Meeting Minutes, 1 June 2020
Bangladesh, Cox’s Bazar

LOCATION
Cox’s Bazar - WFP Meeting Room and Online

DATE
1 June 2020

CHAIR
Logistics Sector

PARTICIPANTS

ACTION POINTS

• Partners to respond to WHO Personal Protective Equipment (PPE) pipeline information as requested.
• Logistics Sector to share the links for the Self-assessment tool and Log IE platform with partners via email.
• Partners intending to use the (WHO) Supply Portal to order COVID-19 supplies please share contact details with the COVID-19 Supply Chain Coordinator at cameron.kiss@wfp.org.
• Logistics Sector to share the Bangla version of the guidance on how physical distancing can be achieved in vehicles with partners.

AGENDA
1. Logistics Sector Updates
2. Cyclone Amphan Preparedness and lessons learnt
3. WHO Supply Portal
4. AOB

1. Logistics Sector Updates

• Concept of Operations (ConOps), ConOps Map and Standard Operating Procedures for Service Provision (SOP) have been published on the Logistics Sector Bangladesh page and shared with partners.
• The Logistics Sector loaned one generator to the International Rescue Committee (IRC) to support the Severe Acute Respiratory Infections (SARI) Isolation Treatment Centre in Shamlapur.
• Six Mobile Storage Units (MSUs) have been erected in the Cox’s Bazar COVID-19 Special Hub and the construction is ongoing.
• The Logistics Sector provided 125 litres of hand sanitiser to HI/Atlas to support staff wellness. Organisations requiring hand sanitisers for staff wellness can contact srabasti.sarker@wfp.org.

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- The Logistics Sector received one storage request for the Cox’s Bazar COVID-19 Special Hub for health cargo.
- HI/Atlas Logistique presented on their ongoing activities like storage and transportation. HI/Atlas transported 612m3/74mt for five organisations in May. Partners can send transport and storage requests at bangladesh.clustercargo@wfp.org.

2. Cyclone Amphan Preparedness and lessons learnt

- To contain the effects of Amphan and minimise losses, MSUs/prefabs were secured with concrete blocks from four sides. Cargo that was not taken out of the hubs by partners was wrapped with the help of tarpaulin, ropes and cement blocks.
- The Logistics Sector had trained seventy-five participants from various organisations on Cyclone Preparedness in the course of 2019-2020.
- A 72-hour cyclone Preparedness plan is in place to be activated upon receiving an alert of a Cyclone/Landfall.
- Assets capacity such as MSUs and generators were tested and were on stand-by to be loaned out in case of emergency.
- The Logistics Sector staff were on standby to de-skin the MSU skin upon the announcement of the 72 hours high alert to keep the MSUs intact and allow for winds to recede.
- For upcoming cyclone and monsoon Preparedness, the Logistics Sector encouraged the partners to use the Self-Assessment Tool and LOG IE platform. The links of the self-assessment tool and the LOG IE will be shared with the partners by the Logistics Sector through email.

3. WHO Supply Portal

- The (WHO) Supply Portal is a global procurement service provided by the Supply Chain Inter-Agency Coordination Cell (SCICC) through the WHO Partners Platform. The Supply Portal allows registered partners (only) to place orders for COVID-19 response items to be sourced internationally by the Procurement Consortia. The (WHO) Supply Portal covers the 57 priority items listed in the WHO materials catalogue. These items comply with the quality standards in place and are mainly items that are not available in the local market.
- The (WHO) Supply Portal lies within the WHO COVID-19 Partner Platform and has system access levels granted to users as a ‘viewer’ or ‘partner’. To access the portal within the platform a user must be granted ‘partner’ level access.
- The National Supply Coordination team has informed partners that: “A partner requesting supplies through the portal must have a project under the COVID-19 Joint Response Plan (JRP) or the Government-led Country Response Plan, be legally approved to import into Bangladesh and have a confirmed funding source”. If an organisation is not legally approved to import into Bangladesh, it is suggested that the organisation collaborates with an organisation that is approved. Same applies to large or small orders.

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- Goods will be delivered through the WFP transport system. The requesting partner/consignee is responsible for customs clearance, in-country transport and storage.
- The platform contains planning information and tools.
- According to the Supply Chain Coordinator, expected lead time for the arrival of items ordered through the portal is approximately five weeks from the day a purchase order has been confirmed.
- For the time being, there are four UN agencies intending to use the WHO Supply Portal (these agencies are all managing procurement of covid-19 items on behalf of the Bangladesh Government). Eight NGOs intend to manage procurement of items that are destined to be delivered to Cox’s Bazar for the refugee operation.
- For any queries, please contact Cameron Kiss in his capacity as Inter-Agency COVID-19 response Supply Chain Coordinator at cameron.kiss@wfp.org.

4. AOB

- In support of the Government of Bangladesh, a guidance document illustrating how physical distancing can be achieved in vehicles has been translated to Bangla. The information provided in the document is based on measures that are recommended by the Government of Bangladesh and WHO to minimise the risk of COVID-19 transmission. The document in Bangla will soon be shared with partners.

The next Logistics Sector Coordination meeting will be held on Monday 15 June 2020 at 11:00 in the WFP Meeting Room, Cox’s Bazar for focal points and presenters, and online through Microsoft teams invite.

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