Meeting Minutes, 6 January 2020
Bangladesh, Cox’s Bazar

LOCATION
WFP Meeting Room, Cox’s Bazar

DATE
6 January 2020

CHAIR
Logistics Sector

PARTICIPANTS

ACTION POINTS
• Partners to fill the satisfaction survey by 9 January.
• Partners are requested to share potential locations for traffic counts.
• Logistics Sector to communicate loan agreements with partners.
• Logistics Sector to share the training dates with all partners via email.
• Logistics Sector to share the new Release Order Form with partners with an example in the template.
• Logistics Sector to contact the Site Management and Site Development (SMSD) Sector to find out if partners can access the traffic incident database inside the camp.
• Logistics Sector to send a reminder to partners to invite their NGO partners to coordination meetings.
• The Logistics Sector to contact the engineering team to seek advice regarding approvals for constructing facilities inside the camp.
• The Logistics Sector to contact Energy Environment Technical Working Group (EETWG) to seek instructions on handling liquefied petroleum gas (LPG) cylinders and gasoline in warehouses.

AGENDA
1. Previous Action Points
2. Logistics Sector Updates:
   • Training Update
   • Traffic Count
   • New Release Order Form
3. AOB

1. Previous Action Points

• The Logistics Sector to inform partners about the postponement of the trainings. [Informed]
• Partners are asked to fill out the end of year satisfaction survey by 9 January 2020.
• Partners are requested to submit requests for renewals of asset loan agreements if needed (for agreements ending 31 December 2019). [Loan agreement renewed]
• The Logistics Sector to contact the EETWG to seek instructions on handling liquefied petroleum gas (LPG) cylinders and gasoline in warehouses. [To be followed up]
• The Logistics Sector to contact the engineering team to seek advice regarding approvals for constructing facilities inside the camp. [To be followed-up]
2. Logistics Sector Updates

- Logistics Sector introduced Cameron Kiss, new Logistics Sector Coordinator. He can be reached by email at cameron.kiss@wfp.org and by phone at +880 1313097848.
- As part of the road assessment exercise, an additional 36 km of roads have been mapped in the camps, bringing the total number of kilometres assessed to 126 km.
- Logistic Sector reminded the partners to answer the End Year Satisfaction Survey 2019. Partners to fill the satisfaction survey by 9 January.
- Renewed loan agreements for assets are now available and will be communicated to partners by the Logistics Sector. Contact person: priya.pradhanang@wfp.org

Training Updates

- Logistics Sector announced its first training dates for January 2020
  - MSU Erection Training: Balukhali Logistics Hub, 12 January 2020
  - Cyclone Warehouse Preparedness Drill: Balukhali Hub, 14 January 2020
  - Basic Humanitarian Logistics Training: 21-22 January 2020 (tentative)
- Logistics Sector to share the training dates to all partners via email.

Traffic Count

- Logistics Sector started a traffic count from 5 January and will continue until 25 March 2020. The traffic count will provide data on vehicle movements inside the camp (i.e. types of vehicles and road usage). This data is used in decision making in terms of easing congestion, road safety, and road construction.
- Locations that will be covered are: Kutupalong unregistered camp, Kutuplong registered camp, Camp 12, Thankali, Oxfam Road, Madhu Chara, Foliopara Army Road, Balukhali- football field, Fish Road Bridge.
- Partners are requested to share additional locations with large vehicle movements for potential traffic counts. These locations can lead to facilities including partners’ warehouses and distribution points. The Logistics Sector will then explore these locations to determine their feasibility and usefulness for traffic counts.

New Release Order Form

- Logistics Sector introduced an updated version of the Release Order Form which to be used from this date forward. The form aligns with the Service Request Form (SRF) and is a simpler version of the previous form.
- Logistics Sector to share the new Release Order Form with partners with an example of a completed form.

AOB

- Relevant permissions and documentation required by drivers when moving UN agency and NGO cargo in the camps include: waybill, challan (local receipt document), invoice, VAT 6.3 form, and a customs clearance document if the cargo was imported.
- Logistics Sector to contact the SMSD Sector to find out if partners can access the traffic incident database inside the camp.
- Partners proposed to have stronger engagement with relevant local NGOs. It was agreed that partners will invite their local counterparts to the next Logistics Sector meeting. Logistics Sector to send a reminder to partner organisations to invite their NGO partners to coordination meetings.

The next Logistics Sector Coordination meeting will be held on Monday, 20 January 2020 at 11:00 in the WFP Meeting Room, Cox’s Bazar

https://logcluster.org/sector/bangl17
## Contacts

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