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# Meeting Minutes, 2 March 2020

Harare, Zimbabwe



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<b>LOCATION:</b>	Harare, Zimbabwe
<b>DATE:</b>	2 March 2020
<b>LEADS:</b>	DoCP, GLC, WFP
<b>PARTICIPANTS:</b>	ADRA, CRS, DoCP, HOCIC, IRC, UNFPA, UNICEF, WFP
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Welcome and Introduction</li><li>2. Update on Logistics Preparedness Workshop with Government</li><li>3. Presentation from WFP on how they are managing transporter fuel access</li><li>4. Review of draft outcomes and outputs for the ZNLS working group TORs</li><li>5. Upcoming event</li></ol>
<b>OUTCOMES</b>	A draft of TOR with objectives and intended outputs for the working group: Transport, Fuel, Procurement, Import Clearance, Warehousing and Flood Preparedness and Prepositioning
<b>ACTION ITEMS</b>	<ol style="list-style-type: none"><li>1. GLC representative to circulate Transport list for update by partners</li><li>2. GLC representative to circulate copy of the Logistics Preparedness and Response Handbook.</li><li>3. DoCP to request list of Direct Fuel Import fuel stations across Zimbabwe from the Ministry of Energy</li><li>4. DoCP to liaise with NOIC regarding potential for dedicated fuel stations for humanitarians/transporters providing aid.</li><li>5. GLC representative to distribute WG TOR's to ZNLS for comment.</li><li>6. DoCP to disseminate Logistics Preparedness workshop invitation letters with support from WFP</li><li>7. ZNLS members to nominate names of individuals from agencies for the WG's.</li><li>8. Next meeting in 2 weeks (not on a Monday)</li></ol>

## 1. Welcome and Introduction

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Mr Lameck Betera from Department of Civil Protection (DoCP) opened the meeting and stressed the importance of this partnership to navigate the logistical challenges in Zimbabwe and meet the needs of the people.



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## 2. Update on Logistics Preparedness Workshop with Government

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Patricia Thornhill from WFP/ Global Logistics Cluster informed the participants that a 2-day workshop on logistics preparedness will be held in Harare 2-3 April. This workshop will include all the relevant line ministries, provinces, humanitarian partners, private sector and donors. A gaps-and-needs exercise will be conducted to capture the Governments' inputs. There will then be working sessions where the relevant stakeholders can work together on the topics they raised. This work of the working groups will provide a starting position for immediate engagement with government and private sector on specific issues.

Invitations will be sent from DoCP.

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## 3. Presentation from WFP on how they are managing transporter fuel access.

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Ian Figgins from WFP Supply Chain explained there were Direct Fuel Importer (DFI) fuel suppliers/stations that are permitted to trade in forex.

WFP has a contract with one of the suppliers and buy large quantities of diesel which are issued in coupons. These coupons are provided to WFP contracted transporters and redeemed at the suppliers' stations around Zimbabwe. This idea could be investigated by agencies with other DFI suppliers.

WFP is not able to issue fuel vouchers on behalf of other humanitarian agencies however WFP offered to provide guidance on setting up similar arrangements with other DFI suppliers.

WFP suggested to DoCP it would be useful if NOIC could provide dedicated fuel stations in Zimbabwe for humanitarian agencies providing aid.

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## 4. Review of draft outcomes and outputs for the ZNLS working group TOR's.

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A productive working session was conducted on the six working groups TOR's to gain input from the DoCP, UN agencies and NGO's. Objectives and outputs needed to strengthen capacity in these areas were drafted as a starting point for engagement with Government and Private Sector.

There was only limited input from participants due to lack of attendance so the TOR's will be circulated for further comment. It was noted Monday was not a good time for the meeting.



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## 5. Upcoming Event

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A Logistics Preparedness Gap Analysis & Action Planning Workshop will be held on 2-3 April 2020 at the Rainbow Towers Hotel in Harare, Zimbabwe. This workshop is jointly organised by the Department of Civil Protection, the World Food Programme and the Global Logistics Cluster with the support of the German Humanitarian Assistance and USAID.

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