**LOCATION**  Online

**DATE**  8 June 2023

**CHAIR**  Logistics Cluster

**PARTICIPANTS**  International Federation of the Red Cross/Crescent (IFRC), MEDAIR, United Nations International Children’s Emergency Fund (UNICEF), United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA), Vienna University of Economics and Business (WU), Importation And Custom Clearance Together (IMPACCT), Kühne Logistics University (KLU)

**AGENDA**

1. FBPP Global Overview
   a) Q1/2-2023 FBPP Activities Update
   b) Funding and Staffing Update
   c) Preparedness Enablers’ Guide (PEG)
   d) Roadmap Q3/4-2023

2. Preparedness Working Group Updates

3. Discussion

**ACTION POINTS**

- UNICEF would like to get further information from certain regions.
- IMPACCT would like to expand more engagements in the Asia-Pacific region.
- UNICEF Internal Preparedness Meeting: to partner with the Cluster or other partners to exchange knowledge and experience. The event will take place later this year.
- Next Preparedness Working Group will be organised quarterly.
- Any partners able to host/co-chair the next Preparedness Working Group meeting, please reach out to giuseppe.linardi@wfp.org with hq.glc.preparedness@wfp.org in copy.

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1. **FBPP Global Overview**

The Global Preparedness Lead provided updates on the current team structure, internal changes, and ongoing recruitment for Field-Based Preparedness Project (FBPP) at global and regional levels to support country implementation.

a) **Q1/Q2 – 2023 FBPP Activities Update**
   - Madagascar, Tabletop Exercise – January
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- Italy, Annual Preparedness Meeting – January
- Kenya, Preparedness Workshop – March
- Lao PDR, Biannual National Logistics Prep Working Group – March
- HNPW, Preparedness Enabler's Guide Launch – April
- Guatemala/Honduras, Bi-national Workshop Customs Procedures – April
- Dubai, LET Training facilitation – May
- Bhutan, Logistics SOP Development Workshop – May/June
- Lao PDR, Humanitarian Logistics Training for NDMO – May/June
- Tajikistan, National Logistics Working Group Meeting & ESUPS Field Mission – June
- Hungary, Budapest, Global Logistics Meeting – June

b) Funding and Staffing Update
- Funding secured until the end of 2024.
- Staffing:
  - Global Preparedness Project Lead (1)
  - Institutional Capacities Strengthening Focal (1) – under AP structure
  - Regional Project Managers (3): Africa and the Middle East (1), Asia-Pacific (1), Latin America and Caribbean Region (1)
  - Preparedness Information Managers (3): Global & AME (1), Regional (1 AP, and 1 LAC – under recruitment)

b) Preparedness Enablers’ Guide (PEG)
- A dedicated landing page for Institutional Capacity Strengthening (ICS) has been created: [https://logcluster.org/institutional-capacity-strengthening-ics](https://logcluster.org/institutional-capacity-strengthening-ics). It can also be found on the Preparedness page of the Global Logistics Cluster website: [Preparedness | Logistics Cluster Website (logcluster.org)](https://logcluster.org/)
- Update on PEG document: fine-tuning of the final PEG document is currently underway. The final draft version will be uploaded on the dedicated ICS landing page.

d) Roadmap Q3/Q4 2023
- Detailed overview given of upcoming key milestones and events [https://app.mural.co/t/logisticscluster7411/m/logisticscluster7411/1673791651159/393ab6b0bd8ac2fb1ca0bd637ad2f15c4168d63?sender=u492e0634296f350d2c0c0158](https://app.mural.co/t/logisticscluster7411/m/logisticscluster7411/1673791651159/393ab6b0bd8ac2fb1ca0bd637ad2f15c4168d63?sender=u492e0634296f350d2c0c0158)
- Agreed schedule with one Preparedness Working Group meeting per quarter as a platform for collaboration and exchange among members.
- At the next meeting, it would be good to have a co-chair to allow for different perspectives and approaches to the meeting structure to be explored
2. Preparedness Working Group Updates

IFRC - Juan Galvez

- Released a handbook on procurement targeting staff at the field level. The aim was to create a user-friendly, informative, and visual handbook. Currently only in English but can be translated if the demand is there.
- Link to IFRC Procurement Handbook

WU - Tina Wakolbinger

- Published an academic paper on preparedness. Joint work with Kuhn University and HELP Logistics. The topic is supply chain preparedness and how product characteristics affect response. It used a system dynamics model approach to explore different factors for its analysis.

IMPACCT Working Group

- Continue their work of helping humanitarian organisations and governments improve the effectiveness of customs procedures during times of emergencies.
- They are currently doing country mapping analysis in countries such as Madagascar, Indonesia, Haiti as well as SOP improvement.
- Created a survey to see the affect of IMPACCT among its partner organisations. Developing a mapping tool that will visualize their current activities, planned future work, and activity overlap with other FBPP projects.

3. Discussions

- Would it be possible to use the Preparedness Working Group as a platform for sharing the main problems/issues in preparedness so that they can be addressed in collaboration between academia and practice? This should make sure the right topics are addressed, and academia can truly contribute to practice.
  o Two main issues from the FBPP perspective that would be interesting to see how they could be better managed
  o The slow transition of the project when the FBPP leaves (Kickstarter is over). The national stakeholder has a limited budget and resources to continue the work and so it is often the case that the transition period is a slow one.
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- **Sustainability** is also an issue. The long-term gap in funding puts work on hold, contracts, staffing issues, changes in government structure, etc.
- Suggestions on creating **partnerships** with government, partners, and the private sector, making a ‘cost-benefit’ analysis to ensure financial sustainability and **ownership**, and planning the **exit/transition strategy** with local partners.

- **What is expected as a member of the preparedness working group?**
  - Welcome to join physical activities, grow the network, spread knowledge and advocacy, and join the general discussion. Link up with the FBPP team at the regional or county level.

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