

# Technical Working Group (TWG) Meeting Minutes

## 20 May 2019

### Bangladesh National Logistics Cluster

**Meeting Chair:** Mr. Malik Kabir, National Logistics Cluster Officer, WFP

**Participating Agencies:** Bangladesh Red Cross Society (BDRCS); Care Bangladesh; Concern Worldwide; Global Logistics Cluster/WFP CO; IFRC; Oxfam; Save the Children International; UNFPA; United Purpose; WFP; World Vision Bangladesh.

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

**Date:** Monday 20 May 2019

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
1.	The meeting started with a short recap of the agenda points from the last national Logistics Cluster meeting (2 May 2019) and a brief introduction of Mr. Thomas Stemerding, Global Logistics Cluster Field Preparedness Officer for Bangladesh.				
2.	Review of action points from National Logistics Cluster meeting (2 May 2019)	<ul style="list-style-type: none"> <li>• Warehouse data collection from national Logistics Cluster members:</li> <li>- Warehouse and office/sub-office/partner details will feed into the database of the newly developed Platform tool. It was explained how the system will be able to support the logistics humanitarian community and the Government of Bangladesh (GoB) in strengthening emergency preparedness and response activities. It should be noted that the effectiveness of the system will strongly depend on the quantity &amp; quality of data entered into the system. As such it was recognised that data collection would work best by means of a survey detailing the specific data needed.</li> <li>- An Update of 2015 Bangladesh Logistics Capacity Atlas is to be considered in parallel.</li> </ul>	Develop a specific survey on warehouse & office / sub-office / partner details.	Global Logistics Cluster	15 June 2019

# Technical Working Group (TWG) Meeting Minutes

## 20 May 2019

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
		<ul style="list-style-type: none"> <li>● Logistics Capacity Assessment (LCA) for Bangladesh:               <ul style="list-style-type: none"> <li>- The meeting participants were briefly updated on the progress for the update of the Logistics Capacity Assessment for Bangladesh.</li> </ul> </li> <li>● Update SRO61 (<i>Statutory Regulatory Order list of tax exempted commodities 1992</i>)               <ul style="list-style-type: none"> <li>- Almost all members have submitted their lists with proposed updates. When all lists have been received, the various items will be grouped into main categories of commodities and presented to the concerned government authorities for discussion and approval.</li> <li>- It was further discussed that so called 'kits' will need detailed specifications of their contents before being submitted to the appropriate authorities.</li> <li>- Members were invited to consider and investigate if some 'kits' could be produced with items from the local market rather than being imported from overseas.</li> <li>- It was also recognized that any updates on medicines and medical items will have to be channeled through WHO as it is the expert agency in this area.</li> </ul> </li> <li>● Collection of concerns/challenges on customs procedures               <ul style="list-style-type: none"> <li>- During last National Logistics Cluster meeting all members were requested to submit their concerns/challenges on customs procedures. As no feedback was received to date, it was agreed and decided to ask the members to report the issues through a specific survey.</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 lists of items as part of a specific kit.</p> <p>WFP CO to contact focal point of WHO to discuss way forward.</p> <p>Global Logistics Cluster/WFP CO to contact IFRC focal point to discuss contents of proposed survey and way forward.</p>	<p>Agencies</p> <p>Agencies</p> <p>WFP</p> <p>Global Logistics Cluster/WFP</p>	<p>30 May 2019</p> <p>15 June 2019</p> <p>15 June 2019</p> <p>15 June 2019</p>

# Technical Working Group (TWG) Meeting Minutes

## 20 May 2019

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
		<ul style="list-style-type: none"> <li>- As IFRC has recently launched a similar survey, and it was decided to bilaterally work together on the way forward.</li> <li>- Members expressed their interest in having a flow-chart on standard customs clearing processes from one organisation (e.g. WFP) to be used as an example to benchmark practices and divide them into sub-processes, like e.g. needed documentation (what needs to be digital, in paper, etc.), including clarifications as to which departments/ministries of the Government of Bangladesh documentation submissions should be made.</li> </ul>	WFP CO to produce a flow-chart on step-by-step customs clearing process.	WFP	30 June 2019
3.	Logo for National Logistics Cluster	<ul style="list-style-type: none"> <li>• <b>Logo for Bangladesh National Logistics Cluster</b></li> <li>- Members were asked whether there would be interest or a need to design and produce a specific logo for Bangladesh National Logistics Cluster to improve identity and visibility. This resulted in a discussion with the members about the status and mandate of the National Logistics Cluster and its relation to the Global Logistics Cluster. This topic will be further discussed.</li> </ul>	Global Logistics Cluster to seek clarification on raised questions / concerns with HQ in Rome.	Global Logistics Cluster	15 June 2019
4.	District Information Focal Point (DIFP)	<ul style="list-style-type: none"> <li>• <b>District Information Focal Point (DIFP)</b></li> <li>- The importance of having an updated list of District Information Focal Points was explained, in particular during emergencies (e.g. Cyclone FANI). The members were requested to update the existing list of Focal Points.</li> </ul>	Agencies to update the list of District Information Focal Points (DIFP).	Agencies	15 June 2019

# Technical Working Group (TWG) Meeting Minutes

## 20 May 2019

SL	Agenda Items	Discussions	Action Points	Responsible	Deadline
5.	Joint Needs Assessment Tools (from Needs Assessment Working Group – NAWG)	<ul style="list-style-type: none"> <li>• <b>Joint Needs Assessment (JNA) Tools</b></li> <li>- Updated versions of the latest Joint Needs Assessment tools have been distributed. The importance of having these tools available during emergencies was proved during recent Cyclone FANI. The members were requested to review the logistics assessment tools and provide their feedback and input.</li> </ul>	Agencies to provide their feedback and input.	Agencies	15 June 2019
6.	AOB	<b>NTR</b>	Next National Logistics Cluster meeting proposed for end of June 2019. Invitation to follow.	WFP	15 June 2019
The chair closed the meeting with thanks to all members.					