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# Meeting Minutes, 15 November 2021

Bangladesh, Cox's Bazar



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<b>LOCATION</b>	In person and online
<b>DATE</b>	15 November 2021
<b>CHAIR</b>	Logistics Sector
<b>PARTICIPANTS</b>	Action Against Hunger, Dan Church Aid, Humanity & Inclusion, Inter Sector Coordination Group, International Rescue Committee, Islamic Relief Bangladesh, Malteser International, Norwegian Refugee Council, Oxfam, Plan International, Swedish Red Cross, United Nations Children's Fund, United Nations High Commissioner for Refugees, United Nations Population Fund, Welthungerhilfe, World Food Programme, World Vision.
<b>ACTION POINTS</b>	<ol style="list-style-type: none"><li>1. The Logistics Sector to share the current 72 hours Cyclone/Monsoon Preparedness Plan with partners.</li><li>2. The Logistics Sector to share the training schedule for December, including information briefings on Log:ie.</li><li>3. The Logistics Sector to translate the Cyclone/Monsoon Preparedness Assessment Tool in Bangla.</li><li>4. The Logistics Sector to share the Solid Waste Management Strategy and Terms of Reference with partners.</li><li>5. The Logistics Sector to share partners contact list.</li><li>6. The Inter Sector Coordination Group (ISCG) to check on the possibility to organise First Aid trainings for agencies.</li><li>7. Partners to inform the Logistics Sector in case they have seats available in their trainings for other organisations.</li><li>8. Partners who are interested in participating in the improvement of Environmental practices in Logistics, to inform the Logistics Sector.</li></ol>
<b>AGENDA</b>	<ul style="list-style-type: none"><li>• Logistics Sector Strategy 2022</li><li>• Trainings planned for Quarter 1 of 2022</li><li>• Sustainability in Humanitarian Logistics</li><li>• Preparedness</li><li>• AOB</li></ul>

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## 1. Logistics Sector Strategy 2022

Objectives from the Logistics Sector Strategy 2022 were discussed with partners at the Strategy forum on 3 November, and inputs were used to further define the activities. Partners were in agreement with the activities defined. These activities will be included in the Logistics Sector Strategy and Joint Response Plan 2022. The documents will be circulated for comments prior to finalisation.

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## 2. Trainings in 2022

- Trainings available through the Global Logistics Cluster:
  - Logistics Cluster induction (April TBC)
  - Online Warehouse Management Training
  - Online Medical Logistics in Pandemics Training via HELP Logistics
  - Online trainings can be accessed via <http://logcluster.org/trainings>
- Trainings available through the Logistics Sector in Cox's Bazar:
  - Preparedness Workshop (March)
  - SIMEX in collaboration with EPRWG (May)
  - Mobile Storage Unit Erection Training
  - Cyclone Preparedness Drill
  - Equipment Maintenance Training
  - Monthly information sessions on Log.ie
- Partners are encouraged to advise if their trainings in 2022 could accommodate participants from other organisations and share their training schedules with the Logistics Sector.
- The final schedule for 2022 trainings will be based on feedback from partners, and timings on availability of trainers.

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## 3. Sustainability in Humanitarian Logistics

- Fenella HENDERSONHOWAT, Interim Energy and Environmental Technical working group coordinator, presented on the current initiatives. There are two working groups currently focusing on improving environmental practices across all the Sectors:
  - one looking into Solid Waste Management (Strategy and Terms of Reference will be circulated to partners);
  - one looking into Energy and Environment.
- While the Logistics Sector will follow both groups and look at available information at Headquarter level and global initiatives, it was agreed that inputs from partners would be key to translate guidance into specific actions at Cox's Bazar level. Partners were encouraged to inform the Logistics Sector, should they wish to lead this work with interested (Dan Church Aid and UNHCR to be confirmed).

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## 4.Preparedness

- The inter-sector Emergency Preparedness and Response Working Group (EPRWG) is currently revising the [72h Cyclone/Monsoon Preparedness Plan](#) (dating from 2019) into a more comprehensive multi-hazard plan. The draft shall be ready by the end of 2021.
- The EPRWG will seek support from the Logistics Sector to map the areas prone to cyclones based on historical trend across years so that preparedness measures are more effective in the future. EPRWG will reach out to humanitarian agencies to collect available data.
- One of the partners sought more information on risk & vulnerability assessments from the EPRWG. These are part of the 72h Cyclone/Monsoon Preparedness Plan which will be shared again with all partners.

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## 4. AOB

- One of the partners sought information on concessions where vehicles can be serviced. The Logistics Sector will get back to them with more information after checking with WFP.
- One of the partners sought information about vehicle insurance premiums.
- The Logistic Sector reiterated to partners that common storage will phase out in Q1. If partners require additional storage it will be made available under Bilateral Service Provision (BSP) with WFP. An update on process and further information will be provided at the next coordination meeting.
- The Access Road Assessment (ARA) data collection has been completed with 34 camps assessed. The updated road map will be completed in December for publication.

**The next Logistics Sector Coordination meeting will be held online on Monday 20 December 2021 at 11:00 am.**

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