



National Disaster Management Agency
C/O Office of National Security
OAU Drive
Tower Hill
Freetown
Mob: +232-76619357

GOVERNMENT OF SIERRA LEONE
Office of the President

MEETING MINUTES

**INCEPTION OF THE LOGISTICS PREPAREDNESS PROJECT AND PLANNING DISCUSSION FOR
LOGISTICS GAPS AND NEEDS WORKSHOP ON 17TH MARCH, 2021.**

Chairman's Opening remarks

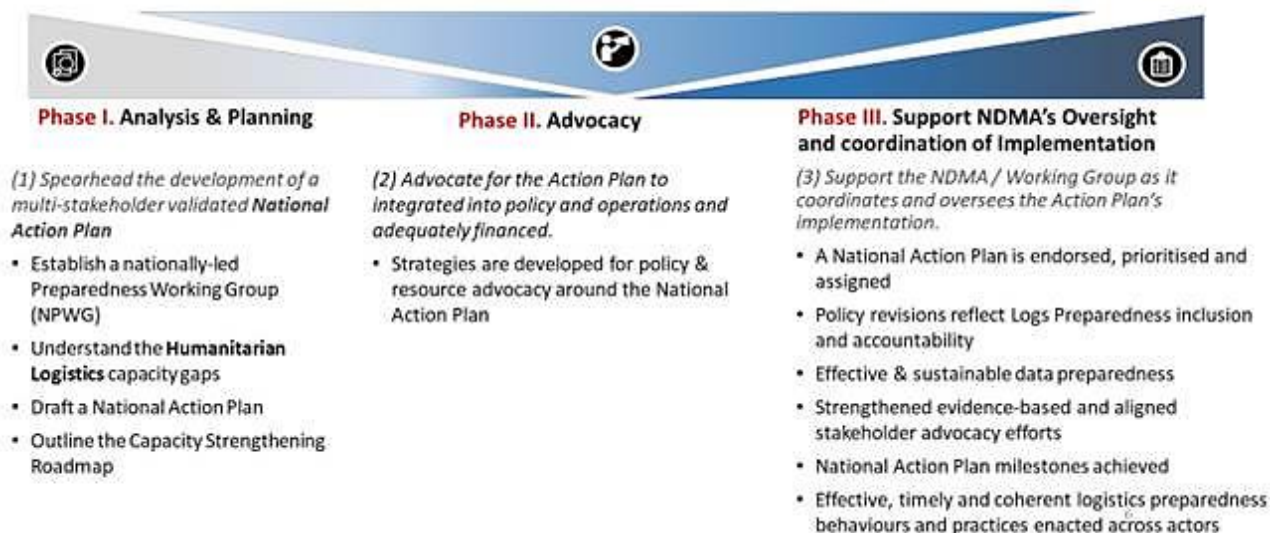
The Director of NDMA Mr. John Vandy Rogers opened the meeting and introduced the Logistics Field Based Preparedness Project which will be led by the NDMA with the support from the WFP Global Logistics Cluster. Mr. Rogers introduced the international consultant in country to assist set up the Project.

Brief overview of the Logistics Field Based Preparedness Project

Patricia Thornhill gave a presentation of the Project. The main outputs are to support NDMA to:

- formulate a Logistics Preparedness Working group that can be used to develop logistics tools, share knowledge, and enhance logistics capacity for response.
- develop a Logistics Action plan with short term and long-term strengthening activities, through a gaps and needs workshop.
- advocate for resources to implement the plan.
- begin implementing priority short term activities.

Project Phases



Review of the Concept Note for the Logistics Preparedness workshop

The workshop Concept Note and draft agenda were discussed. The workstation themes were agreed on.

Attendees emphasised the need to share information on existing capacities however the workshop should be focussed on developing the action plan for the future, and not filled too much with presentations discussing the past.

- A presentation from NDMA on the new agency and future plans, and current existing coordination structures that are working should be included as the first agenda.
- Key presentations on logistics tools and enhancements that have been achieved post EBV and landslide such as the health logistics playbook was also supported.

Dates for a two-day workshop were **proposed for 7- 8 April 2021** which falls in between Easter and Ramadan. It was noted the deadline for planning and procurement is tight however May is too late.

A high level working group was recommended to compile current information and design the detail of workshop comprising of NDMA, Patricia Thornhill, UNICEF, WHO, MSF-OCA,

SL Red Cross, UNDP, Ministry of Information, Ministry of Defence, Ministry of Transport, and MoHS.

Attendees

ONS CONFERENCE ROOM
ATTENDANCE LIST

No.	Name	Institution	Designation	Contact	Email	Signature
1	Tisch Jijya Jalloh	M.I.C	Asst Secretary	07813875	assidat.jijya@gmail.com	
2	Kari E-M Krally	SLRCS	DM focal	076-2783	karie@slrccs.org	
3	Nelson Ake Nyamoni	SLRCS	Director of program	076-2783	nyamoni@slrccs.org	
4	Robert Muzoka	WHO	IMEPR	07658293	rmuzoka@who.int	
5	GRACE KAIMESIE	NWRMA	High telcom	076226761	gracekaimesie@gmail.com	
6	IBRAHIM YOUNIS	MSF	CD	079729355	ibrahim.younis@msf.org	
7	Lt Col Jabate	RSLAF	Ch Log Off	07692008	jabate@rslaf.org	
8	Ronald Turry	UNDP	R.O	07693506	ronald.turry@undp.org	
9	UNSW Mwangi Sessay	UNDP	R.O	076940481	mwangi@undp.org	
10	Abdul R. Banga	UNDP	R.O	07694182	abul@undp.org	
11	Francis A Luma	SLCAA	AVSEC Ngr	076329351	folama@slccaa.org	
12	Francis Kutubee	SLCAA	AVSEC Officer	07663444	fkutubee@slccaa.org	
13	Phelud Nshou	NDMA	Spot Staff	07675220	nshou@ndma.org	
14	STEVE NSUBUSA	WFP	C.D.	08000551	nsusb@wfp.org	
15	Helene Mallet	UNICEF	Chief Supply	07610122	h.mallet@unicef.org	
16	Margaretta Dada	UNDP	Program	07657155	margaretta@undp.org	
17	Fai Shaha Saha	SLAA	SP Advisor	07677705	fai@slaa.org	
18	Lazima Bebe	ITM	NT	07655550	bebe@itm.org	
19	Samuel Tarray	MTA	Assistant Director	07664505	tarray@mta.org	
20	Francis Kanda	ONS/NDMA	Coordinator	07666663	frankanda@undp.org	
	Smita Sessay	SLRCS	Support Staff	078791912	smita@slrccs.org	
	Joseph B-Musa	ONS/DM	AO	07643518	jbmusa@gmail.com	
	Duraman Kargbo	ONS/NDMA	AO	076684181	duraman.kargbo@gmail.com	
	Patricia Mornuil	GLC	Logis Prep	030952625	patricia.thornhill@wfp.org	
	Philomena T. Tieg	ONS	Asst. Dir	076667445	philomena@undp.org	