
Meeting Minutes, 2 September 2019

Bangladesh, Cox's Bazar



LOCATION	WFP Meeting Room, Cox's Bazar
DATE	2 September 2019
CHAIR	Logistics Sector
PARTICIPANTS	Action Against Hunger, Concern Worldwide, FAO, HI-Atlas, Medair, Plan International, Solidarites International, Terre des Hommes, UNFPA, UNICEF, WHO
ACTION POINTS	<ul style="list-style-type: none">• Logistics Sector to share the final confirmation for the Advanced Humanitarian Logistics training.• Partners to send the nominations for Quality Assurance training to WHO.• Logistics Sector to make a template sharing prepositioned stocks in the camp.
AGENDA	<ol style="list-style-type: none">1. Previous action points2. Logistics Sector updates3. Lesson Learned - Monsoon and Cyclone Preparedness Plan

1. Previous Action Points

- The Logistics Sector is preparing the 2019 Warehouse Capacity Assessment results report.
- Partners to nominate for the MSU Erection Training (Bangla) taking place before COB today, 2 September.
- Logistics Sector opened the nomination for the advanced logistics course facilitated on 5 September.

2. Logistics Sector Updates

CONOPS

- The updated Logistics Sector Bangladesh [Concept of Operations](#) and [ConOps Map](#) are now online.

Training

- The second semester of trainings kicked off with an MSU Erection training held at the UNHCR compound for 24 participants from 17 organisations.
- The list of confirmed participants for the Advanced Humanitarian Logistics Training was shared.
- WHO opened nominations for the Quality Assurance training to be held 9-11 September.

Storage

- The Logistics Sector's six temperature-controlled containers are ready to receive cargo.
- Containers have undergone testing for temperature control. Results show temperatures remain stable between 18°C and 23°C. Humidity levels are also within an acceptable threshold.
- The containers will operate as common storage until March 2020 after which the service will be revised based on needs. Partners interested in utilising the service should submit a [Service Request Form](#) (SRF) to bangladesh.clustercargo@wfp.org. Cargo movements (e.g. dispatches) will solely be done based on handling units as per the SRF categorisation.

- When submitting the SRF, partners are asked to mark 'Yes' in the cold chain section under the Special Request category. Partners should also indicate cargo expiry date(s) in the description for the temperature-controlled storage.

3. Lessons Learned - Monsoon and Cyclone Preparedness Plan

- Updates were provided on the Logistics Sector's *Monsoon and Cyclone preparedness plan* to take stock of what has been done, what still has to be done and the way forward.
- The Logistic Sector presented key logistics challenges and solutions in areas like storage, operational support, transportation and procurement, and access and roads.
- Major activities rolled out in relation to monsoon and cyclone preparedness are: the PRAC [reporter](#) and [viewer](#) tool, the [self-assessment tool](#) for partner organisations, and a bilateral meetings with partners held on monsoon and cyclone preparedness.
- A discussion took place around the below areas:

Current Preparedness Plan

- Since there was no cyclone this year the partners pointed out that, the preparedness plan was not put to a real test however it was noted that basics such as preparedness stocks were covered. Consultations/bilateral-meetings between the Logistics Sector and partners also helped to strengthen preparedness capacities.

Gaps identified and areas of attention for next cyclone season in terms of preparedness

- As most of the storage facilities are outside the camp, positioning containers inside the camps should be considered.
- There is a need to preposition stocks inside the camps, and to better communicate and coordinate between UN agencies, INGOs and NGOs to ensure proper utilisation of stocks and avoid overstocking items.
- It was agreed that the Logistics Sector will create a template for organisations to share information about their prepositioned stock within the camp.
- Communication and coordination needs to be improved to properly prioritise relief items transported into camps after landfall.
- Partners raised the need for VHF Radio permits for NGOs to improve communication in the camps. This will be highlighted to the Emergency Telecommunications Sector again.
- It was identified that there is a need for better coordination with programme units to understand their plans in the event of a cyclone or monsoon in order to be prepared logistically.

The next Logistics Sector Coordination meeting will be held on Monday, 30 September 2019 at 11:00 in the WFP Meeting Room, Cox's Bazar

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