
Meeting Minutes, 22 July 2019

Bangladesh, Cox's Bazar



LOCATION WFP Meeting Room, Cox's Bazar

DATE 22 July 2019

CHAIR Logistics Sector

PARTICIPANTS CARE, Concern Worldwide, Gana Unnayan Kendra, Hope Foundation, IOM, MDM-France, Malteser International, Oxfam, Plan International, Relief International, Terre de Hommes, UNFPA, UNICEF

ACTION POINTS

- 20 ft weatherproof containers are available on a 6-month loan basis. Partners are asked to submit a request to the Logistics Sector. Further details may be required for those requiring containers on organisational premises.
- Partners are encouraged to nominate staff for one-on-one training on the Physical Road Access Constraint (PRAC) tool.
- Partners requiring loan extensions for containers are requested to contact [Priya Pradhanang](#) for more information.
- The Logistics Sector will circulate an infographic to partners highlighting 6-month user survey results (January-June 2019).
- Logistics Sector to prepare a demo Service Request Form (SRF) for the partners.

AGENDA

1. Previous action points
2. Logistics Sector updates
3. Loan Summary
4. Six month user satisfaction Survey
5. AOB

1. Previous action points

- The Logistics Sector requested partners to share their code of conduct manuals/guides with the Logistics Sector to support with the development of the Emergency Maintenance Driver Induction. Development of the training is ongoing.
- The Warehouse Capacity Assessment Survey has concluded. Results will be shared with partners at the next coordination meeting.
- Partners who required an extension for container loan agreements, were requested to submit a to renewal request by 30 June.

2. Logistics Sector updates

Staff Updates

- Sahand Tahir has joined the Logistics Sector team as GIS Officer.
- Ashim Shrestha has returned from his break and will be supporting with preparedness activities.

Containers

- The Logistics Sector received six temperature-controlled containers at the Madhu Chara Logistics and Engineering hub. The containers will run under 25°C. The service will be free-to-user. Partners will be notified once the installation is complete. Once the service has commenced, partners will be required to submit SRFs/ROFs as per existing storage requests. Forms can be found [online](#).

- The Logistics sector also received six 20 ft containers for weatherproof storage; an additional six containers will arrive this week. These containers are intended to be used for weatherproof storage. Four containers are now available on loan to partners at the Balukhali hub, available on a 6-month loan agreement.
- Partners requiring weatherproof storage on organisational premises, are asked to contact the Logistics Sector directly, as additional information may be required. For requests of this type, coordinates for the location will be needed, and containers will be allocated on a priority basis.

Road and Traffic Control

- Partners were reminded that the maximum weight limit for trucks inside the camps is 5 mt (gross). The reminder follows two recent accidents (one fatal) involving overloaded trucks.
- Advocacy efforts are ongoing with the Office of the Refugee Relief and Repatriation Commissioner (RRRC) to use personnel at guard posts to assist in monitoring truck tonnage.
- A partner suggested the need for a weighbridge for better truck weight monitoring.
- The Site Maintenance and Engineering Project (SMEP) have installed 12 speed bumps inside the camp in an effort to reduce speeding. If partners have suggestion(s) on additional areas within camp boundaries that may also require speed bump installation, they can advise the Logistics Sector, who will coordinate with SMEP.

Physical Road Access Constraint (PRAC) Mapping Application

- The Logistics Sector has opened nominations to partner organisations for one-on-one induction trainings on the PRAC tool.
- Partners are requested to reach out to Priya (priya.pradhanang@wfp.org) or Sadiyya (sadiyya.sultana@wfp.org) to submit nominations and schedule a suitable date for training.
- Three partners have received training to date.

Customs Workshop

- A Customs Workshop took place on 7 July, co-led by the Logistics Sector and Logistics Emergency (LET) partners, Agility and UPS.
- 35 participants from 21 partner organisations participated.
- The event was the first of its type in Cox's Bazar and sought to address challenges and gaps faced by the humanitarian community when bringing in humanitarian cargo into Bangladesh.
- During the meeting, partners were provided with an overview of the workshop's outcomes. This included ongoing advocacy efforts with the government, expansion on tax exemption lists, further engagement with LET, and enhancing information sharing, collection and coordination.

3. Loan summary

- All container loan agreements expired on 30 June. If partners still require containers, a renewal request will need to be submitted. Extensions will be granted until 31 December 2019. Partners are requested to contact Priya (priya.pradhanang@wfp.org) for more information.
- Sandbags and asset protection boxes are also available for partners on request.

4. Six month user satisfaction survey

- An overview of the results from the 6-month user satisfaction survey (Jan-June 2019) was shared with partners.
- There were 25 responses, with the majority of those being from INGOs and UN agencies.
- Figures showed an overwhelming level of satisfaction with coordination, information management and common services functions (more than 80% for each indicator).
- An infographic highlighting survey results will be published and shared with the partners.

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5. AOB

- There was a query on whether temperature-controlled rooms for medical supply storage have a specific benchmark on rental price in Cox's Bazar area.
- Logistics Sector to prepare a demo Service Request Form (SRF) for the partners.

The next Logistics Sector Coordination meeting will be held on Monday, 5 August 2019 at 11:00 in the WFP Meeting Room in Cox's Bazar

Contacts

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