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# Meeting Minutes, 1 April 2019

Bangladesh



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<b>LOCATION</b>	WFP Office, Cox's Bazar
<b>DATE</b>	1 April 2019
<b>CHAIR</b>	Logistics Sector
<b>PARTICIPANTS</b>	ACF, ACTED, BDRCS, Handicap International, Hope Field Hospital, MSF-France, Relief International, Save the Children, UNICEF, UNFPA, WHH.
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• The Logistics Sector to come up with a tool to locate contingency stocks of lifesaving cargo available in 72 hours.</li><li>• The Logistics sector to share the list of freight forwarders with the partners.</li><li>• Partners to provide input for the second round of development of the Preparedness Platform.</li></ul>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Previous Action Points</li><li>2. Logistics Sector Updates</li><li>3. Logistics Capacity Assessment (Bangladesh)</li><li>4. Contingency Planning Updates</li><li>5. AOB</li></ol>

## 1. Previous Action Points

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- The Logistics Sector shared the contingency plan for Monsoon and Cyclone seasons with the partners.
- Partners interested to take part in a DFID block chain pilot project were asked to contact the Logistics Sector by 21 March 2019.
- Partners are asked to provide input for second round of development for the Preparedness Platform.

## 2. Logistics Sector Updates

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### Training

- The second session of the Basic Humanitarian Logistics Course (BHLC) was held on 20-21 March 2019 in the Madhu Chara Logistics and Engineering hub. 14 participants from 14 different organisations attended.
- The second session of the Mobile Storage Unit (MSU) erection and Cyclone Preparedness Drill training will be held on 7-8 April 2019.

### Common Storage

- The Logistics Sector's Balukhali hub is now operational with three MSUs. The Standard Operating Procedures of the hub are being updated along with the Logistics Sector Concept of Operations. The hub will act as a transshipment point and will provide free common storage for 30 days.
- Organisations are reminded to follow the below guidelines when making service requests for common storage in the Madhuchara, Leda and Balukhali hubs:
  - [Service Request](#) submission: 72 hrs BEFORE any delivery
  - [Release Order submission](#): 24-48 hrs BEFORE any collection

- Precise/accurate weight and volume is critical
- Precise/accurate quantity of goods is critical
- Clear/verifiable description of goods is important
- A representative must to be present at the hub for delivery and collection
- Temporary storage will be initially granted for 90 days in Madhuchara and Leda, and for 30 days Balukhali.

### Preparedness Platform Updates

- The Preparedness Platform is expected to be fully functional by mid-April.
- The Platform will be made available in Bangla language to make it is easier for everyone to report incidents.
- Partners were informed that a second round of development is expected. They are encouraged to submit their suggestions and ideas to the Logistics Sector in support of the process.

### 3. Logistics Capacity Assessment (Bangladesh)

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- The relevant Freight Forward information gathered during the Bangladesh Logistics Capacity Assessment (LCA) update mission was presented to the partners. Freight Forward is essential for partners as everyone in Bangladesh has to use it for custom clearance to bring cargos into the country.
- All the freight forwarders in Bangladesh can be found [here](#).

### 4. Contingency Planning Update

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- The Logistics Sector presented its contingency plan for the monsoon season. See below a brief summary:
  - **Storage:** the Logistics Sector is to increase its standby storage capacity and to make available the Balukhali Hub. A stock of Mobile Storage Units, mobile repair kits and weather proof containers are to be kept on standby as a contingency stock.
  - **Operation support:** a stock of generators with spare parts, car kits with spare parts, shovels, pickaxes and light equipment will be kept as contingency.
  - **Transport & Procurement:** the Logistics Sector will map transport capacity and increase the support provided on road clearance. Two standby tractors will be placed in the Madhuchara hub as towage capacity to provide support to partners in case their vehicles get stuck in the camp.
  - **Contingency Stock Mapping:** for the 72 hours response, the Logistics Sector will come up with a well-designed tool to map all partners' contingency stock, especially lifesaving cargos.

### 5. AOB

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- The Simulation Exercise (SimEx) organized by the Inter Sector Coordination Group (ISCG) which was planned for April has been postponed to May.

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***The next Logistics Sector meeting will be held on Monday, 15 April 2019 at 11:00 in the WFP Meeting Room in Cox's Bazar.***

## Contacts

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