
Meeting Minutes, 5 August 2019

Bangladesh, Cox's Bazar



LOCATION	WFP Meeting Room, Cox's Bazar
DATE	5 August 2019
CHAIR	Logistics Sector
PARTICIPANTS	ACTED, Action Against Hunger, CARE, Christian Aid, FAO, Handicap International, Hope Foundation, Humani Terra International, IFRC, MDM-France, Malteser International, Relief International, Terre de Hommes, UNHCR, WHO, World Vision
ACTION POINTS	<ul style="list-style-type: none">• Logistics Sector to send out nomination requests for the upcoming training.• Partners to improve internal controls to avoid overweight truckload issues.• Partners having space in their warehouse/office to provide suggestion for space to conduct MSU erection training.• Partners are requested to complete the Logistics Capacity Assessment user feedback survey being conducted by the Global Logistics Cluster.
AGENDA	<ol style="list-style-type: none">1. Previous action points2. Logistics Sector updates3. Road and Traffic Control3. Mid-term Joint Response Plan (JPR) Review4. Road assessments5. AOB

1. Previous Action Points

- The Loan Agreements for extensions on the container loans are ready. Partners are to contact Logistics Sector Information Management Focal point, [Priya Pradhanang](#), for more information.
- The Logistics Sector is awaiting nominations from partners for an induction training on the Physical Road Access Constraint application.
- An example Service Request Form (SRF) has been created to support partners in SRF submissions. The complete instructions can be found within this [link](#). SRF training can be provided if needed; interested partners should contact [Priya Pradhanang](#).

2. Logistics Sector Updates

Training

- The Logistics Sector's tentative training schedule has been shared, with sessions running on a bi-weekly basis for the next 3-4 months. Training will primarily focus on the following topics: Basic Humanitarian Logistics Course (BHLC I), MSU Erection (Bangla) and Cyclone Drill Preparedness (Bangla). Additionally, the new training will cover the second level of the Basic Humanitarian Logistics Course (BHLC II) and an Advanced Logistics Course. Requests for nominations will be launched within the next month.

- The Advanced Logistics Course is scheduled to take place within the first week of September. Facilitators will include experienced academic figures from the University of São Paulo as well as Logistics Sector team members. This course will be targeted at national logistics staff working at a mid-senior/managerial level.
- The Logistics Sector is seeking a training site for the MSU Erection training. Partners are encouraged to contact the Logistics Sector if they have a suitable space for the training.
- Dates for the Preparedness Driver Induction training and Medical Logistics training are yet to be confirmed.

Containers and Storage

- The Logistics Sector has received six temperature-controlled containers that are currently undergoing tests for temperature and humidity conditions at the Madhu Chara hub. Partners requiring further information on technical specifications or supplier contact details can contact the Logistics Sector. Procedures for accessing these containers and the timeline will be discussed during the next Medical Logistics Coordination Meeting.
- An additional twelve 20 ft containers were recently received to provide further weatherproof storage solutions. The arrival brings the total container count in and around the camp to 50.

3. Road and Traffic Control

- The recurrence of overweight trucks in the camps remains a critical issue. A recent Site Planning Task Force meeting with the Refugee Relief and Repatriation Commissioner (RCCC) came up with several solutions to this matter.
- Organisations can implement internal controls by ensuring overweight/overloaded trucks do not leave their organisational warehouse or the supplier's warehouse. Sizes and weights should be monitored by warehouse staff.
- For situations where partners cannot verify payloads leaving the suppliers' warehouses, it is important to identify the issue at the goods reception point and verify correct weights with documentation.
- It is recommended that truck weights are kept to 3 mt payloads during the monsoon season.
- The introduction of stricter measures may be required if truck weights are not kept in check (e.g. organisations may be required to submit a request to the Logistics Sector for waybill/weight clearance before trucks are dispatched). Police intervention may be a last resort mitigation option.
- Partners have expressed their interest to be further involved in discussions related to truck weight to ensure solutions are mapped out in a collaborative manner.

4. Mid-term Joint Response Plan (JRP) Review

- The most recent Logistics Sector User Satisfaction Survey results, which also comprised three of the main JRP 2019 Midterm Review indicators, were shared with partners. The results were discussed, in relation to the achievements made in the last six months (including capacity strengthening, preparedness, partners' use of services) along with the areas that needed improvement (reporting, data sharing).

- Logistics Capacity Assessment (LCA) development and updating is an ongoing task at the national level. This will ensure that the indicator as set out in the JPR is achieved.
- Further revisions to the monsoon and cyclone preparedness plans will be made, to identify what organisations need to provide support accordingly.
- Rapid Logistics Capacity Assessments (R-LCAs) have been made available online through Kobo Toolbox for assessments.
- The future priorities will focus on improved reporting from the Logistics Sector, the roll-out of temperature-controlled storage facilities as part of common services provision, and the mobilisation of resources to mitigate traffic-related challenges.

5. Road Assessments

- A road assessment exercise of all the Rohingya refugee camps will be carried out by the Logistics Sector to ascertain the condition and accessibility of the roads, in order to find the most suitable routes. The expected results of the assessment will include road locations, width, type, curvatures, elevation and terrain, potential areas of congestion, etc. This assessment will also complement the ongoing traffic monitoring exercise.
- Multiple sources of information will be required for this exercise, including satellite and drone imagery. Partners have been encouraged to provide information where limitations may occur with the data collection.
- A vulnerability analysis will additionally be carried out by the Logistics Sector to determine critical locations for transport based on a combination of factors (presentation attachment) and improve the availability of road network reference maps. The shapefiles generated from this analysis will be shared with partners for their own use.

6. AOB

- Partners are reminded to be aware of the potential areas within warehouses that may be prone to mosquito breeding, especially areas with standing water, and to avoid the possible accumulation of water.
- If partners are facing issues with mould in their warehouses due to the high humidity levels, it is recommended that they follow standard warehouse ventilation procedures.
- Partners dealing with difficulties locating various programmatic facilities in the camps can reach out to the Inter-Sector Coordination Group (ISCG), who are currently conducting an exercise on facilities mapping.
- Partners were reminded to consider using the porter system in areas where floodwaters create access constraints for transporting relief items.
- The Global Logistics Cluster's LCA user feedback [survey](#) is now open for submissions.
- Partners can reach out to the Logistics Sector for support on damage to storage infrastructure, such as MSUs.

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The next Logistics Sector Coordination meeting will be held on Monday, 19 August 2019 at 11:00 in the WFP Meeting Room in Cox's Bazar

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