

Relief and Logistics Thematic Working Group

Meeting Minutes

6 January 2026



LOCATION	Barbados (virtual call)
DATE	6 January 2026
CHAIR	WFP/CDEMA Relief and Logistics Thematic Workinroug
PARTICIPANTS	Caribbean Disaster Emergency Management Agency (CDEMA), Global Support and Development, YachtAid Global, IFRC, Team Rubicon, UK Foreign, Commonwealth & Development Office- FCDO, International Medical Corps, ConversaCorps, ODPEM, Shelterbox, DHL, IOM, Convoy of Hope, World Food Programme (WFP)
AGENDA	<ol style="list-style-type: none">1. Action Points2. Control Tower3. Jamaica- Logistics Operations Updates4. Regional Logistics Simulaiton Exrecise5. Partner Updates6. AOB
ACTION POINTS	<ul style="list-style-type: none">- Partners to continue submitting upstream data using the excel template- Partners to share transport needs and last-mile requirements via the Service Request Form (SRF) and WFP common services email.

1. Recap of Action Points

- Partners to continue submitting upstream data using the Excel template for control tower updates – Ongoing
- Partners to share transport needs and last-mile requirements via Service Request Form (SRF) and WFP common services email – Ongoing

2. Control Tower Updates

- WFP/CDEMA coordinated 131 shipments from 76 organizations for a total of 3,216 MT.
- 63% of supplies received are for NGOs, 18% Government, 15% UN and 5% private sector.
- The largest share of received supplies were WASH (30%), and food (30%) followed by health (26%) and shelter (5%).
- WFP received 75 transport requests from 16 partners for a total of 899 MT, and 35 storage requests from 20 partners for a total of 506 MT.
- WFP has distributed over 85,000 emergency food kits across more than 130 communities.

- WFP/CDEMA Control Tower is now online at the National Emergency Operations Centre (NEOC) integrating the downstream data to provide end-to-end supply chain visibility to ODPEM for operational planning.

3. Jamaica- Logistics Operations

- WFP continues to offer its free-to-user Common Service transport and storage solutions to a broad group of partners.
- So far, 35 storage requests from 21 partners have been processed, covering 582 MT of relief items, with WASH accounting for the largest share at 55%, followed by Shelter and Food.
- WFP has also facilitated 168 transport requests from 18 partners, moving 897 MT of relief items across Jamaica, with Health representing the highest share at 45%, followed by Food and Shelter.
- In total, WFP fulfilled 203 service requests from partners.
- Customs Clearance for relief items import to Jamaica: customs exemption extended until 15 January 2026.

4. Regional Logistics Simulation Exercise

- The logistics simulation exercise will take place 1–7 February 2026 in Barbados.
- Arrival: Participants arrive on 1 February; hotel accommodation details will be confirmed this week.
- Flights: Tickets are being booked; itineraries will be shared shortly. Participants should respond promptly to confirmation emails.
- Schedule:
 - 2 February: Opening remarks and introduction at UN House, followed by lunch and transfer to Boy Scout Association (simulation site).
 - 2–5 February: Simulation exercise at Boy Scout Association; participants will sleep in tents for three nights.
 - 5 February: Return to hotel for two nights (5–7 February).
 - 6 February: Debrief at UN House; development of an action plan for hurricane season 2026. Evening: final dinner at a restaurant.
 - 7 February: Departure of participants and facilitators.
- Setup:
 - 12 family tents provided by IOM for participants; facilitators will have separate tents and workspace.
 - Two MSUs will serve as working areas for group activities.
- Participation:
 - 27 participants from 19 countries, including Caribbean agencies and international organizations.
 - 13 National Disaster Management Agencies and humanitarian organizations will join the exercise.
- Objective: Strengthen collaboration between humanitarian organizations and government agencies to solve common logistics challenges.
- Preparation: Participants should bring essential items (torch, blanket/sleeping bag, mosquito spray, etc.) for tent accommodation.
- Organizations not yet signed up should confirm participation by today if possible.

5. Partners updates

- CDEMA (Trinidad & Tobago):
 - A vessel carrying 7 containers of relief items arrived in Trinidad & Tobago on 31 December.
 - Customs clearance is delayed due to bureaucratic challenges; shipment has not been paid for, and ODPEM does not yet have all required customs documentation.
 - CDEMA indicated that the TT office is working to resolve the issue. Updates will be shared with partners (including WFP and ODPEM) once documentation is finalized.
 - Relief items are in-country but not yet cleared.
- Actions & Next Steps:
 - CDEMA will share contact details for guidance on shipments to Trinidad.
 - Donation drive has ended as advised by the government; no additional donations expected.
 - If new donations arise, TT office can provide support and coordination.

6. AOB

- The next Relief and Logistics Thematic Working Group meeting will take place on 10 February 2026.

Contacts

Regional Coordination

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