

LOCATION: WFP Office, Cox's Bazar

DATE: 17 December 2018

CHAIR: Logistics Sector

PARTICIPANTS: Action Contre la Faim, BDRCS, DanChurchAid, Handicap International, IFRC, MedAir, Oxfam, WHO, UNFPA

ACTION POINTS:

- Partners to share documented procedures in food and medical disposal with partners.
- Logistics Sector to share the draft of the simplified Cargo Check document after discussion with NGO Platform.

AGENDA:

1. Previous Action Points
2. Logistics Sector Update
3. Medical Logistics Meeting Overview
4. AOB

1. Previous Action Points

- The Logistics Sector shared the WFP Food Disposal procedures with the meeting participants to highlight best practices for disposing of waste.
- Partners with current documented practices in food and medical waste disposal to share their procedures with the Logistics Sector and partner organisations.

2. Logistics Sector Update

End of Year Survey

- The Logistics Sector will share the link to the end of year survey with the Logistics Sector participant mailing list. It is kindly requested that everyone respond to the survey by 29 December 2018. The survey feeds in to the key Performance Indicators used within the Joint Response Plan as well as feeding in to future plans and initiatives that are indicated within the survey.

Physical Road Access Constraint Reporting Platform

- The Logistics Sector is working on developing a platform that will act as a live reporting service for physical road access constraint reporting.
- This platform will become live in early 2019 for testing and is scheduled to become widely usable by March 2019.

Deputy Commissioner (DC) Cargo Checks Updates

- The DC Cargo Checks document was shared at the previous Logistics Sector meeting.
- The WFP Emergency Coordinator took the approved document to the Heads of Sub-Office meeting on Monday 17 December 2018 to gather support from this forum.
- The Logistics Sector will be liaising with the Inter-Sector Coordination Group (ISCG) to organise a meeting with the DC and the ISCG to discuss the Humanitarian Cargo checks and the proposed changes to the procedures outlined in the Revised Cargo Check documentation.

Chittagong Mission Overview

- Two members of the Logistics Sector team conducted a week-long assessment mission to Chittagong during the week of 2-7 December 2018. The team met with 12 local stakeholders including Logistics Emergency Team (LET) members, the Chittagong Customs Office, the Chittagong Port Authority, the Chittagong Chamber of Commerce and various suppliers and freight forwarding agents.
- The two team members provided a brief overview of the information that they were able to collect during their time in Chittagong. This information will be summarised and provided in a report as well as used to update relevant sections of the Bangladesh Logistics Capacity Assessment (LCA).

3. Medical Logistics Meeting Overview

- The first Medical Logistics Meeting occurred on Wednesday 12 December. This meeting is Co-Chaired by the Logistics Sector, WHO and UNFPA.
- WHO will be sharing documentation regarding medical waste disposal with the local humanitarian community.
- Procurement, Logistics and Pharmaceutical staff are invited to attend the Medical Logistics Meetings.
- The Logistics Sector has looked to the WFP Food Disposal procedures to extract best practices that can be used to formulate Medical Waste Disposal Best Practices.
 - Proper documentation is required by the Government of Bangladesh when disposing of food including: Loss Report (Record in the system), Note for the Record, Unfit for Human & Animal Consumption Letter/Certificate by Public Health officer/Ministry of Health Officer/Authorised person.
 - Damaged food commodities should be buried or burnt in the presence of a witness.
 - It is recommended that organisations use photos to document the damaged goods/food commodities to be included in the report.
 - Logistics Sector to provide the address of the authorised landfill within Cox's Bazar for disposal of food/relief items that have expired or are damaged.

4. AOB

- The Logistics Sector provided the meeting participants with an update on changes to Logistics Sector staffing that will be occurring at the end of 2019.
- Meeting participants brought up the issue of having to pay demurrage on items stuck in the port due to bureaucratic delays and paperwork delays.
- A meeting participant indicated that utilising the knowledge of freight forwarders for identifying warehouse locations within Chittagong has been a successful practice to locate available warehousing in Chittagong.
- Meeting participants discussed which organisations have had vehicle requisitions for UN/NGO vehicles on specific dates surrounding the elections.

The next meeting will be held Monday, 7 January 2019 at 11:00 in the WFP Meeting Room in Cox's Bazar.

Contacts

Otavio Costa
Alex Parisien

*Logistics Sector Coordinator
Information Management Officer*

otavio.costa@wfp.org
alexandra.parisien@wfp.org