

National Logistics Cluster Meeting Minutes

28th February 2023 (Hybrid Modality)

NATIONAL LOGISTICS CLUSTER (NLC)

BANGLADESH

Meeting Chair: Ms. Momena Khatun, Joint Secretary, Ministry of Disaster Management & Relief (MoDMR) and

Co-Chair: Margaret Aluda, Head of Supply Chain, WFP Bangladesh

Logistics Cluster Coordinator: Akhtarul Islam, Logistics Officer & National Logistics Cluster Coordinator, WFP

Participating Agencies: UNRCO, UNICEF, UNHCR, IOM, UN Women, WHO, WFP, UNFPA, Islamic Relief, CARE Bangladesh, Save the Children, BDRCS, MI, Concern Worldwide, Oxfam, Relief International, Atlas Logistics, TDH, Caritas, Plan International, and NRC.

Venue: Hybrid Modality (IDB 17th Floor Meeting Room in person and Zoom)

Date: 28 February 2022, Tuesday, 3:30 PM - 5:30 PM

SL	General
1.	<p>The National Logistics Working Group/Cluster Coordination meeting held at IDB Bhaban 17th floor meeting room both in person and virtually.</p> <p>Meeting was chaired by Ms. Momena Khatun, Joint Secretary, MoDMR, who joined in the meeting through zoom link as she had another meeting with Secretary, MoDMR just before this meeting, so could not manage to attend in person. She mentioned that there will be another meeting on 7th March in Bhasan Char with Food Security and Inter Agency Logistics Cluster agendas will be focused only on Bhasan Char. She also discussed about disaster prone month and fire incident, flood season coming in June and agencies should come together and coordinate with each other to mitigate it. A coordination with national and local authority should be maintained for relevant work to reaching out to them during any emergency.</p> <p>Ms. Aleyda Valdes, Humanitarian Affairs Officer/ Interim adviser of UNRCO office mentioned that there will be a workshop in March 2023 where OCHA will present to discuss the cluster functions and responsibilities. She also mentioned that there should be dotted line between the ISCG and HCTT to decide who will take the lead during cyclone in Cox's bazar and Bhasan Char as there are different structures and working group are working at CXB and Bhasan Char. Therefore, this should be fixed how cluster coordination structures are linking up with Cox's bazar, Bhasan Char and National level.</p> <p>Logistics Cluster Coordinator updated that that WFP's Logistics sector activities in Cox's bazar has been phased out from 1st January 2023. So, the Log sector activities will be dealt by National Logistics Cluster, it was discussed in the last Logistics Cluster meeting held on 20 December 2022 in presence of Logistics sector Coordinator. The asset inventory and residual funds of Logistics sector has been handed over and under custody of the WFP Supply Chain Unit. As discussed, a common participant list of stakeholders from Cox's bazar and Dhaka has been updated, as a result, many participants from Cox's bazar also attended in this National Logistics Cluster meeting. In next meeting, the stakeholders from Bhasan Char will also be invited to work together.</p>

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	Agenda Items	Discussions	Action Points	Responsible	Deadline
2.	Review the Last Meeting Minutes	<ul style="list-style-type: none"> • Previous meeting minutes were shared and adopted with no further queries. • WFP has signed long term Agreements (LTAs) with commercial companies for transportation of food and NFIs from Chittagong/Chairman Ghat to Bashan Char. Agencies requiring this service can piggyback on these agreements and/or contact WFP if in need. • WFP shared a Memorandum of Agreement (MoA) to Secretary, MoDMR to sign to take over 2.5 warehouses (1,4000 sqft each) as soon as possible for storage of food commodities for all agencies working at Bhasan under cost sharing basis. The other 1.5 warehouses will be managed by the RRRC. 	<ul style="list-style-type: none"> • Survey will be conducted to identify the training needs and requirements. • Another survey will be conducted among other Cluster members /Coordinators to know their expectations and preferences from Logistics Cluster 	WFP	31 Mar
3.	Review NLC TOR and Work Plan for 2023	<ul style="list-style-type: none"> • “TOR of National working group” was shared and received in the meeting. • RCO suggested that that it would be good to finalize the TOR of NLcWG after the meeting with OCHA in March, when the functions of each cluster will be clearer. • Work Plan: NLCWG Work plan was reviewed and endorsed in the meeting. 	<ul style="list-style-type: none"> • Work Plan 2023 has already been shared and endorsed • LOGWG TOR will be shared soon 	WFP	31 Mar
4.	Logistical needs for Warehouse and transport facilities under bi-lateral service provider (BSP)	<ul style="list-style-type: none"> • Agencies mentioned that they need warehouse facilities in Chittagong and Bhasan Char under cost sharing basis. • Common vehicle facility: This is still under discussion with Admin Unit for staff movement from cox’s bazar to camp. There can be a UBER type facility, or an App can be created. As an example, WFP Nairobi has common shuttle service provided by a 3rd party which is shared by all agencies 	<ul style="list-style-type: none"> • WH Need Assessment Survey Questions will be shared • WFP will share WH list and other agencies should also update • WFP will share the vehicle sharing option to admin to take it up at the admin WG 	WFP	31 Mar

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5	Support to DDM for operationalization of Emergency Logistics Operational Dashboard (EOD)	<ul style="list-style-type: none"> It was discussed that DDM would require additional technical support to make operational of EOD application. CARE International and ADPC is providing training support to the district level official of DDM 	<ul style="list-style-type: none"> WFP will explore funding options to provide 1-year technical support to DDM 	WFP	30 Apr
6	Preparedness and response plan for Sylhet areas/upcoming emergencies	<ul style="list-style-type: none"> Deputy Commissioner (DC) of Sylhet district has requested agencies to establish a warehouse facility in Sylhet if possible, for the people to store their food/NFIs At present, WFP and UNICEF has common office premises in Sylhet but there is no additional space to have warehouse facility. It was discussed that all agencies present in Sylhet will check and confirm if any standby partners have warehouse facilities in Sylhet that can be used on a cost sharing basis. 	<ul style="list-style-type: none"> WFP will assist with other agencies if required RCO will share the standby partner list in Sylhet Explore the possible warehouse space to share 	WFP RCO	30 Apr
7	Update Logistics Capacity Assessment (LCA)	<ul style="list-style-type: none"> Update of Logistics Capacity Assessment (LCA) is – last one was done in 2020. WFP is exploring the use of a consultant; to update it by 2nd quarter. 	<ul style="list-style-type: none"> WFP will share the result with LWC 	WFP	30 Apr
8	AOB (Customs, Security, New regulations, Ban Issues etc.)	<ul style="list-style-type: none"> No recent customs related barriers found unlike Covid times ban issues. There was a check to determine if to change meeting frequency to 1 month or retain the 2 months. Most of the participants voted for 2 months; therefore, the next LWG meeting will be held in Last week of April hosted by UNRCO in Gulshan 2. 	<ul style="list-style-type: none"> Next Meeting hosted by UNRC in Gulshan 		
<p>The meeting has been closed and all participants has thanked each other.</p>					

Ms. Margaret Aluda
Head of Supply Chain, Co-Chair of NLC, WFP

Ms. Momena Khatun
Joint Secretary, MoDMR & Chair of NLC, Govt