Meeting Minutes, 3 May 2019
Malawi

LOCATION
Blantyre, Malawi

DATE
3 May 2019

CHAIR
Logistics Sector Coordinator, Ministry of Transport

PARTICIPANTS
Department of Disaster Management Affairs (DoDMA), Eagles, GOAL, Ministry of Transport, Plan International, Project Concern International, SCI, WFP.

ACTION POINTS
• The Logistics Sector to share more details regarding the upcoming Lessons Learned exercise.
• During the next Logistics Cluster coordination meeting, the results of the survey will be presented to partners.
• Partners are reminded to submit accurate Service Request Forms (SRF) to access Logistics Sector services.
• The Logistics Cluster is available to conduct Service Request Forms trainings upon request by partners.

AGENDA
1. Situation Update
2. Challenges
3. Common Services
4. AOB

1. Situation Update

• Partners are reminded to share information related to logistics infrastructure, storage capacity and access constraints as part of the Malawi flood response to optimise information sharing and ensure a coordinated logistics response.
• The amended Concept of Operations (ConOps) and Standard Operating Procedures (SOPs) have been published on the dedicated website and circulated with partners.
• Partners were reminded that all Logistics Sector common services have been extended until 31 May 2019. After that date, services will be provided on a cost-recovery basis in the framework of bilateral service provision through WFP.
• The DoDMA Transport Schedule Map can be found here from 29 April to 5 May.
• The Logistics Sector circulated a link to the User Feedback Survey and urged partners to participate in the survey to ensure solid feedback from service users. The deadline of the survey will be extended to Tuesday 8 May.
2. Challenges

- Partners were reminded of the importance of accurately indicating the volume on a Service Request Form (SRF). Upon request by partners, the Logistics Sector is available to provide a brief training session to focal points that fill out the Service Request Form (SRF) on how to calculate volume.
- A partner reported that due to volume calculation issues, the 5 mt truck that had been allocated could not accommodate the cargo transport request and that resulted in multiple rotations.
- Partners were reminded of the importance of having the focal point physically present when the off-loading and loading of their cargo is occurring to ensure a smoother process.

3. Common Services

Road Transport
- The Logistics Sector has transported a cumulative value of 579 mt from the beginning of the operation until today.
- The Logistics Sector will continue to facilitate access to commercial trucks (30 mt) from Lilongwe and Blantyre for main road connection.
- 4 x 4 light vehicles and 4 x 4 trucks (5 mt) will also be available from Blantyre to reach areas with restricted road access.

Storage
- The Logistics Sector has stored 440.5 mt of relief cargo from the beginning of the operation until today.
- Current storage capacity:
  - Lilongwe Warehouse (6,800 m²)
  - Blantyre Warehouse (18,000 m²)
- Mobile Storage Units (MSUs) are made available to partners, WFP currently has 29 assembled MSUs ready for use. The MSUs locations will be circulated with partners.

River Transport
- The Logistics Sector has transported 42 passengers from Bangula and Chikwawa.
- Two boats are available for river transport (0.6 mt/ 8 pax), currently positioned in Bangula and Chikwawa.
5. AOB

- Partners were requested to inform the Logistics Sector of their preference concerning the frequency of the Logistics Sector coordination meeting to be held weekly or bi-weekly.

The next Logistics Sector coordination in Blantyre will be held 10 May at 11:00 at the WFP Blantyre Sub-office.

Contacts

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