



LOGISTICS PILLAR COORDINATION MEETING

14 July 2021, NDMA Office.

Minutes

Introduction

Deputy Director General John Vandy Rogers opened the meeting and highlighted the importance of this partnership for logistics preparedness and response for this wet season in which the peak is late July and through August.

Meeting Objectives

Discuss and finalise the Action Plan

Discuss Terms of Reference and Sub working groups

Discuss key priority activities for this wet season

Meeting Agenda

- Review the information sharing and coordination sections of the Action Plan.
- Demonstrate the logistics capacity mapping and discuss what else needs to be added and who will lead on the data collections.
- Provide relief stockpile to date and discuss data capture and potential gaps.
- Group work on rest of the Action Plan (endorsement, additions, and priorities).
- Discuss Terms of Reference and identify sub-working group leads and response group.

1. Plenary review of Information sharing and communications sections

All aspects of section one of the plan were supported. Comments included:

- Use of the Google drive was endorsed as a short-term measure and the link will be sent out to Pillar members. There is little experience in its use, so an instructional guide was agreed to be provided.
- Logistics capacity information to be collected and where possible added to the Log:ie platform (see next agenda item).
- Contract lists, email lists, and WhatsApp group for the Pillar and key working groups to be created. Suggested that Signal is considered for use as it can hold more people and would avoid the WhatsApp group message congestion.
- Alternative ETC needs to be considered to address the black zones in telecommunications. This is included in the Action Plan already.
- Community logistics information needs and data capture to be channeled through DDMC's – Pillar should not communicate to community directly.
- Communication, assessment, and reporting templates required were discussed and agreed on.



2. Demonstrate the logistics capacity mapping

The Log:ie (Logistics Information Exchange) platform, enhancing logistics capacity mapping, was introduced along with the DSTI GIS government portal. Input on additional information that could be added to Log:ie in the short term to assist with logistics planning was discussed.

- Evacuation facilities – DDMCs / IOM /shelter pillar to lead on data collection.
- Primary health 24/7 facilities; Hospitals; and Isolation facilities. Include ambulance and oxygen availability onsite. MoHS; NMSA; MSF to assist.
- Mobile phone call and data coverage to identify black zones. NATCOM to lead.
- Bore sites were suggested although it could be complicated to link to logistics. UNICEF to lead on collection of GIS sites. This could be added to DSTI portal.
- The Log:ie platform will be used this wet season whilst capacity is developed for DSTI /government to map and control the process in future. A meeting to discuss the capacity and agreements is needed between DSTI, NDMA, and WFP.

3. Relief item stockpile

- An up-to-date stocksheets was provided on the current relief items compiled by UN, NDMA, and NGO's in preparation for the wet season, which can be filtered down to pillar and item levels.
- A discussion about the need to standardise the description and type of NFI's where possible, also to standardise the reporting to make it easier to compile and identify gaps.
- It was suggested that expiry dates should be added to the report. It was suggested that it was individual humanitarian agencies responsibility to manage expiring goods, not the Pillar. Agencies should include expiry in their reporting templates. It was recommended that a template for agencies to use should be provided.
- The issue of donation of expired goods, and decisions on now expired donated goods situated at RSLAF JLU needs to be taken. The Action Plan has included the need to develop a donations policy and communication package with key stakeholders. This was identified as a priority. A stocktake at JLU is needed with resort and stack cards and decisions made on expiring goods ASAP when Major Prince is available. Items will be added to the relief item spreadsheet.
- Discussions on the need to develop a SimEx to test systems were held. As we are already hitting the peak of wet season and there are no communication systems, logistics capacity documents, or response plans developed, there is nothing to test. Priority and group efforts need to be directed to compiling information and guides to help emergency response now, rather than development of a SimEX. It was agreed an After Action Review post wet season and a SimEx should be conducted to test improvements – through October at the earliest.

4. Group work review of the Action Plan sections

- Groups were formed to review the remaining sections of the Action Plan and present back.
- Minor updates were made to the content of the Plan, which is now finalised. More work is required to identify leads and deadlines through working groups.



5. Terms of Reference, sub working group leads and response group

- The terms of reference were reviewed in a plenary session and were endorsed.
- Sub-working groups under the Pillar to develop and implement activities in the Action Plan were agreed along with lead agencies. Health was unfortunately not represented so they will need to be implemented
- The key response pillar team was determined to be those who were responsible for coordination and communication and working group leads.
- Pillar meeting frequency was suggested to fortnightly in the lead up to wet season with working groups also needing to meet weekly to get the information and tools developed.
- Need to have an inter-pillar coordination meeting ASAP to gather key information and get other pillars preparing for flood season so the Logistics Pillar knows what it needs to support.

6. Action items

1. Send out link to information Google sharing site and develop quick user guide – **NDMA, WFP**.
2. Create contact list, email list, WhatsApp group, reporting templates and assist set-up of Working groups – **NDMA, WFP**.
3. Data collection and addition to the Log:ie platform on:
 - a. Isolation facilities and Hospitals / 24/7 primary health centres with ambulances and oxygen – **MoHS**
 - b. Evacuation centres – **DDMC's / IOM/ shelter pillar**
 - c. Mobile phone coverage – **NATCOM**
4. Set-up meeting between DSTI, NDMA, and WFP on building capacity of the integrated governmental GIS portal and DSTI GIS staff – **WFP**.
5. Develop and send standardised stock reporting template for agencies – **WFP**.
6. **SCI, DLRCs, MSF** to send itemised relief items available for flood response and add to stock report spreadsheet.
7. Set up warehouse and stock management working group to start development of donation policy and communications — **NDMA**.
8. Do a stocktake and re-sort of the JLU warehouse for addition to stock report – **WFP, NDMA, RSLAF**.
9. **NDMA** to make decision on action on expired and near expiring food stores.
10. After Action Review and SimEX to be organised after wet season – **NDMA, WFP**.



Participants

	Name	Position	Agency
1	John Vandy Rogers	Deputy DG	NDMA
2	Patricia Thornhill	Log Preparedness	GLC - WFP
3	Eden Guizaw	HoSC	WFP
4	Gwenael Rebillon	Emergency coordinator	Unicef
5	Ronald Turay	Research Officer	NDMA
6	Margaret Dauda	DRR Prog Officer	UNDP
7	Patrick Lamin	W/Rural Waterloo	ONS
8	Malcolm Cole	West Urban DC	ONS
9	Abdul Akim Sheriff	Emergency coordinator	SCI
10	Mohamed Koroma	Ops/Logistics	UNOPS
11	Nelson Nyandemoh	Director	SLRCS
12	Hafsatu Rakie Sesay	UAV tech lead	DSTI
13	Simta Kolisha Sesay	Research Officer	NDMA
14	COL KT Sesay	logistics HQ JFC	RSLAF
15	Uman Menjur Sesay	Research Officer	NDMA
16	Davies M Mumba	Logistics CO	MSF OCA
17	Gbangay Kanu	Assistant Director	MOSW
18	Harding E Tommy	Director	NATCOM
19	Abdul Salaam Sanusi	SNR transport officer	MTA
20	Eugene Sawyer	Flight handler	Regent Freight services
21	Eric K Vandi	Director	NRA
22	Brima Bendu	Finance officer	IOM
23	Nabie.A Kamara	Ass Director	ONS
24	Ishmael Abib Samura	Logistics	WFP Makeni
25	Grace E.F.jonas	M&E	Caritas
26	Harold Deigh		NaCSA
27	Supt Salifu Conteh	D/H/OPPD	SLP
28	Peter A Karoma	Deputy CA	FCC
29	Daniel Adriaens	Logistics officer	WFP
30	Abel Kouassi	Supply chain/logs	Unicef
31	Kenneth Stevens	intern	NDMA
32	Sam Lebbie	intern	NDMA
33	Moses Patrick Bunting Williams	intern	NDMA
34	Jestina Bianga	intern	NDMA