LOCATION: Cox’s Bazar, WFP Office
DATE: 4 June 2018
CHAIR: Logistics Sector
PARTICIPANTS: Christian Aid, Food Security Sector, Danish Refugee Council, HI/Atlas, ICRC, IFRC, IOM, Tear Fund, Plan International, Samaritan’s Purse, Save the Children, UNFPA, UNHCR, Unicef

ACTION POINTS:
• Participants to share pipeline information to support with Logistics Sector storage capacity planning.
• Organisations to share nominations of staff interested in attending Logistics Sector MSU Erection training.
• Logistics Sector to invite SMEP to discuss road clearing procedures in the camp at the next Logistics Sector Coordination meeting.
• WFP to provide an update during the next meeting on fuel availability in Cox’s Bazar.
• Participants to share updates and issues on humanitarian cargo importation and customs clearance processes for discussion at the next coordination meeting.
• Logistics Sector to continue to update the LCA including relevant contact details.
• Logistics Sector to follow up and inform partners on reported delays and congestion at Chittagong Sea Port and reports of large truck restrictions on highways during Eid.

AGENDA:
1. Action Points
2. Sector Update
3. Emergency Preparedness – Sector Updates
4. Access Constraints
5. AOB

1. ACTION POINT(S) OUTSTANDING

• Participants to share updates and issues on humanitarian cargo importation and customs clearance processes for discussion at the next coordination meeting.

• Logistics Sector to include humanitarian relief cargo importation and customs clearance information sharing as a standing agenda point in Coordination meetings.

• Logistics Sector to continue to update the LCA including relevant contact details.

2. LOGISTICS SECTOR UPDATE

• Ukhiya Logistics Hub: The hub will remain operational for at least another month while construction is completed at the Logistics & Engineering Hub in Madhu Chara. Once uninterrupted access can be relied on to the hub, storage services at Ukhiya Logistics Hub will be transitioned to hub in Madhu Chara.

• Logistics & Engineering Hub in Madhu Chara: Six MSUs are now operational at the Logistics & Engineering Hub and are open to receive cargo based on your requests. When submitting a Service Request Form (SRF), organisations can indicate a preference regarding storage in either Ukhiya Logistics Hub or the Logistics & Engineering Hub in Madhu Chara. However, for the duration of the period of transition from the Ukhiya Logistics Hub to the Logistics & Engineering Hub in Madhu Chara, indicating a preference for the location of storage does not guarantee storage in the preferred hub.

www.logcluster.org/sector/bang17
• Teknaf Logistics Hub: The Teknaf Logistics Hub in Leda is now operational and will provide over 800 m³ of free common storage space to the humanitarian community.

• The Logistics Sector conducted a Warehouse Management Training on 2 June with attendees representing 13 organisations. The next training will be on MSU erection and is scheduled for June. Organisations interested in nominating staff to attend the training should contact the Logistics Sector.

• Meeting participants recommended that 5 mt trucks, and preferably 3 mt trucks, are to be used to transport humanitarian cargo along the Ukhiya-Balukhali Army Road to the Logistics & Engineering Hub and into Kutupalong camp to reduce wear and tear on access roads.

SERVICES UPDATE

• Organisations were reminded to follow the below requirements when making service requests:
  o Service Request submission: **72 hrs BEFORE** any delivery
  o Release Order submission: **24-48 hrs BEFORE** any collection
  o **Precise/accurate weight and volume** is critical
  o **Precise/accurate quantity** of goods is critical
  o **Clear/verifiable description** of goods is important
  o **A Representative must be present** at the hub for delivery/collection
  o Temporary storage will be initially granted for **30 days**

• Organisations should specify the preferred Logistics Hub when submitting a Service Request Form (SRF).

3. EMERGENCY PREPAREDNESS – PARTNERS UPDATES

• Participants expressed interest in being informed about the process for clearing of roads in Kutupalong camp during the monsoon period. The Logistics Sector will invite a representative from the Site Maintenance and Engineering Platform (SMEP) to the next meeting.

• Participants highlighted concern regarding fuel availability in Cox’s Bazar area during the monsoon season. WFP was requested to provide an update on their plans for addressing local fuel shortages during the upcoming months in the next coordination meeting.

4. ACCESS AND DELIVERY CONSTRAINTS

• An Access Assessment paper outlining expected access constraints to key logistics facilities and the internal camp roads was previously shared through the Logistics Sector mailing list. In addition to this, an Access Working Group has been established with relevant authorities.

  o The first mission was conducted on 2 June by members of the access working group on the access routes to Kutupalong. The results of this assessment are being discussed by the Refugee Relief and Repatriation Commission (RRRC), District Commissioner (DC) and the military for identifying solutions and establishing procedures that will ensure continued access to the Logistics & Engineering Hub and throughout Kutupalong Camp. The Logistics Sector will keep Sector organisations informed.
CUSTOMS CLEARANCE

- The Logistics Sector shared the information provided from different organisations regarding timelines experienced for customs clearance of imported relief items once cargo enters the country.
- Participants were reminded to ensure that relevant paperwork is finalised and confirmations received to ensure the customs process is completed without delay.
- Participants were reminded to share their customs and clearance information with the Logistics Sector for them to compile, consolidate and share with all organisations.
- Participants expressed the importance of working with a local clearing agent to ensure efficient and prompt Customs Clearance.
- One participant reported delays at the Chittagong Sea Port due to congestion. The Logistics Sector will follow up and keep organisations informed.

5. AOB

- Participants discussed the need for a transhipment point to transfer cargo from large to smaller trucks before onward delivery. However, this was not identified as a common need among participants and will be discussed bilaterally should any organisation have a need.
- Participants were requested to share information pertaining to Cox’s Bazar based companies able to provide cranes and other logistics related services through the skype group.
- As a follow up to the discussion on checkpoints for inspecting humanitarian cargo being transported by NGOs discussed in the previous meeting, the NGO Platform has drafted an advocacy paper, which will be distributed to the organizations involved in the focus group for input.
- Reports from partners indicate that no heavy trucks will be allowed on national highways throughout Bangladesh from 12-19 June during Eid holidays. The Logistics Sector will follow up and inform participants once confirmed.

The next Logistics Sector meeting will be held on Monday, 18 June 2018 at 11:00 at the WFP Conference Room in the WFP/IOM Compound

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