LOCATION: Logistics & Engineering Hub, Madhu Chara, Ukhiya
DATE: 13 August 2018
CHAIR: Logistics Sector
PARTICIPANTS: Concern Worldwide, Handicap International/Atlas Logistiques, International Humanitarian Partnership (IHP), IOM, Medair, WFP

ACTION POINTS:
- Logistics Sector to provide the contact information for HI/Atlas Logistiques for accessing the storage and transportation services.
- Logistics Sector to share the link to access the Logistics Capacity Assessment (LCA) for Bangladesh.

AGENDA:
1. Action Points/Update from 30 July Coordination meeting
2. Bangladesh National Logistics Cluster update
3. HI/Atlas response and activities
4. Monsoon Response/Access constraints
5. AOB

1. ACTION POINT(S) OUTSTANDING
- Logistics Sector to follow up regarding the discussion on extended times for accessing the camps for delivery of relief items.
- Logistics Sector to follow up with Communication with Communities Working Group regarding the discussion on road safety concerns.
- Update from 30 July coordination meeting:
  - The Logistics Sector went through the summary of feedback from meeting participants regarding how best the Logistics Sector community can facilitate logistics support over the coming months.
  - The Logistics Sector reminded meeting attendees of the Concept of Operations and Logistics Sector activities in Cox’s Bazar, Bangladesh.

2. BANGLADESH NATIONAL LOGISTICS CLUSTER UPDATE
- A Global Logistics Cluster Preparedness Officer, working on the Preparedness Project in Bangladesh, provided information on the role that the Bangladesh National Logistics Cluster plays in terms of preparedness and response, as well as an update regarding ongoing activities.
- The plans for a Humanitarian Staging Area (HSA) to be established in either Dhaka or Chittagong was presented. The purpose and importance of a HSA was discussed, referencing the role it played following the Nepal earthquake response, and continues to play in ongoing preparedness activities.

3. HI/ATLAS RESPONSE AND ACTIVITIES
- The Project Manager from HI/Atlas Logistiques provided an overview of the services that are offered through HI/Atlas Logistiques in both their Unchiprang and Leda, Teknaf locations.
- To submit a Service Request Form (SRF) to utilise common storage services at the Teknaf Logistics Hub in Leda, Teknaf submit the SRF to bangladesh.clustercargo@wfp.org.

www.logcluster.org/sector/bang17
To submit a request for common storage services in the Unchiprang location send an email to atlaspm@hibd.org

Participants were reminded to correctly calculate volume when making a request as, when done incorrectly, this can create challenges resulting in miscalculations in the number of trucks required.

4. MONSOON RESPONSE /ACCESS CONSTRAINTS

- Site Management Engineering Project (SMEP) provided an update regarding the separate phases and ongoing plans for development at the Logistics & Engineering Hub in Madhu Chara.
- The temporary crossing being installed by SMEP along the road in Folyapara is expected to take another 3 weeks to complete.

5. SECTOR UPDATES

- **Ukhiya Logistics Hub**: Seven MSUs are available for use by the humanitarian community for storage of relief items. The Ukhiya Logistics Hub will now remain operational until the end of October 2018.
- **Logistics & Engineering Hub in Madhu Chara**: Nine 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.
- **Teknaf Logistics Hub**: The Teknaf Logistics Hub in Leda, managed by HI/Atlas is operational, providing over 800 m³ of free common storage space to the humanitarian community.
- The next training will be on MSU erection and is scheduled to take place at the end of August. Organisations interested in nominating staff to attend the training should contact the Logistics Sector.

SERVICES UPDATE

- Organisations were reminded to follow the below requirements when making service requests:
  - Service Request submission: **72 hours BEFORE** any delivery
  - Release Order submission: **24-48 hours 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 be present at the hub for delivery/collection
  - Temporary storage will be initially granted for **30 days**
- Organisations should specify the preferred Logistics Hub when submitting a Service Request Form (SRF).

6. AOB

- The Logistics Sector shared a review of what the Logistics Capacity Assessment (LCA) contains and provides in relation to an overview of logistics capacity within Bangladesh. The Bangladesh LCA can be found at the following link: [https://dlca.logcluster.org/display/public/DLCA/Bangladesh](https://dlca.logcluster.org/display/public/DLCA/Bangladesh)
The upcoming holiday of Eid, and potential logistics constraints which will arise due to the holidays, were discussed amongst meeting participants. The Logistics Sector will investigate on the extent of potential disruptions and provide share the summarised information.

_The next Logistics Sector meeting will be held on Monday, 27 August 2018 at 11:00 in the WFP Conference Room in Cox’s Bazar._

**Contacts:**

Lucy Styles  
Logistics Sector Coordinator  
lucy.styles@wfp.org

Alex Parisien  
Information Management Officer  
alexandra.parisien@wfp.org

Priya Pradhanang  
Service Support Officer  
priya.pradhanang@wfp.org