

**LOCATION:** WFP Office, Cox's Bazar

**DATE:** 21 January 2019

**CHAIR:** Logistics Sector

**PARTICIPANTS:** Action Contre Faim, BDRCS, Concern Worldwide, Help Cox's Bazar, Hope Field Hospital, HI, IFRC, IOM, Malaysian Field Hospital, MSF, NRC, Plan International, Premiere Urgence International, Relief International, Solidarites International, UNFPA, UNHCR, UNICEF, WHH, WHO.

**ACTION POINTS:**

- All NGO partners to submit the staff list introduced by CiC/RRRC for staff members visiting the camp on daily basis to CiC/RRRC.
- Organizations to monitor their truckloads to avoid overloading.
- Partners are requested to volunteer to be contacted regarding the development of the Physical Access Constraints reporting platform interface interview and core user rollout trial.

**AGENDA:**

- 1.Previous action points
- 2.Logistics Sector update
  - a) End of Year Survey
  - b) Training Update
  - c) CiC Registration
  - d) Truck overload
  - e) Communication
  - f) Medical Logistics Meeting
- 3.Preparedness Platform
- 4.LCA
- 5.AOB

## 1. Previous Action Points

- The Logistics Sector had opened the invitation for the first two logistics training of the year. Due to an exceeding number of nominations received, it has been decided that a second round of training sessions will be organized in March.
- Partners had agreed to assess their internal capacity of logistics working knowledge and revert on how to improve their documentation accuracy, such as waybill issues. No partners indicated the need for bilateral capacity-building efforts or feedback on needs.
- The use of Skype will cease by the end of January 2019, and Whatsapp will be used as the group chat forum going forward.

## 2. Logistics Sector Updates

### CiC/RRRC Staff Requirements

- Partners were notified of the recently introduced staff list required by RRRC/CiC covering NNGOs and INGOs. Partners were advised to include their logistics staff operating daily in the camps to submit names accordingly.

### Medical Logistics Meeting

- The minutes for the January Medical logistics meeting will be shared on the LS website for reference. The January Medical Logistics meeting pertained to the need for quality assessments and health kit specifications.

### Truck Overload and Bridge Construction

- There have been reports on organizations overloading their trucks and partners were reminded to enforce regular payloads when moving goods in the camps due to the high implications for road safety and infrastructure conditions.
- Partners shared unconfirmed information of potential infrastructure damage on the Bailey bridge leading to Madhu Chara on Marine Drive road. Logistics Sector will investigate with relevant parts.

### 3. Preparedness Platform

- The scope of the Preparedness Platform project was described, along with a key focus on the information required to develop this platform. There will be a geographically-bounded roll out in Cox's Bazar for the platform focused on road access constraint reporting and mapping.
- Partners were presented with the features and goals defined for the development of the tool and project structure. A 6-month timeline has been designed for the development with full-scale rollout planned by April/2019 to support the Monsoon season.
- Interviews will be set up with users in order to collect inputs on the user interface. Organizations were asked to nominate individuals able to join the interview sessions. These meetings will take place in the last week of January. Volunteers will also be needed for the core user deployment (beta testing) in a later stage.

### 4. LCA UPDATES

- As agreed in the last meeting's discussion, Logistics Sector is focusing on LCA updates related to supplier/provider lists in Cox's Bazar.
- Logistics Sector stressed that none of the supplier lists are - by any means - recommendations, endorsement or attestation of performance.
- The order of updates has been defined as (1) Landside transporter (currently assessed), (2) Manual labour, and (3) Fuel providers.
- Following the transporter assessment, 27 companies were identified so far, with 11 being in Cox's Bazar. Companies present a mixed fleet of owned and subcontracted vehicles with capacity varying from 3 to 15mt.
- The forthcoming round of planned assessments will include telecommunications providers and freight forwarders/customs brokers. Partner suggested the inclusion of specific items, such as technical equipment, (e.g. pumps and fittings).
- Partners stressed the need to revise government contacts after the elections as key authorities will change.

### 5. AOB

- Partners suggested discussing how to collaboratively monitor supplier performance and how to report it to the group. It has also been mentioned the need for a carefully defining criteria and bear in mind the potential impact this information may have to the local market. It was agreed that performance monitoring will be a topic for further discussion in the coming coordination meeting.

***The next meeting will be held on 4<sup>th</sup> February 2019 at 11:00 in the WFP Meeting Room in Cox's Bazar.***

#### Contacts

Otavio Costa  
Priya Pradhanang  
Sadiyya Sultana

Logistics Sector Coordinator  
IM Focal Point  
IM Associate

[otavio.costa@wfp.org](mailto:otavio.costa@wfp.org)  
[priya.pradhanang@wfp.org](mailto:priya.pradhanang@wfp.org)  
[sadiyya.sultana@wfp.org](mailto:sadiyya.sultana@wfp.org)

