
Meeting Minutes, 13 May 2019

Bangladesh



LOCATION	WFP meeting room, Cox's Bazar
DATE	13 May 2019
CHAIR	Logistics Sector
PARTICIPANTS	BDRCS, CARE, Handicap International, IFRC, IOM, Japan Red Cross, MDM-France, Medair, Oxfam, Relief International, Save the Children, Terre Des Hommes, UNICEF, UNFPA, Welthungerhilfe.
ACTION POINTS	<ul style="list-style-type: none">• The Fleet Assessment Survey has been launched. Partners to respond by 16 May COB.• Partners with identified preparedness gaps to contact the Logistics Sector for equipment/supply support.• The Physical Road Access Constraint (PRAC) online tool has been launched and is available for use by partners. The Logistics Sector to organise and facilitate an induction training session on how to use it.
AGENDA	<ol style="list-style-type: none">1. Previous Action Points2. Logistics Sector Updates3. Preparedness Updates4. Physical Road Access Constraint (PRAC)

1. Previous Action Points

- The Logistics Sector shared the Contingency Plan for Cyclonic Disaster and the Cyclone Response Plan. There has been no further feedback from partners on whether other needs should be reflected.
- The MSU structure's capacity to withstand strong winds and wind load capacity was shared previously. A table can also provide the estimate based on different types of cyclones. It can also be shared.
- The Logistics Sector has launched and shared the Fleet Survey with partners.
- A Cyclone/Monsoon Self-Assessment tool was shared with partners as well.

2. Logistics Sector Updates

Fleet Assessment Survey

- Following requests, the Fleet management assessment tool has been launched and shared with partners.
- The results will help determine the benchmark for fleet management practices for organisations and partners working in the Rohingya response.
- The [survey](#) is to be answered by 16 May COB.

Traffic Count

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- Round 4 of the traffic count exercise was completed from 5 entry points, and the 5th round is in progress at 5 more points.
 - The preliminary traffic count results from Fish Bridge were organised onto a dashboard and will be shared with partners.

4. Preparedness Updates

- All Logistics Sector hubs are currently operational and ready to receive SRFs.
- 6 new MSUs were received by the Logistics Sector and will be prepositioned for standby capacity. These will be available in the event of damage from severe weather events.
- A tender for containers was recently closed. They are expected to arrive by the end of the month, including 6 containers with adaptations for temperature-controlled capacity.
- WFP has requested a Warehouse Preparedness Drill. It will be conducted by the Logistics at Uttaram.
- Following the bilateral discussions with partners, one major gap identified by several organisations was the lack of warehouse equipment to protect cargo, including concrete blocks to hold down cargo. The Logistics Sector has procured sandbags which can be provided to partners upon request.
- If partners have MSUs at their own sites, the Logistics Sector can conduct drills at the partners' sites.
- The latest standby support capacity received includes 4 new generators, 16 asset protection boxes and 50 spare vehicles kits. The asset protection boxes are metal structures inlaid with a light thermal box (fisherman's icebox). These items are available for loan from the Logistics Sector. Most of these items, including fuel containers, are also available in the local markets.
- Two tractors have been placed in Madhu Chara to support with towing vehicles in the event of a vehicle being stuck near the camps. A contact number/hotline will be shared with partners.
- Towing and Driver training on kit use could potentially be provided to drivers on necessary basics for car maintenance and repairs (for e.g. towing vehicles with ropes, use of jump cable, etc). Provided that there is enough evidence for this need, trainings will be designed going forward.

5. Physical Road Access Constraint (PRAC)

- The Physical Road Access Constraint (PRAC) tool has been launched, shared with partners and is now available for access online.
- An overview of the application was provided, as well as brief instructions on how to use the [Reporter](#) and [Viewer](#) tools of the application.
- QR codes for the reporting and viewer tools have been created, and these will be shared as stickers that can be attached to vehicle dashboards, allowing partners to report incidents and constraints faster from field locations.

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- There is a provision for reporting offline by using the Survey123 app, which uploads the report upon reconnection with the internet when submitted.
 - The platform will be used as a test phase during the next few weeks while further improvements and corrections are completed. The Logistics Sector will also facilitate user inductions and provide guidance on the tool. These training information sessions will be conducted once a week in small groups based on nominations from organisations. The training can also be provided bilaterally to individual groups from each organisation.

The next Logistics Sector coordination meeting will be held on Monday, 27 May 2019 at 11:00 in the WFP meeting room in Cox's Bazar.

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