Meeting Minutes, 23 December 2019
Bangladesh, Cox’s Bazar

LOCATION
WFP Meeting Room, Cox’s Bazar

DATE
23 December 2019

CHAIR
Logistics Sector

PARTICIPANTS

ACTION POINTS

• The Logistics Sector to inform partners about the postponement of the trainings.
• 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).
• The Logistics Sector to contact Energy Environment Technical Working Group (EETWG) to seek instruction on handling liquefied petroleum gas (LPG) cylinders and gasoline in warehouses.
• The Logistics Sector to contact the engineering team to seek advice regarding approvals for constructing facilities inside the camp.
• UNHCR to share the contact list of generator suppliers in Cox’s Bazar with the partners.
• ACTED to share the load planning sheet of the generators.
• UNDP to share the cleaning campaign schedule.
• UNDP to share the green procurement guidelines.
• WHO to share the technical guidance for health waste.

AGENDA

1. Previous Action Points
2. Logistics Sector Updates
3. Wrap up 2019
4. Way Forward
5. Truck Limitation Consultation
6. AOB

1. Previous Action Points

• UNHCR to share the template of Technical Specification Sheet [Shared]
• UNHCR to share the contact list of generator suppliers in Cox’s Bazar with the partners. [Not received]
• ACTED to share the load planning sheet of the generators. [Not received]
• UNDP to share the cleaning campaign schedule. [Not received]
• UNDP to share the green procurement guidelines. [Will be shared]
• WHO to share the technical guidance for health waste. [Not Received]

2. Logistics Sector Updates
• As part of the road assessment exercise, 102 km of roads inside the camps have been assessed.
• The Mobile Storage Unit (MSU) Erection and Cyclone Preparedness Training was postponed to January 2020 as partners were facing constraints to nominate their staff due to the year-end exercises. Furthermore, the Basic Humanitarian Training which was planned to be held by the end of December will be postponed to mid-January 2020.
• The Logistics Sector launched its Year End Satisfaction Survey 2019, the survey covers all Logistics Sector activities; coordination, information management, common storage provision, and preparedness. The survey is one of the main monitoring tools for Logistics Sector performance.
• The loan agreements between the Logistics Sector and partners/organisation for assets are ending by 31 December 2019, renewals can be issued upon request if partners want to extend their current agreements.

3. Wrap up 2019

• 2019 achievements were presented in the meeting.

4. Way Forward

• The Logistics Sector to further increase efforts to involve more local actors by using different methods such as induction meetings to attract the participation of national organisations.
• Partners raised concerns about places to store their contingency stocks. The Logistics Sector currently has three common storage hubs in Maduchara, Balukhali, and Teknaf where partners can store their contingency stocks up to three months, as seen on the Concept of Operations map.
• The Logistics Sector will aim to conduct a variety of additional trainings for its partners. Additionally, a curriculum for a Health Logistics Warehouse Training is being developed in coordination with the Health Sector and WHO.
• Partners suggested a need for more advanced training in 2020. The Logistics Sector is in the process of developing materials for Basic Humanitarian Logistics II.
• The Logistics Sector will conduct a new traffic count exercise starting from 5 January 2020.

5. Truck Limitation Consultation

• Since June 2018, authorities recommended to limit vehicle sizes to 5-tonnes during dry season and 3-tonnes during wet seasons inside the camp. However, these recommendations were not enforced by public authorities. As there has been an increase in the frequency of reported accidents (especially on Lambashia road) the enforcement of the limitations are under discussion, and the vehicle size recommendations have become formal regulations. Partners are advised to control their cargo weight and ensure that the regulations are followed and that instructions are reflected in their contracts/procurement processes with suppliers and vendors.
• Organisations maintaining their own vehicle fleets are advised to pay close attention to maintenance, especially to breaks and the condition of tires.
• As per instructions, the height of the cargo cannot exceed the height of the truck cabin ceiling. Bamboo cargo can exceed the length of the truck as long as its height does not reach above the cabin ceiling.

• Transhipment is a potential method for an organisation to reduce the impact of the vehicle size regulations. Larger trucks could then be used for long-distance transport to warehouses, and cargo can be transloaded to smaller vehicles before entering the camp. Discussions on opening transhipment sites near the camp will be held if gaps are identified.

• Balukhali Logistics Hub can be considered as a transhipment location. Further discussions can be held to address the need for more transhipment sites.

5. AOB

• Partners raised the need for instructions on handling gasoline and LPG cylinders in warehouses. Instructions from the government are available but more detail is required. The Logistics Sector will contact EETWG to obtain advice and instructions. Partners are reminded that gasoline is not currently a material eligible for storage in Logistics Sector warehouses.

• Partners mentioned that on some occasions they face difficulties in obtaining approval for construction inside the camp. The Logistics Sector will contact the WFP Engineering team to seek advice and instructions on this matter.

The next Logistics Sector Coordination meeting will be held on Monday, 6 January 2020 at 11:00 in the WFP Meeting Room, Cox’s Bazar

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