

**National Logistics Cluster Meeting Minutes**  
15 October 2018

**Meeting Chair:** Mr. Syed S. Arefeen, Head of Supply Chain and Emergency Response Preparedness, WFP

**Participating Agencies:** AFD, BMD, WFP, UNHCR, IFRC, CARE Bangladesh, Plan Bangladesh

**Venue:** UNIC Meeting Room, IDB Bhaban, Agargaon, Dhaka 1207

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
1.		The meeting started with an introduction of the participants. Mr. Syed S. Arefeen, chaired the meeting.			
2.	Review of action points from previous meeting	<p>Action points taken during the last national Logistics cluster meeting of 23 May 2018 were discussed and following updates on action points were presented.</p> <ul style="list-style-type: none"> <li>• <b>Updating SRO61 List</b> (<i>Statutory Regulatory Order – List of tax exempted commodities 1992</i>) - A “Priority list of Relief Items for FD7 (<i>Foreign Donation</i>) Approval” was sent to the Ministry of Disaster Management and Relief (MoDMR) in April 2018 by the Refugee Relief and Repatriation Commissioner’s office (RRRC). Another “Priority List” in detail format was prepared by different Sectors working in Cox’s Bazar and submitted to RRRC office in September 2018. RRRC office reviewed the list and was expected to send to MoDMR for endorsement.</li> <li>• <b>Shifting of MSUs from Ukhiya Degree College hub to Madhuchara hub</b> - Ukhiya Degree College Hub has 14 MSUs (WFP-3, AFD-4, different Sectors-7). The Hubs under AFD and Sectors are already empty, but the hubs used by WFP will be vacated very soon. Dismantling of MSUs will start soon. The newly established Madhuchara Hub has 17 MSUs (WFP-7, Sectors-10). All new consignments are now being received in Madhuchara hub.</li> <li>• <b>A common resource sharing platform</b> - Global Logistics Cluster has a “Preparedness Platform” web portal which has a dedicated Bangladesh Page. Information and documents produced by National Logistics cluster can also be uploaded there.</li> <li>• <b>Cargo Landing Restriction in Dhaka International Airport</b> - According to a Government circular, cargo planes carrying relief items for Rohingya operation in Cox’s Bazar must land in Chittagong Airport. However, under special circumstances and with proper justification, agencies can request for clearance of cargoes from Dhaka International Airport if it has landed already.</li> </ul>	<p>WFP will liaise with MoDMR for update on revised SRO61 list.</p> <p>WFP will liaise with Global Logistics Cluster to upload documents in that portal.</p>	<p>WFP</p> <p>WFP</p>	<p>20 Nov</p> <p>20 Nov</p>

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3.	Presentation on 'Cyclone Early Warning and Signal System' by Bangladesh Met Office (BMD)	<p>Senior Meteorologist of Bangladesh Meteorological Department (BMD), Mr. Quamrul Hassan has made a presentation on Early Warning System (EWS) in Bangladesh. He explained different components of an effective EWS which are detection, monitoring &amp; forecasting, analysis of risks and dissemination and finally activation of emergency plans to prepare and respond. BMD uses charts, satellite data, Radar image, Numerical Weather Prediction (NWP) products and other relevant information to generate forecast. Conventional method of forecasting is utilised for issuance of forecast. This type of forecast depends on persistence and climatology utilising synoptic pattern and time series analysis of climatological data and information. Satellite and radar image and model-based forecast are now quite helpful for forecasting of extreme events. These are very effective for short range (1-2 days) forecast. For longer range forecasting (range 1-10 days) specially to cater agriculture sector, BMD has introduced NWP technique in the forecasting system.</p> <p>The representative from Armed Forces Division mentioned that AFD has a forecasting cell of its own where a compiled forecast report is produced for the Prime Minister's office. During compilation, they consider forecast reports from BMD and National Disaster Response Coordination Group (NDRCC) of MoDMR along with their own observations.</p>			
4.	Cyclone preparedness and logistics challenges - update from National Logistics Cluster partner agencies	<p>The agencies present in the meeting mentioned about cyclone preparedness of their respective agencies.</p> <ul style="list-style-type: none"> <li>✓ <b>Plan Bangladesh</b> mentioned that they have ready NFI kit consisting of 29 household items for 3,500 households which could be distributed through their partners NGOs. They also have agreement with suppliers for delivery of relief items.</li> <li>✓ <b>WFP</b> has 900 mt readily available fortified biscuits with supplier of which 460 mt is for Cox's Bazar. WFP has standby partner for relief distribution and pre-qualified list of transporters and suppliers. As part of preparedness initiative, WFP organized emergency simulation exercises on flood in Rangpur and cyclone in Cox's Bazar recently.</li> </ul>			

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		<ul style="list-style-type: none"> <li>✓ <b>CARE</b> has been working in collaboration with the Inter Sector Coordination Group (ISCG) in Cox's Bazar. They have organized a training on "Cyclone Preparedness" in Cox's Bazar during 21-22 October 2018 where participants from the MoDMR, District Commissioner's Office and NGOs were present.</li> <li>✓ <b>AFD</b> has been actively involved in Cox's Bazar Rohingya emergency operation. In each cantonment throughout the country, three types of AFD teams are working – heavy engineering team, medium team and light team. They organize military training on search &amp; rescue and relief operation. On 19 May 2018, AFD organized landslide drill in Cox's Bazar.</li> <li>✓ <b>UNHCR</b> has 4,000 family tents ready and they have agreement with local suppliers to deliver relief goods.</li> <li>✓ <b>IFRC</b> has a plan to train people in 20 camps on Cyclone Preparedness. They are providing training for CPP volunteers on search and rescue operation.</li> </ul>			
5.	National Logistics Cluster activities update	<p>The National Logistics Cluster has prepared a few tools with input from the cluster members -</p> <ul style="list-style-type: none"> <li>➤ <b>Roster of Logistics Professionals</b> – Thirteen agencies provided input (ACF, CARE, Concern WW, ICRC, IFRC, Islamic Relief, MSF, Oxfam, Plan, Save, Solidarities, WFP and UNICEF)</li> <li>➤ <b>Mapping of Logistics Resources</b> – Fourteen agencies provided input (ACF, CARE, ICRC, IFRC, Islamic Relief, MSF, Oxfam, Plan, Save, Solidarities, World Vision, Action Aid, Muslim Aid and WFP)</li> <li>➤ <b>Inventory of Transporters</b> - Twelve agencies provided input (ACF, CARE, ICRC, IFRC, Plan, Save, World Vision, Action Aid, Muslim Aid, United Purpose, UNICEF and WFP)</li> <li>➤ <b>Mapping of Operational Area</b> – Seventeen agencies provided input (ACF, CARE, Concern WW, ICRC, IFRC, Islamic Relief, MSF, Oxfam, Plan, Save, Solidarities, United Purpose, Handicap Intl, World Vision, WFP and UNICEF)</li> </ul> <p>Following tools has been circulated among the members requesting for inputs -</p> <ul style="list-style-type: none"> <li>➤ <b>Inventory of Suppliers of Relief Items</b></li> <li>➤ <b>Warehouse Mapping Matrix</b></li> <li>➤ <b>Contingency Stock of Relief Items</b></li> </ul>	WFP will follow up with members to get input	WFP	30 Nov

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6.	District Information Focal Point (DIFP) nomination	The National Logistics Cluster has taken an initiative to nominate District Information Focal Point for most disaster-prone districts of Bangladesh. For that purpose, a survey has been conducted to know the current operational area of all member agencies and a matrix has been prepared. As a next step, 20-25 most disaster-prone districts will be selected out of 64 and a request will be sent to all members asking for their willingness to be DIFP for one or more district(s).	WFP will follow up with members to get DIFP nomination.	WFP	30 Nov
7.	AoB	<ul style="list-style-type: none"> <li>• <b>Humanitarian Supply Chain and Emergency Logistics Training:</b> WFP has organized a training on Humanitarian Supply Chain and Emergency Logistics during 14 and 15 November 2018 in Dhaka. A subject matter expert from WFP Regional Office Bangkok will be the trainer and officials from the Government and humanitarian agencies will be the expected participants.</li> <li>• <b>Guideline for Cargo Clearance:</b> The member from CARE Bangladesh mentioned about the need for a clear guideline or flowchart for cargo release and customs clearance procedure for emergency relief items. In most cases, the agencies are becoming confused about who is doing what in the Government ministries and departments which kills a significant amount of time.</li> </ul>	WFP will take initiative to prepare a flowchart of relief items clearance procedure	WFP	1 Dec
The chair closed the meeting with thanks to all members.					

Signed/Syed S. Arefeen  
07.11.2018