

Meeting Minutes, 20 April 2021

Bangladesh, Cox's Bazar



LOCATION	Online
DATE	20 April 2021
CHAIR	Logistics Sector
PARTICIPANTS	Caritas Bangladesh, Dan Church Aid, Emergency Telecommunications Sector, Food and Agriculture Organization, Handicap International, Inter Sector Coordination Group, Islamic Relief Bangladesh, Malteser International, Medecins du Monde, Medecins Sans Frontieres, Relief International, Solidarites International, United Nations Children's Fund, United Nations Population Fund, USAID, Welthungerhilfe, World Food Programme, World Health Organization.
ACTION POINTS	<ul style="list-style-type: none">• Partners to complete the Cyclone/Monsoon Self-Assessment tool.• Partners are requested to submit the warehouse capacity assessment by 29 April 2021 COB.• Partners to provide useful online training platform from their organisation, if any.
AGENDA	<ol style="list-style-type: none">1. Review - Fire Response2. IM and Assessments3. Preparedness<ul style="list-style-type: none">○ Preparedness Actions○ LS Preparedness Updates○ HI-ATLAS Preparedness○ LOG i.e○ ETS preparedness4. Coordination5. Logistics Cluster online Training6. AOB

1. Review- Fire Response

- Logistics Sector reviewed the fire response; what was done, what went well and what could be improved.
- Partners asked to provide any issues encountered or areas for improvement, nothing identified.
- Presented the Logistics Sector Response like use and availability of assets including light towers, ablution units, prefabs, MSU, 16 KVA and 15 KVA generators to partners, skilled Labors provided to set up prefabs and MSUs, transportation availability through HI-Atlas, storage space, and operational of hubs for 24/7.

2. Information Management

- Collection, consolidation and sharing of logistics information related to ongoing activities, key infrastructures, and available storage & transport capacity in affected areas. Communication of key updates and information will be communicated through the mailing list and WhatsApp group.
- Suppliers lists and [Logistics Capacity Assessments](#) will be circulated amongst partners and conducted as required.
- Partners are encouraged to use the [Cyclone/Monsoon Self-Assessment tool](#) to be prepared for the upcoming cyclone/monsoon season.
 - Bilateral meetings/discussions can be arranged to provide more insight into needs and how to address them. Please contact the Logistics Sector for assistance.
 - Partners are also encouraged to submit the form after the assessment, the Logistic Sector can analyse gaps and needs.
- Partners to submit the [Warehouse Capacity Assessment 2021](#) to capture the changes in storage capacity from 2020. Collected data will be used to assess the current gaps and reflect storage availability for emergency preparedness and planning.
 - Partners are requested to submit the assessment by 29 April 2021 COB.

3. Preparedness

Preparedness Actions

- The logistics sector presented some key actions points recommended for partners on storage (including storage preparation, information sharing), operations support (including preposition of fuel and running supplies, safekeeping of assets and equipment and spare vehicle kits), transport and procurement (including supply LTA, contingency stock, transportation capacity and fleet maintenance), road access including weight limit enforcement, constraint reporting and access.
- Partners were asked to share any additional preparedness activities and identify gaps.

Logistics Sector Preparedness

- Balukhali, Unchiprang and Teknaf logistics hubs have been extended until the end of September for the cyclone and monsoon season.
- Deployable hubs have being prepared for quick response in cases of emergency in both Madhu Chara and Balukhali. Including the preposition of standby capacity. Partners are invited to visit the hub.

Atlas Logistique

- Atlas presented the emergency preparedness plan. They currently have a pool of experienced local suppliers for transportation (20 suppliers with 200 trucks), contingency stocks, skilled transporters, monsoon season preparedness plan, storage services, capacity building activities including various trainings.

Physical Access Constraint (PAC) Tool

- [Reporting](#) and [Viewing](#) tool (Log:ie) was presented to partners and will be updated on a rolling basis based on reports received from the field.
- A workshop and induction for partner organisations will be conducted next week.
- The Logistic Sector will conduct an update on the road assessment in May 2021.

Emergency Telecommunications Sector (ETS)

- The ETS presented its preparedness activities and services and provided an overview of its programme, including an update on the security communications system.

4. Online training

- Available [online Logistics Cluster training](#) was presented to partner organisations. Different trainings are available are Basic Humanitarian Logistics Training and Service Mind-Set training.
- Partners to provide online available training platforms from their organisation..

5. AOB

- Partners are requested to provide their preparedness activity plan, gaps and challenges .
- WFP shared its minimum preparedness action plan and advanced action preparedness checklist.
- Agreed on having preparedness as a part of monthly coordination meeting.

The next Logistics Sector Coordination meeting will be held online on Monday 17 May 2021 at 11:00 am.

Contacts

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