

**National Logistics Cluster Meeting Minutes**  
2 May 2019

## BANGLADESH NATIONAL LOGISTICS CLUSTER

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

**Participating Agencies:** Concern Worldwide; World Vision; Handicap International; MSF Holland; Plan International; Solidarites International; Save the Children International; IFRC; Logistics Sector Cox's Bazar; Care; Oxfam; Islamic Relief; Global Logistics Cluster and WFP.

**Venue:** WFP Meeting Room, 17<sup>th</sup> Floor, IDB Bhaban, Agargaon, Dhaka 1207

**Date:** Thursday 2 May 2019

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
1.		<p>The meeting started with an introduction of the participants followed by an introduction of Mr. Thomas STEMERDINK, Global Logistics Cluster Field Preparedness Officer for Bangladesh.</p> <p>Mr. Syed S. Arefeen, chaired the meeting and apologized for the absence of the Co-chair MoDMR (urgent duties for Cyclone 'FANI').</p>			
2.	<p>Review of action points from previous meeting</p> <p>Follow-up actions</p>	<p>One action point taken from the last National Logistics Cluster meeting of 15 October 2018 was discussed and following update was presented:</p> <ul style="list-style-type: none"> <li>• <b>Guidelines for Cargo Clearance:</b> WFP presented a clarification of the currently existing Government guidelines for cargo release and customs clearance procedures for emergency relief items. Also, the challenges and way forward were presented and discussed extensively. <ul style="list-style-type: none"> <li>- From the discussions, the members have been requested to submit their proposed detailed list of commodities/categories for the SRO61 (<i>Statutory Regulatory Order List of tax exempted commodities 1992</i>) update. Once received, the list will be compiled for submission to the MoDMR for consideration and further action.</li> <li>- From the discussions, WFP will prepare a document explaining the current practice and procedures of customs clearance in country and will share that with all members. The members have been requested</li> </ul> </li> </ul>	<p>All agencies to confirm commodities/categories to be added to the existing SRO61 list</p> <p>All agencies to submit their concerns/</p>	<p>Agencies</p> <p>Agencies</p>	<p>30. May (2019)</p> <p>30. May (2019)</p>

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		<p>to submit their concerns/challenges (in bullet points with brief explanation) regarding cargo release and customs clearance formalities. The members were requested to explain their experiences if different from the one that WFP will be sharing.</p> <p>- It was suggested to have this done using structured data collection. Particularly, mapping a standard process from one organization (e.g. WFP) and using it to benchmark other practices per subprocesses, like e.g. needed documentation (what needs to be digital, in paper, etc.).</p>	<p>challenges on customs procedures. Custom explanatory document to be shared</p> <p>Upon agreement WFP to present to MoDMR revised SRO61 proposal and compilation of feedback on concerns/challenges</p>	<p>WFP</p> <p>WFP</p>	<p>15 May (2019)</p> <p>15. June (2019)</p>
3.	<p>Online Presentation on 'IM Platform' by Global Logistics Cluster (GLC) from Rome – Mr. Martin Keitsch</p> <p>Follow up actions</p>	<p>Following a visit of Mr. Martin Keitsch (Preparedness Lead – Global Logistics Cluster - Rome) to Bangladesh in March 2019, during which he introduced the currently being developed Global Logistics Cluster Preparedness Platform to stakeholders in Bangladesh (WFP Management, MoDMR, and some NLC members), it was seen appropriate and necessary to also present the new platform and its features to the members of the National Logistics Cluster, who haven't seen it before. It was also stressed that the Platform has the potential to be very useful during emergency preparedness and response activities, but therefore needs local information input from partners.</p> <p>It was also observed by the Global Logistics Cluster that the proposed Emergency Operational Dashboard to be developed by WFP country office would complement the Platform Tool.</p> <p>The physical road access constraint module of the new tool are currently being tested in Cox's Bazar. The Global Logistics Cluster estimates the tool to be operational in Bangladesh by the end of 2019.</p>	<p>Global Logistics Cluster to produce a document briefly explaining the IM platform</p>	<p>Global Logistics Cluster</p>	<p>19 May 2019</p>

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		For the tool to provide coherent information, the members of the meeting have been requested to start/continue sharing their logistics capacities (contingency stocks; warehouses including locations) to be uploaded on to the platform. It was proposed to the meeting to discuss this action in the next Technical Working Group (TWG) meeting, date to be proposed. Meanwhile WFP/Global Logistics Cluster will work on a standardized excel format for requested data to be collected and transferred into the Platform.	<p>TWG date proposal</p> <p>Standardized Excel data template with essential information to be shared</p>	<p>WFP</p> <p>WFP/ Global Logistics Cluster</p>	<p>10 May (2019)</p> <p>19 May (2019)</p>
4.	Cyclone 'FANI' preparedness updates from partners	<p>The agencies were asked to inform the meeting about their Emergency Preparedness updates with regards to the Cyclone 'FANI' on its way to Bangladesh via India (ETA BGD 3. May 2019).</p> <p>✓ The agencies present in the meeting mentioned that they were monitoring the situation closely with support from their sub offices/partner organizations in the districts. Most agencies activated their emergency management teams to discuss the next actions to be followed and kept rapid assessment teams ready. Some agencies also prepared roster of staff ready to be deployed in the affected areas. Their field offices met with the district and Upazila administration already. Some agencies have some contingency stock of dry food, cash and NFI but others mentioned that they have a plan to purchase from local market if required. Agencies have agreement with suppliers and some have warehouse facilities in some districts. They have also thought about relief transportation issues in case roads are blocked.</p> <p>As a matter of Preparedness, the agencies have been requested again to share their most up-to-date contingencies stocks.</p>			

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5.	Update from Logistics Sector Cox's Bazar	<p><b>Logistics Sector Coordinator Cox's Bazar</b> (Mr. Otavio Costa) informed the meeting on:</p> <ul style="list-style-type: none"> <li>• An initiative (still in draft) to conduct a workshop on Customs Clearing issues in Cox's Bazar, whereby various stakeholders from the Government, Private Sector and Humanitarian Community will come together in a 1 day during workshop to share experiences and best practices in the field of Customs Regulations and Processes. The platform will also be open to address any concerns and challenges experienced. One of the objectives of the workshop will be to produce a compilation of experiences; best practices and challenges to be included into an advocacy document to be shared and addressed through appropriate channels.</li> <li>• Update on preparedness activities by the Logistics Sector in Cox's Bazar (see attached).</li> </ul>	Dates and TOR for the workshop to be shared once confirmed	Logistics Sector Cox's Bazar	TBC
6.	AoB	<ul style="list-style-type: none"> <li>• <b>Agenda National Logistics Cluster Meeting 2 May 2019:</b> Due to time constraints, not all agenda points could be dealt with, which now will move to the next meeting. Agenda points still open are: <ul style="list-style-type: none"> <li>- <b>Update on District Information Focal Point (DIFP)</b></li> <li>- <b>Update on Preparedness activities members</b></li> <li>- <b>Proposal Simulation Exercise Dhaka 2019</b></li> <li>- <b>Logistics update on HCTT Contingency Plan for L3 Earthquake Response in major urban cities</b></li> <li>- <b>Update Bangladesh Logistics Capacity Atlas (version 2015)</b></li> <li>- <b>Update Logistics Capacity Assessment (LCA) for Bangladesh</b></li> <li>- <b>Logo for Bangladesh National Logistics Cluster</b></li> </ul> </li> </ul>	Next NLC meeting proposed for 2 <sup>nd</sup> week of June 2019. Invitation will follow shortly	WFP	20 May (2019)
The chair closed the meeting with thanks to all members.					

Signed/Syed S. Arefeen  
08.05.2019