Meeting Minutes, 22 February 2021
Bangladesh, Cox’s Bazar

LOCATION
WFP Meeting Room, Cox’s Bazar and Online

DATE
22 February 2021

CHAIR
Logistics Sector

PARTICIPANTS

ACTION POINTS

- Partners to share their plans on the contingency stock mainly located in Leda and Unciprang area.
- Logistics Sector to share training details on pharmacy management to the partners.
- Cyclone/monsoon self-assessment tool to be shared with the partners by the Logistics Sector.
- Partners were requested to share their implementing/ local partners’ contact details with the Logistics sector for bilateral follow-up.
- The Logistics Sector to send out the warehouse capacity assessment 2021 to the partners.

AGENDA

1. Logistics Sector Updates
2. Training Update
3. Preparedness
4. AOB

1. Logistics Sector Updates

- Korean Ambassador and KOICA CD’s visited the Madhu Chara Logistics hub on 15 February 2021. They were given a tour around the hub different facilities, including the Logistics Hub, where they were briefed on the Logistics Sector activities such as common storages, temperature-controlled storage, contingency stock, and the preparedness activities in Madhu Chara Logistics Hub.
- Three rounds of “Warehouse and Inventory Management” training was conducted by the Logistics Sector where 69 participants from 36 organisations were trained, including UN agencies, INGO, and NGOs.
- The End Term Satisfaction Survey 2020 showed that 97% of the respondents are satisfied or very satisfied with coordination, information management, and common services. Coordination and Information Management received a 100% satisfaction rate, and common service received a 91.7% satisfaction rate.
- HI-Atlas organised seven training, including Gestures & Postures training, Fleet Management training, and Cyclone drills. In total, 75 participants from 35 organisations attended the training.

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- Logistics Sector shared the updated Concept of Operations (CONOPS) draft with the partners for comments. The Logistics sector will close Cox's Bazar COVID-19 Special Hub and the temperature-controlled storage located at Sea Palace by the end of February 2021.
- As the Logistics Sector is planning to phase out the storage service in Unchiprang and Leda at the end of April 2021. Partners are requested to share their plans on the contingency stock mainly located in Leda and Unciprang area.

2. Training Update

- Logistics Sector, in collaboration with IOM, is developing a training course for Pharmacy Management (Medical Logistics). Training will focus on pharmacy management, quantification and rational drug use.
  - The training will target partners who are managing the pharmacy (Pharmacist, dispenser, etc.)
  - Once the training course is developed, the logistics sector will share the training details with content, date, venue and nomination to the partners. The expected dates for this training will be the first or second week of March.
- Stock Management, Fleet Management, Gestures & postures, Driver Training, Supplier Training & Cyclone Drill are some of the training planned for March and April by HI-Atlas Logistique.
- The Logistics sector to share the compiled partners request collected for the Cold Chain training to Unicef to develop the Cold Chain Management Training course.
  - UNICEF to have an internal discussion with the Dhaka team and come back on training request.

3. Preparedness

- Cyclone/monsoon self-assessment tool to be shared with the partners, which can be used as internal preparedness assessment for their organisations.
  - Bilateral meetings/discussions can be arranged to provide more insight into needs and how to address them.
- The Logistics Sector to send out the warehouse capacity assessment 2021 to the partners.

4. AOB

- One container was made available for any humanitarian partner working for the response as a weather-proof container by the Logistics Sector where DRC showed interest.
- Unicef requested training for the cyclone preparedness drill and drivers training for their staff, drivers and daily causal labours
- Partners were requested to share their implementing/ local partners' contact details with the Logistics sector to inform the local partners about the sector's services to assist with preparedness planning and logistic assessments if required.

The next Logistics Sector Coordination meeting will be held in person and online on Monday 22 March 2021 at 11:00 am.

https://logcluster.org/sector/bangl17
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