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| LOCATION | Online |
| DATE | 18 September 2025 |
| CHAIR | Logistics Officer, SHOC |
| PARTICIPANTS | East African Humanitarian Summit (EAHS Africa), Global Logistics Cluster (GLC), International Federation of Red Cross (IFRC), International Medical Corps (IMC), Oxfam, Southern Africa Development Community Humanitarian and Emergency Operations Centre (SHOC), United Nations Population Fund (UNFPA), United and World Food Programme (WFP), Welthungerhilfe (Emergency Prepositioning Strategy, ESUPS). |
| AGENDA | <p>Welcome & Introductions</p> <p>Update from Previous Meeting</p> <p>Opening Remarks</p> <p>Partner updates</p> <ul style="list-style-type: none">• United Nations Population Fund (UNFPA)• Emergency Supply Prepositioning Strategy (ESUPS)• East Africa Humanitarian Summit• Other <p>SADC Humanitarian and Emergency Operations Centre (SHOC) Update</p> <ul style="list-style-type: none">• SHOC Preparedness project launch• Emergency response training (ERT)• SOP development <p>Logistics Cluster updates</p> <ul style="list-style-type: none">• Environmental Sustainability• Emergency Preparedness – Tanzania• Impact Measurement Study• Emergency Preparedness Mapping Exercise <p>Feedback & any other business</p> <p>Wrap Up & Closing Remarks</p> |



ACTION POINTS

- **Stock Mapping Participation:** Partners encouraged to join the regional stock mapping effort and share organisational stock information for improved preparedness and response.
- **Preparedness Mapping Exercise Input:** Partners to provide organisational inputs regarding operational readiness, training, SOPs, and localisation initiatives to enable the preparedness mapping exercise via the shared link. Arrange bilateral meetings with the Cluster team if assistance is needed to complete or review the preparedness mapping matrix.
- **SOP Development Consultation:** SHOC will engage partners as key informants during the development of the SHOC SOPs and ensure the inclusion of environmental sustainability in the procedures.
- **National Disaster Management Authority Engagement:** Explore ways to engage logistics practitioners from national disaster management agencies in future meetings, possibly through focused discussions with a streamlined agenda.

1. Welcome & Introductions

The Regional Logistics Working Group convened to review progress on key preparedness initiatives, including updates on regional SOP development, regional stock mapping, and environmental sustainability in supply chains. Partners shared recent achievements such as the launch of Tanzania’s National Logistics Working Group, the UNFPA Mombasa workshop’s impact on cost savings, and the rollout of the ECHO-funded SHOC preparedness project. Ongoing activities include the emergency preparedness mapping exercise, impact measurement study, and preparations for the upcoming East African Humanitarian Summit and Global Logistics Meeting (GLM).

2. Opening Remarks

SADC Humanitarian and Emergency Operations Centre (SHOC)

A warm welcome was extended to all partners, highlighting the Regional Logistics Working Group’s mission to coordinate logistics efforts and facilitate information sharing in support of humanitarian efforts. The remarks stressed the importance of collaboration, networking, and avoiding duplication among stakeholders, particularly as preparations intensified for the upcoming rainy season which normally results in cyclones and its associated risks. The commitment to assisting impacted communities within SADC member states was reaffirmed, with a focus on collective action to address local challenges and enhance emergency preparedness and response.

3. Partner Updates

United Nations Population Fund (UNFPA)

UNFPA provided an update on recent activities, highlighting a logistics-focused workshop held in Mombasa, Kenya in July 2025. This workshop aimed to strengthen the capacity of country offices and partners in last mile processes, with a focus on reducing costs and improving efficiency. The session included collaboration with the Logistics Cluster and resulted in measurable cost savings in countries such as Uganda, Zambia, and Zimbabwe. Additional capacity-building sessions are planned, including one in the Democratic Republic of the Congo (DRC) to address complex humanitarian environments.

In Botswana, UNFPA is supporting the national response to medical supply shortages by working closely with the Ministry of Health. Third-party procurement facilities are being used to support the government purchases and move essential commodities quickly. UNFPA is also identifying regional countries with overstocked supplies to facilitate the transfer of these commodities to Botswana, ensuring a more effective and timely response to the ongoing medical supply challenges.

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Emergency Supply Prepositioning Strategy (ESUPS)

ESUPS is advancing a regional stock mapping initiative in collaboration with SADC and IFRC, aiming to gather comprehensive data on prepositioned humanitarian supplies. All international organizations and NGOs were encouraged to contribute their stock information on the platform to improve preparedness for the upcoming cyclone season. The [platform](#) now allows for easier data sharing, and partners are invited to access and update their stock data to support country and regional analysis and recommendations.

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East Africa Humanitarian Summit 2025

The [East Africa Humanitarian Summit](#) is recognized as the continent's oldest established humanitarian summit, held annually in Nairobi, Kenya since 2011. It serves as a platform for high-level dialogue, bringing together United Nations agencies, NGOs, Development Banks, and the private sector to discuss aid, development, partnerships, and procurement. This year's focus is on the critical role of logistics in building resilience, particularly through public-private collaboration and last mile delivery in humanitarian operations. All stakeholders in the humanitarian sector are invited to attend and contribute to the discussions and networking opportunities provided by the summit.

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4. SHOC Updates

SHOC Preparedness project launch

The SHOC Preparedness project, funded by ECHO, was launched to enhance emergency logistics and response capacity in five pilot countries: Madagascar, Mozambique, Malawi, Zimbabwe, and Zambia. The project focuses on developing a regional logistics prepositioning strategy, strengthening the SADC Emergency Response Team (ERT) with specialized logistics and search-and-rescue training, supporting SHOC with geospatial tools and creating harmonized logistics protocols to facilitate cross-border humanitarian operations. A major emphasis is placed on supporting government-to-government collaboration, and addressing policy gaps and operational challenges that hinder effective response.

Currently in its inception phase, the project involves ongoing mapping activities and active engagement with disaster management authorities in the region. Stakeholders are encouraged to share existing efforts and collaborate to foster a harmonized approach to emergency preparedness and response across SADC Member States.

Standard Operating Procedures (SOP) Development

The SHOC is developing its SOPs under the DRMSS project to enhance efficiency, consistency, and effectiveness in emergency operations. The SOPs will cover key functions such as accounting, early warning, emergency telecommunications, response teams, resource management, ICT, reporting, security, and supply chain management. The process involves engaging consultants, and partners are invited to provide input on gaps and needs to inform the SOP development.

5. Logistics Cluster Updates

Environmental Sustainability

The Logistics Cluster's Environmental Sustainability team (WREC) is actively supporting East and Southern Africa partners with tailored guidance, mapping, and training to advance sustainable supply chain practices. The collaborative effort during the recent months has focused on waste management, recycling, and solarization, with mapping tools available to identify infrastructure and best practices across some countries in the region.

The solarization mapping project aims to help organizations transition from diesel generators to renewable energy, reducing both costs and environmental impact. Case studies have demonstrated significant cost savings and income generation from sustainable supply chain activities. Resources and guides are available for partners to replicate these successes. Relevant links to resources, training, and contact details were shared including:

- [LogIE sustainable supply chain mapping](#)
- [Introduction to Environmental Sustainability training](#)



- [Other Environmental Sustainability trainings](#)
- [Circular Economy resource](#)

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Emergency Preparedness – Tanzania

A National Logistic Action Plan aimed at strengthening national systems and enhancing collaboration among stakeholders for more effective and timely emergency response was developed through engagement with multiple stakeholders and endorsed by government. Two key workshops were conducted: the first in July officially launched the National Logistic Working Group and validated its terms of reference, while the second in August focused on co-developing national SOPs for logistics coordination in multi-hazard contexts.

The new SOP is designed to bridge the gap between strategic frameworks and operational realities. When finalised and implemented, the SOP will ensure timely and predictable logistics responses, improved coordination, information sharing, and foster access to logistics resources during emergencies. Continued stakeholder engagement is planned, with the next in-person coordination meeting scheduled for October.

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Impact Measurement Study

The Center for Humanitarian Logistics and Regional Development (CHORD) research team has submitted an interim report with findings, analysis, and recommendations from study countries where the Field-based preparedness project (FBPP) has been implemented and transitioned. The report is under internal review and will be shared with the relevant countries (Malawi and Bhutan) before broader dissemination, expected from November onward. The team also visited a project activity in Tanzania, which is part of the longitudinal case studies, and will conduct further stakeholder interviews and focus group discussions in the coming weeks. The final report, including longitudinal study countries, is due by the end of December, with broader dissemination planned in 2026.

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Resources

- Preparedness overview: [2025 Preparedness Road Map](#)
- [The Preparedness Enabler's Guide \(PEG\)](#) has been published and available on a dedicated landing page for Institutional Capacity Strengthening: [Institutional Capacity Strengthening \(ICS\) | Logistics Cluster Website](#)



Contacts

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