
Meeting Minutes, 15 April 2019

Bangladesh



LOCATION	WFP Meeting Room, Cox's Bazar
DATE	15 April 2019
CHAIR	Logistics Sector
PARTICIPANTS	Action Against Hunger, Bangladesh Red Crescent Society (BDRCS), Handicap International, IFRC, IOM, Malteser International, Medair, Médecins du Monde France, Oxfam, Relief International, Save the Children, Terre des Hommes, UNICEF, USAID-OFDA, WFP, WHO.
ACTION POINTS	<ul style="list-style-type: none">• Partners to verify trucks weight before releasing them for delivery.• Partners to verify if truck drivers possess a valid driving license during the preparation of waybills.• The Logistics Sector to do an assessment on fleet management/hiring practices.• The Logistics Sector to share the updated cyclone and monsoon contingency planning for partners' action.• All partners and the Logistic Sector to arrange bilateral meetings in order to assess the needs around implementation of contingency recommendations.
AGENDA	<ol style="list-style-type: none">1. Previous Action Points2. Logistics Sector Updates3. Contingency Planning Updates4. AOB

1. Previous Action Points

- The Logistics Sector shared the list of freight forwarders with partners.
- The Preparedness Platform is expected to go live this week, the development team is currently making final adjustments.
- The Logistics Sector is liaising with IMMAP for the development of a stocking contingency tool for intersectoral mapping.

2. Logistics Sector Updates

Training

- The Logistics Sector informed the partners that training sessions will be paused for approximately one month for the preparation of a new training package.

Balukhali Hub

- The Balukhali Logistics Hub is now fully operational with three MSUs and is ready to receive cargo. Cargo storage will be limited to three months, and partners are requested to only store running supplies. The Madhu Chara hub is available for prepositioned and contingency stock.

Preparedness Platform

- Final adaptations of the physical Access Constraint Map tool are ongoing and the platform is expected to be available for initial use by early next week.

- New layers will be added to the maps, which will reflect key infrastructures (offices, warehouses, key structures, etc.) and partners with specific needs are requested to indicate other facilities to be included.
- Partners agreed to add QR code stickers on their vehicles for nudge reporting. The Logistics Sector will prepare the nudges and send them to organisations for implementation.
- Partners are encouraged to start using the platform as soon as possible to familiarise themselves with it, as it is expected to be running in full capacity by the monsoon season.

Road and Traffic Control

- Accidents due to overloaded and speeding trucks have been reported. The Logistics Sector reminded partners that truck weight should be verified during the loading phase and the first speed bump is being constructed to help mitigate related risks. It is essential that internal control continues to be applied.
- There have been reports of truck drivers operating vehicles without a valid license. Partners are requested to enforce the verification of driver documentation when filling waybills for dispatch and vehicles should not be released if drivers do not have a valid licence.
- Partners see potential in jointly addressing transporters compliance issues. The Logistics Sector will organise discussions to agree on common practices and standards among the partners to then promote good practices.

Fleet Management

- There have been requests from partners to design an assessment to evaluate and benchmark the guidelines for the management of small vehicles. A smaller partner group was formed to identify the key information to be collected.

3. Contingency Planning Updates

- The Bengali version of the Warehouse Preparedness Drill is being prepared to facilitate training in Bengali for warehouse staff.
- Partners are reminded to take action to update their contingency plans, particularly regarding the prepositioning of core support supplies (e.g. fuel), warehouse preparation and vehicle maintenance. The updated sector contingency plan will be shared by the Logistics Sector.
- A self-assessment tool will be prepared for the partners to use as a checklist for their own contingency planning. By next week, the Logistics Sector will start a round of bilateral meetings to support the addressing of contingency issues. ACF, OXFAM and Medair have indicated interest in piloting these bilateral discussions.

4. AOB

- Partners reported that unorganised parking is affecting traffic near Uttaram. Agencies with warehouses in the area were asked to look into organising truck flow in a manner that would mitigate long queues.
- Oxfam shared an update on its Humanitarian Supply Centre app. It is available for download on the App Store and more information can be found [here](#).

The next Logistics Sector coordination meeting will be held on Monday, 29 April at 11:00 in the WFP Meeting Room in Cox's Bazar.

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