Meeting Minutes, 22 February 2022
Bangladesh, Cox’s Bazar

LOCATION
In person and online

DATE
22 February 2022

CHAIR
Logistics Sector

PARTICIPANTS

ACTION POINTS
1. The Logistics Sector to share the translated version of the Cyclone/Monsoon Self-Assessment tool.
2. Partners to inform the Logistics Sector in case they have seats available in their trainings for other organisations.
3. Partners, who are interested in participating in the improvement of Environmental practices in Logistics, to inform the Logistics Sector.
4. The Logistics Sector to circulate a survey on behalf of WFP, to assess partners storage needs in the coming months.
5. Partners are requested to put forward areas of interest, agenda items for the preparedness planning workshop in the next quarters.

AGENDA
- Tentative Training Calender for March
- Recommendations from the Solid Waste Warehouse Visit
- Container Mapping
- AOB

https://logcluster.org/sector/bangl17
1. Tentative Training Calendar for March 2022

- Two trainings are scheduled for March including the
  - Warehouse Equipment Maintenance Training on 8 March, and
  - Pharmacy Management, Rational Medicinal Use and Quantification Training on 10 March.

2. Recommendations from the Solid Waste Warehouse Visit

- As part of the Green Logistics initiative, the Logistics Sector conducted Solid Waste Warehouse visits. The following are some key recommendations:
  - WFP has more broken plastic pallets than other agencies. Check if it is because WFP started using them earlier or in greater quantity.
  - Check if there are any issues reusing branded items such as plastic pallets or rice sacks with WFP and donor logos.
  - Instead of burning of waste, it is suggested to provide guidance on waste management and share good environmental practices such as reuse, recycle, give-away or sale.
  - Look into the possibility of the Logistics Sector establishing a common bin area for all warehouses and arrange for municipality collection.
  - Consider producing monthly environment reports to keep track and suggest friendly environmental practices.
  - Explore if other partners have opted for paperless logistics similar to UNICEF. If yes, they are encouraged to reach out to the Logistics Sector and present their initiatives during the next meeting.

3. Container Mapping

- The Logistics Sector is planning to map the facilities containing contingency stockpiles.
- Emails with assessment form has been sent to some partners.
- Partners who manage warehouses and containers with contingency stockpiles, please contact Uttam Das (uttam.das@wfp.org).
- The final output of this mapping exercise will be shared with the partners at a later date.

4. AOB

- For any question regarding BSP, partners can reach out to muntashir.hossain@wfp.org.
- Due to increase of COVID-19 restrictions, the Logistics Sector will monitor and inform partners if meetings/trainings will need to be online.

The next Logistics Sector Coordination meeting will be held online on Monday 21 March 2021 at 11:00 am.
### Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Brinson</td>
<td>Logistics Sector Coordinator</td>
<td><a href="mailto:jeremy.brinson@wfp.org">jeremy.brinson@wfp.org</a></td>
</tr>
<tr>
<td>Vacant</td>
<td>Information Management Officer</td>
<td></td>
</tr>
<tr>
<td>Niroj Panta</td>
<td>Data and GIS Analyst</td>
<td><a href="mailto:niroj.panta@wfp.org">niroj.panta@wfp.org</a></td>
</tr>
<tr>
<td>Srabasti Sarker</td>
<td>Information Management Associate</td>
<td><a href="mailto:srabasti.sarker@wfp.org">srabasti.sarker@wfp.org</a></td>
</tr>
<tr>
<td>Uttam Das</td>
<td>Logistics Associate</td>
<td><a href="mailto:uttam.das@wfp.org">uttam.das@wfp.org</a></td>
</tr>
</tbody>
</table>

[https://logcluster.org/sector/bangl17](https://logcluster.org/sector/bangl17)