
ZNLS Meeting Minutes

25 March 2021

Harare, Zimbabwe



LOCATION:	Online meeting – Zoom
DATE:	25 March 2021
LEADS:	WFP and the Department of Civil Protection (DCP)
PARTICIPANTS:	ACF, CARE, CHAI, CHEMONICS, CROWN AGENTS, DCA, DCP, FCDO, GOAL, IRC, MCAZ, MoHCC, MoLARR, , MSF, NATPHARM, OXFAM, PDC-MASVINGO, UNDP, UNICEF, UNOPS, USAID, WFP, WHO, WORLD VISION , ZRCS, ZRP
AGENDA:	<ol style="list-style-type: none">1. Opening remarks – Department of Civil Protection2. Transport Actions: Update of the Test Phase of the Physical Access Constraints notification and mapping system3. Warehousing Actions: Warehouse management training update4. Health logistics Actions: Updates on health logistics: Long term agreements (LTAs) – UNICEF and other updates to participants. COVID-19 response – member updates, logistics lessons and experiences to share5. WFP Country Strategic Plan6. Admin issues – suitable time for meetings and confirm if last Thursday of the month is suitable, update of membership, personnel changes, etc7. AOB – Humanitarian logistics updates to participants and other logistics preparedness issues
OUTCOMES/ ACTIONS	<ol style="list-style-type: none">1. WFP to share work instructions for the Physical Access Constraints mapping and reporting tool with members.2. Members to open and look through the Viewer interface and give any feedback on the layers, font, colours etc.3. Members to download the ArcGIS Quickcapture application on mobile smartphones and prepare for testing of the Access constraints tool.4. Members to send details of staff to participate in the warehouse management training.5. Members to provide any additional thoughts on the WFP strategic plan.6. Members to advise on staff changes, if any, to update the Zimbabwe National Logistics Sector mailing list.7. Members to advise on agenda items they wish to discuss in advance of the meeting date.
USEFUL LINKS	<ol style="list-style-type: none">1. ZNLS SharePoint website may be found here2. Viewer interface for the Access constraints mapping tool https://logie.logcluster.org/?op=zwe

1. Welcome and introductions

The Principal Administrative Officer-Response Operations from the Department of Civil Protection (DCP) welcomed the members and highlighted that DCP was excited to see the priority actions being implemented by the members. WFP gave a short introduction

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on the Logistics Preparedness Project and the Zimbabwe National Logistics Sector (ZNLS) for the benefit of those attending the meeting for the first time. Self-introductions were made in the Chat box.

2. Transport actions

- WFP gave a presentation on the Physical Access Constraints (PAC), reporting, and mapping tool.
- The Physical Access Constraints (PAC) reporting and mapping system is being rolled out in test phase in Zimbabwe based on identified gaps and needs by the DCP for obtaining real-time information of road access, especially during flood season.
- The Global Logistics Cluster facilitates coordination and information management to support operational decision-making and improve the predictability, timeliness, and efficiency of the humanitarian emergency response; facilitates the access to common logistics services; and supports advocacy and logistics capacity strengthening. More information is available [here](#).
- To effectively and efficiently respond to a disaster, current and accurate local logistics information must already be at hand and be able to be updated and shared quickly.
- Local government, field staff, and partners can download a simple application (Quickcapture) that utilises the GPS location, click on the button for the issue encountered, take a photograph and write a one-sentence description which then updates to the mapping interface through ARC GIS.
 - A report can also be made online through the viewer page.
 - WFP then verifies the report, changes the colour on the map, and creates relevant maps.
 - The system is now in the test phase.
 - Work instructions to be shared with members.

Actions:

- **WFP to share the work instructions for the PAC with colleagues on the ZNLS mailing list.**
- **The members will share information on their thoughts of the Viewer page that has been set up. The members will check fonts, colours, layers, and other information on the page.**
- **The members to download the ArcGIS Quickcapture application on their mobile and prepare for testing of the Access constraints tool.**



3. Warehouse actions

- The meeting was informed about the Warehouse management training plans. Some Warehouse management tools were developed and shared with DCP. Practical training is being planned. Terms of reference will be developed for the trainers. Members to express interest and indicate the participants from government and humanitarian partners.

Action: The members will send details of people to be trained by email to WFP by 15 April 2021.

4. Health Logistics actions

UNICEF led the procurement of Personal Protective Equipment and Infection Prevention and Control materials in 2020. Long term agreements (LTAs) were shared with members and uploaded on the sector SharePoint site. UNICEF has initiated the tender process again to loop in new suppliers and seek further cost reduction with increased competition. UNICEF will be able to share the results once the process is concluded.

- Members were encouraged to continue in COVID-19 response efforts through the relevant member updates and working groups and to share logistics lessons and experiences.

Action: UNICEF to provide an update on tender process in the next meeting.

4. WFP Country Strategic Plan

- Members were notified that WFP has started the process of developing its second generation (2G) Country Strategic Plan (CSP), which will lay out the key shifts and strategic engagements of WFP in Zimbabwe for the period 2022 – 2027.
 - WFP is conducting a series of thematic appraisals of cross-cutting themes to better understand WFP's strategic positioning.
 - Specifically, for logistics preparedness:
 - Establishing a systematic approach for scale up responses.
 - Analyses and advices accordingly.
 - Continue engagement with national stakeholders to enhance the local emergency logistics capacity.

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- As part of the process to formulate the input for CSP, there was need to conduct a SWOT analysis, identify key challenges and offer suggested solutions. Members were requested to brainstorm briefly and to provide any additional inputs via email.

Feedback from members on strategic issues;

- Challenges exist in logistics coordination. WFP should continue to foster more coordination and members should be encouraged to participate in the various working groups.
- The logistics coordination efforts should include the government and humanitarian partners.
- There should be more training of handling key pipelines especially food and health commodities to avoid shortages and delays in delivery.
- The freight subsidy was a good initiative that WFP should pursue and assist in response efforts for COVID-19.
- The COVID-19 pandemic has provided an opportunity for Zimbabwe to improve its health logistics. More efforts in training and capacitation is necessary to enable the country to respond effectively and improve on preparedness to respond for future emergencies
- Government always produces contingency plans and usually plans to pre-position items. However, due to limited resources and materials, pre-positioning remains a challenge. Government urges development partners to assist in sourcing materials and other resources to make pre-positioning plans a reality, starting at Provincial level. Items that are needed during the flood season include tents for temporary shelter and storage, other non-food items, and basic non-perishable food items. The ability to pre-position will be in line with government's devolution agenda and avoid delays when an emergency occurs. Provinces should not always wait for stocks and resources that are in the capital (Harare). Pre-positioning is key for success in preparedness efforts.

Action: The members will send additional inputs on the CSP.

5. Administration Issues

Members confirmed that the time was suitable for meetings and confirmed that the last Thursday of the month is suitable. Members were requested to provide any updates of membership, personnel changes, etc. Members to send agenda items to discuss in meetings. The following working group meetings can also meet as necessary: Transport, Procurement & Import Clearance, Warehousing, Flood Preparedness and prepositioning, Coordination and information sharing, Health Logistics.

Actions:

- **The members will advise any changes in personnel.**
- **It was agreed that a new WhatsApp group to be set up for the ZNLS.**
- **WFP to set up the WhatsApp group for ZNLS members and share the link with members.**

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6. Closing remarks and next meeting

The next meeting will be on 29 April 2021. The Zoom link will be shared in due course. Members are requested to send agenda items prior to the meeting.

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