preparedness

- As part of monsoon preparedness initiatives, two 60 hp tractors have been positioned in Madhu Chara to assist with towing operations when vehicles are constrained.
- The Physical Road Access Constraint (PRAC) reporter tool is now available in Bangla.
- The Logistics Sector will be sending out an EOI offering one-on-one induction trainings for the PRAC tool. Drivers, field logisticians and humanitarians who undertake frequent travel to the camps are encouraged to take part.
- Trainings can be hosted at the partner's organisation premises or in the WFP compound. Once the training has been confirmed, partners can suggest dates and times that suit them.

4. Medical Logistics - Quality Assessments

- As part of discussions on quality assessments of medicines to assist partners with better procurement of local products, a meeting took place with medical logisticians and pharmacists on 17 June.
- The meeting explored the option of QUAMED carrying out assessments and audit exercises of wholesalers and distributors in the country. A master list of 50-60 essential medicines is currently in development, based on feedback from partners and common consensus. Once finalised, the list will be presented to QUAMED.

Contacts

Otavio Costa

Logistics Sector Coordinator

otavio.costa@wfp.org

Priya Pradhanang

Information Management Focal Point

priya.pradhanang@wfp.org

Sadiyya Sultana

Information Management Associate

adiyya.sultana@wfp.org