Meeting Minutes, 27 April 2023
Pacific Regional Logistics Cluster, Fiji

LOCATION
UN OCHA Conference Room and Virtual

DATE
27 April 2023

CHAIR
Pacific Regional Logistics Cluster

PARTICIPANTS
International Federation of Red Cross (IFRC), Pacific Islands Forum Secretariat (PIFS), United Nations Children’s Fund (UNICEF), United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA), Vanuatu National Disaster Management Office (NDMO), World Food Programme (WFP), World Vision South Asia and Pacific, World Vision Vanuatu

ACTION POINTS
- Training plan will be shared with partners when finalised.

AGENDA
1. Welcome and Introduction
2. Follow-up on actions from the last meeting (24 February)
3. Presentation by Vanuatu NDMO
4. Partner updates
5. Any other business

Follow-up on the last meeting’s action points (24 February)

<table>
<thead>
<tr>
<th>Follow-up on actions from the last meeting (24 February 2023)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFP to circulate After Action Review Report from Tonga to partners</td>
<td>COMPLETED: The Tonga After Action Review Report has been circulated to partners and is available on Pacific Logistics Cluster website</td>
</tr>
<tr>
<td>WFP to send list of humanitarian partners to OCHA</td>
<td>COMPLETED: List of humanitarian partners has been shared with UNOCHA</td>
</tr>
</tbody>
</table>

Vanuatu National Disaster Management Office

- What was the impact of the two Category 4 cyclones and were NDMO Vanuatu and the Vanuatu population ready for them?
  - TC (Tropical Cyclone) Judy made landfall on 1 March and TC Kevin made landfall on 3 March. The State of Emergency was declared on 5 March as about 250,000 people (80% of the population) had been affected. The Vanuatu population was not ready for the back-to-back cyclones.
  - The NDMO prioritised the affected populations into five priority areas.
  - The distribution of rations and non-food items (NFIs) to Priority 1 areas has been completed. NDMO will soon be starting the second push (distribution of rations and NFIs) to Priority 1 to Priority 5 areas.
• **What were some good practices for this response? Have these practices been in place for a while i.e., are they a standard way of operating for NDMO?**
  - The Request for Assistance (RFA) process has been a standard way of operating for Vanuatu NDMO, and it has helped to manage requests in a timely manner.
  - The use of contracts for engaging and recruiting Non-Government Organisations and civil servants in the response as surge team has ensured a collective understanding on expectations between Vanuatu NDMO and the other organisations.

• **What are/were some challenges for logistics?**
  - Storage – NDMO does not have a dedicated warehouse to store relief supplies, so the team had to find an appropriate-sized space that was available.
  - Capacity – NDMO does not have the capacity to fill all the roles needed during a response and sometimes the surge capacity is not enough.
  - Payments – overdue payments continue to affect logistics because it impacts on suppliers.
  - Stock availability in-country – for this response there is very limited stock available in-country in terms of food rations and NFIs, so these supplies have had to be imported from other countries.
  - Sea-going vessels – currently using only four vessels so as not to disrupt normal operations.
  - Road transport – not enough government vehicles available to support logistics.
  - Warehouse management – updating stock levels is a challenge as there is no proper software being used.
  - Structure for Logistics Unit – there is no standard structure in place for logistics. The team from WFP and REDR (Registered Engineers for Disaster Relief) Australia assisted with getting a structure in place and this can be used for any future emergencies.

• **What are some lessons learnt from this response?**
  - NDMO must have a warehouse to store relief supplies.
  - A standard structure must be in place so that during an emergency, once surge capacity has been activated, the surge team can be easily integrated into the structure.
  - NDMO must work with the customs agent to fast-track the clearance of relief supplies to avoid paying the storage fees which can be quite expensive.
  - Contracts issued by Human Resources for engaging casual labourers must have occupational health and safety requirements included to safeguard NDMO and the labourers.

• **Discussion:**
  - For relief supplies entering Vanuatu, customs clearance usually takes a day. If the supplies remain in the airport overnight, NDMO pays storage fees as the supplies will be stored at the customs warehouse. Once the supplies are cleared, they are delivered to Ex-fol Indoor court temporarily converted to Vanuatu NDMO warehouse for storage and then distributed as per distribution plans depending on the type of supplies available. The relief supplies did not remain in the warehouse for too long. Distribution to the outer islands was facilitated by the private sea-going vessels and the Australian Defence Force’s HMAS Canberra.
  - It is vital that partners inform Vanuatu NDMO beforehand when they are bringing in supplies and to be specific about what they are bringing in as this will also quicken the process of applying for an tax exemption and facilitate necessary customs clearance.
  - In terms of tracking the movement of relief supplies through the warehouse, the team is using an Excel sheet. Partners submit an RFA for movement of relief supplies. Once the RFA is received at the

https://logcluster.org/ops/pacific
warehouse, the Excel sheet is updated, and supplies are dispatched according to the distribution plans.

- Compilation of contracts by the Vanuatu NDMO Human Resources Unit for the engagement of the surge capacity team to provide assistance and support to the NEOC (National Emergency Operations Centre) during the response.

**Partner Updates**

- **IFRC**:
  - Tonga – Team is still assisting with the response. It is envisaged that the support will be completed by the end of 2023.
  - Vanuatu – Team is still in Vanuatu. IFRC response included NFIs from Australian Red Cross. Highlighted that coordination between partners is vital for collaboration.

- **OCHA**: Currently finalising PHT (PACIFIC HUMANITARIAN TEAM) annual report 2022. Questions for Logistics will be discussed off-line.

- **PIFS**: Currently reviewing Pacific Humanitarian Pathway in 2019. The consultant engaged for the review of the Pacific Humanitarian Pathway will reach out to partners over the next few weeks. The meeting of the Pacific Forum Leaders in March, Fiji the Forum members provided a response for a regional coordination mechanism. The Pacific Forum members want the mechanism to be member-led and for all partners to be well-engaged. A consultation is scheduled for the end of May.

- **WFP**: Looking at viability of developing a formal qualification for humanitarian logistics for the Pacific. Recently developed a list of formal qualifications that are currently being offered. To access the list, please email pacific.clustercargo@wfp.org. Also provided updates on information management, logistics capacity assessments and capacity needs mapping.

- **UNICEF**: UNICEF was part of the response for Vanuatu provided critical supplies to at least 9,000 people in the most affected areas during this emergency, which is a significant relief for the impacted population to Vanuatu from the Brisbane warehouse and from Suva.

- **World Vision Vanuatu**: Also, part of response in Vanuatu. Worked across southern province (Tanna) and Efate. NFIs distribution covered 14,000 people through partners including UNICEF. Also using some of NDMO’s systems such as RFAs (Request for Assistance) especially for shipment to Tanna and for obtaining NFIs from warehouse in Port Vila. Completed distribution in Efate on 26 April 2023 and should complete distribution on Tanna by 06 May 2023.

**AOB**

- Next Coordination Meeting: **Thursday, 25 May 2023 at 10:00 am, Fiji Time.**
## Contacts

For general queries contact: pacific.clustercargo@wfp.org

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akosita Lewai</td>
<td>Information Management Officer</td>
<td><a href="mailto:akosita.lewai@wfp.org">akosita.lewai@wfp.org</a></td>
</tr>
<tr>
<td>Diego Flores</td>
<td>Pacific Logistics Cluster Coordinator</td>
<td><a href="mailto:diego.flores@wfp.org">diego.flores@wfp.org</a></td>
</tr>
<tr>
<td>Karolina Greda</td>
<td>Logistics Preparedness and Emergency Response Officer</td>
<td><a href="mailto:karolina.greda@wfp.org">karolina.greda@wfp.org</a></td>
</tr>
<tr>
<td>Javed Yusuf</td>
<td>Capacity Strengthening Officer</td>
<td><a href="mailto:javed.yusuf@wfp.org">javed.yusuf@wfp.org</a></td>
</tr>
<tr>
<td>Titilia Rabuka</td>
<td>Logistics Preparedness Officer</td>
<td><a href="mailto:titilia.rabuka@wfp.org">titilia.rabuka@wfp.org</a></td>
</tr>
</tbody>
</table>