

LOCATION: WFP Office, Cox's Bazar

DATE: 7 January 2019

CHAIR: Logistics Sector

PARTICIPANTS: Action Contre Faim, Concern Worldwide, DanChurch Aid, Help Cox's Bazar, HI, IFRC, IOM, Medair, Plan International, Premiere Urgence International, UNFPA, UNHCR, UNICEF, WHO

ACTION POINTS:

- Annual satisfaction survey to be completed by partners.
- Logistics Sector to open invitation for the first two logistics training of the year.
- Organizations to reassess their internal capacity on documentation accuracy (e.g. Waybill) and report deficiencies that require support.
- Organizations to identify priority sections of the LCA for updating during 2019.

AGENDA:

1. Previous Action Points
2. Logistics Sector Update
 - a. End of Year Survey
 - b. DC Update
 - c. LCA
3. Training Updates
4. AOB

1. Previous Action Points

- There are no major tasks that have been carried over from 2018.

2. Logistics Sector Update

End of Year Survey

- Responses to the end of the year survey are required before the end of next week, and partners were requested to complete this as soon as possible. The responses will help to verify the sector performance and its success.

Deputy Commissioner (DC) Truck Check and Update

- Logistics Sector, ISCG and NGO Platform met with the Assistant Deputy Commissioner (ADC) at the end of December to present the simplified truck verification process.
- The ADC raised concerns about organizations discrepancies between cargo quantities/description on waybills and the actual truckload from past issues with some NGOs. This was one of the main justifications presented to enforce a detailed verification at Cox's Bazar office.
- Partners agreed to assess their internal capacity and revert how to improve their documentation accuracy. Logistics Sector made itself available for bilateral capacity-building efforts to support in this process.

LCA and Monitoring Update

- Logistics Sector, through WFP – VAM, will start monitoring aggregate prices of diesel and petrol in Cox's Bazar, Chittagong and Ukhiya.
- Logistics Sector revisited the current content of the LCA page with partners and the current plan to update the LCA during 2019. Partners were requested to suggest priorities on the LCA updates.
- It was agreed the contact list of logistics providers such as transporters is the main priority in the LCA and logistics sector will start by these.

- Partners were reminded that the data collection of logistics providers depends on their submission of internal databases.

3. Training Updates

- Logistics Sector briefed partners on the content of the first two training sessions of 2019:
 - The “Basic Humanitarian Logistics” will take place over two days from 29-30 January at Madhu Chara Logistics & Engineering Hub. This training will be targeted towards Logistics officers and Logistics assistants. It is mandatory for attendees to commit to being present for both days of training.
 - The MSU Erection (Day 1) and Cyclone Warehouse Preparedness Drill (Day 2) will take place on 19-20 February at Madhu Chara Logistics & Engineering Hub. It will be a consolidation of two training sessions and targeted primarily towards warehouse staff. Participants are able to choose to attend both days of training or to attend just one of the training sessions.
- Invitations for the training will be sent by COB on 7 January. Each training will be capped at a maximum of 25 participants.

4. AOB

- The Internet access at Madhu Chara Logistics & Engineering Hub has been changed and new passwords and credentials are required. ETS will share guidance for new login request.
- IOM is currently seeking a ~500m² warehouse for storage of medicines, preferably at Ukhiya. Partners with information on available space are asked to contact IOM directly: Mohamed Kassar mkassar@iom.int.
- The monthly Medical Logistics coordination meeting will be held on the 15 January at 11:00am in the WFP Conference Room.
- Partners agreed to transfer the group chat from Skype to Whatsapp. The Logistics Sector will implement a moderation structure to the group to ensure the safety of partners details. The transition will be completed by the end of January 2019.

The next meeting will be held Monday, 21 January 2019 at 11:00 in WFP Meeting Room in Cox’s Bazar.

Contacts

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