Meeting Minutes
Harare, Zimbabwe – 6 April 2016

Chair: Head of Logistics - WFP Zimbabwe
Participants: UNICEF, ADRA, WFP, ICRC, CARE International, CNFA, Welthungerhilfe, IRC
Action Points:
- Action points from the previous meeting, to be shared and discussed with participants.
- WFP to share the second draft Terms of Reference (TORs) for the Logistics Sector Working Group (LSWG) with participants and other humanitarian organisations that have not attended and encourage them to attend the next meeting.
- LSWG to hold monthly meetings to share information and update on different logistics aspects and preparedness activities.

Agenda:
1. Introduction
2. Matters arising from minutes of the previous meeting
3. Logistics Sector Working Group Terms of Reference (ToR) 3rd review before adoption
4. Operational Updates for the various organisations represented with a focus on major gaps and challenges relating to information, transport, customs clearance, storage etc.
5. AOB

Introduction

- The purpose of the meeting was outlined as:-
  - A periodic meeting to share ideas and challenges met during the previous month and to finalize the 3rd draft LSWG TORs.

Matters arising from the previous meeting

The minutes were adopted as a correct record of the proceedings after the following corrections were done:-

5. Updates and discussions by the various organisations on Logistics and preparedness issues

- **ICRC** – Currently supporting Zimbabwe Prison Services by:-
  - Providing food commodities such as sugar beans, groundnuts and CSB

- **Care International**
  - Warehouse space – in the process of increasing space

Logistics Sector Working Group Terms of Reference (ToR) 3rd Review

The team reviewed the TORs and came up with the following additions:-

Composition of the LSWG to include:-
- Government Logistics Task Force – the Task Force comprises of representatives from the key stakeholders who are important in the supply chain

Expected Outputs
- Share challenges and find mitigating ways from the team or other stakeholders involved in the supply chain
- Invite stakeholders to make presentations on best practices and lessons learnt
• Engage ZIMRA to clarify and demystify issues around customs requirements on next meeting for a start.
• Create a resource centre drop box where useful information is stored for future reference
• Share information frequently on situation on the ground in the country, through the focal person. Emergency cases to be shared as quickly as possible through the same channel. (in the meantime, WFP will take the position as focal point of the interactive forum)
• Come up with a Newsletter where achievements and ongoing activities not adequately covered by the Logistics cluster website are highlighted.

Objectives
• All partners to share their warehousing and transport capacities for each district – this will assist in reducing search turnaround time as partners can share available space during emergencies.

ACTION POINTS
• **WFP to invite ZIMRA to make a presentation on next meeting**
• **All participating organisations to forward to WFP, issues they feel should be discussed by ZIMRA during their presentation**
• **WFP to invite the government Task Force members to the next meeting**

Operational Updates

**World Food Programme**
• Logistics Capacity Assessment Report forward to HQ for final review – to be shared with team once completed.
• Additional transporters to be added to the WFP shortlist for transporters. The list will be posted on the web page: http://www.logcluster.org/ops/elino16 once ready.
• CBCA (Consignment Based Conformity Assessment) was shared through WFP HQ for posting on the same webpage above.
• There is a Regional Supply Chain Assessment Report facilitated by WFP which will be shared with the team and posted on the website.
• The WFP Lean season programme has been extended.
• WFP is implementing a joint programme with the Government of Zimbabwe, where WFP is providing logistical support in the form of transport for moving GoZ maize grain to various districts.
• Warehousing space has been increased with the re-opening of Masvingo warehouse which is now fully functional.

**CARE International**
• On-going nutrition feeding distributions in Zaka, Chivi and Bikita
• Moving NFIs for the WASH programme.
• Still looking for warehousing space.
• Transporter base increased and contracts expire end of September, 2016.

**CNFP**
• Development for Assistance project running under AMALIMA
• Currently running nutrition projects in Gwanda, Tsholotsho and Bulilima
• Warehouses were closed end of March, 2016 due to lack of food causing a break of 2 months. However, re-opening is expected beginning of June, 2016

Challenges
• Veg oil permits taking 2 months to come out
• Bulk permit challenges with authorities
• Transport availability limited especially in Bulawayo due to limited capacity, therefore
• transporters end up subcontracting

IRC
• No activity in emergency assistance
• Have forwarded a proposal for cash transfer which is awaiting approval and funding
• Currently doing capacity building for Masvingo, Chiredzi, Mutare and Mutasa districts
• Construction of Maternity homes and training of nurses in some districts currently going on.

ICRC
• Providing food support – (beans, groundnuts and CSB) to major prisons in the country using own transport.
• Training and provision of agricultural inputs to alleviate issues of malnutrition within prisons. The obligation of feeding prisoners still lies with the government.
• This year’s crop at prison farms did not do well due to Elnino
• No problems with customs clearing.
• Have a warehouse in Willowvale, Harare

Welthungerhilfe
• Funding market gardens in Gokwe North and South and Midlands to address the issue of food security within the communities
• Working with other NGOs on issues of livestock

UNICEF
• Sourcing and storage of NFIs for the WASH programme
• No challenges on Customs clearance

AOB

• Transport Rates – It was agreed that all partners should share rates for transport, warehousing and other logistical services of interest with the group as this will assist in guarding against being overcharged. The rates may not necessarily be actuals if an organisation is not comfortable sharing their actuals but an indicative rate with the ranges from the lowest to highest for specific destinations or areas.

• Management of website – WFP HQ is responsible for managing the website : http://www.logcluster.org/ops/elnino16

Next Logistics Sector Coordination meeting will be held
in Zambezi Room, WFP Office Harare, on 4 May at 16.00

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