



## Logistics Sectoral Working Group Meeting Minutes

Venue : WFP Philippines Country Office  
Rockwell Business Center Sheridan  
11<sup>th</sup> Floor, South Tower

Date : January 14, 2020

Time : 10:00AM

### Present:

1. Kevin Howley – WFP
2. Noel Delos Santos – WFP
3. Carlo Buning – WFP
4. Claire Samole – WFP
5. Anthony Carlo Adviento – Habitat for Humanity
6. Trina Salonga – PDRF
7. Philline Curz – PDRF
8. Carl Vincent Caro – PDRF
9. Maricel Campomanes – PLAN Int'l
10. Karen Rachel Simon – Save The Children
11. Oliver Koch Mathian – ACTED
11. Zulieka Quezon – Relief Int'l
12. Mark Estela - CARE
13. Mark Anthony Baranggan - CFSI
14. Steve Francis Realuyo – ATI DPI World
15. Janice Picardal – ATI DPI World
16. Marianne Magtibay - IOM
17. John Ferdinand Uy - IOM
18. Joan Madaranf - IOM
19. Edwin Rivera – ADRA
20. Jojo Cangao – Int'l Medical Corps
21. Aijane Camarines - Int'l Medical Corps

Agenda	As Discussed
<b>Introduction of the Logistics Cluster</b>	<ul style="list-style-type: none"><li>• The Logistics Cluster is a network or organization working together to, prepare for and respond to, emergencies.</li><li>• Introduce Logistics Cluster Website with the following functionality: <a href="https://logcluster.org/">https://logcluster.org/</a><ul style="list-style-type: none"><li>○ Logistics Operational Guide</li><li>○ Logistics Learning</li><li>○ Logistics Capacity Assessment</li></ul></li><li>• The site contents information of Logistics training, best practices, and sample templates for logistics operations.</li><li>• Anyone can access the information in the Logistics Cluster website: <a href="https://logcluster.org/">https://logcluster.org/</a></li><li>• Introduce GLC Preparedness project.</li></ul>



<p><b>Logistics Capacity Assessment Project</b></p>	<ul style="list-style-type: none"> <li>• The LCA is a tool to provide updated information on logistics infrastructure and services in a country.</li> <li>• Philippines LCA needs updating. The last complete updated was 2013.</li> <li>• WFP made partial updates in some area like in the Visayas Region and Luzon 2019.</li> <li>• Organization interested to join in the LCA project should get in touch with Kevin Howley (<a href="mailto:kevin.howley@wfp.org">kevin.howley@wfp.org</a>) for more details. WFP will provide budget for travel, meals and accommodation. LET will also support in the project.</li> </ul>
<p><b>Warehouse and Response Equipment Availability</b></p>	<ul style="list-style-type: none"> <li>• WFP has two (2) warehouses, one in Mabalacat, Pampanga and one in Polloc, Maguindanao.</li> <li>• These warehouses are open for shared space rental. Interested party is to get in touch with Kevin Howley (<a href="mailto:kevin.howley@wfp.org">kevin.howley@wfp.org</a>) for arrangements and details.</li> <li>• WFP can share/ loan equipment such as MSUs, generators, tower lights, boats, engines and etc. Interested party should get in touch with Kevin Howley (<a href="mailto:kevin.howley@wfp.org">kevin.howley@wfp.org</a>) for arrangements and details.</li> </ul>
<p><b>Comments &amp; Questions</b></p> <ul style="list-style-type: none"> <li>• How do one become an official member of the Logistics Cluster? Should a MOU, contract or agreement be signed?</li> <li>• How can one ask WFP for support or help with equipment available at WFP warehouse?</li> </ul>	<ul style="list-style-type: none"> <li>• There is no need for any document to become part of the Logistics Cluster. One can join and should be willing to share information.</li> <li>• WFP to send the General Terms of Reference for cluster to everyone.</li> <li>• Organization should send a request to Mr. Kevin Howley (<a href="mailto:kevin.howley@wfp.org">kevin.howley@wfp.org</a>).</li> </ul>



<ul style="list-style-type: none"><li>• Can the Logistics Cluster help with processing of international donation with the government?</li><li>• Do you have supplier you can share to the member of the Logistics Cluster?</li><li>• Suggestion to have regular Logistics Cluster Meeting.</li><li>• Suggestion to create a group for Philippine Logistics Cluster.</li><li>• Improve the Logistics part on the Rapid Assessment Form.</li></ul>	<ul style="list-style-type: none"><li>• Logistics Cluster is not a legal entity. WFP can liaison in behalf of the Cluster. WFP can provide latest guideline on international donation.</li><li>• During Haiyan, the Cluster was activated, and government created the one-stop-shop for all international donation. But during normal operation, organization must go through the regular process.</li><li>• One of the purposes of LCA is to provide information to anyone who may need them which includes suppliers in an area. Supplier info is already in the LCA. WFP can share supplier info specially if it is not yet in LCA.</li><li>• A quarterly Logistics Cluster meeting is ideal as per agreement by the group. Next Logistics Cluster meeting to be announced.</li><li>• Suggestion is well noted. WFP will investigate the possible flatform in making a Philippine Logistics Cluster group.</li><li>• Items for Logistics in the Rapid Assessment Form is not enough to provide Logistics info during disaster impact assessment. Suggestion is made to either improve the form or create template for Logistics info sharing. For further discussion.</li></ul>
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**PHOTOS :**

Taken during the discussion with Kevin Howley.

