

Relief and Logistics Thematic Working Group

Meeting Minutes

August 2025



LOCATION	Barbados (virtual call)
DATE	05 August 2025
CHAIR	WFP/CDEMA Relief and Logistics Thematic Working Group
PARTICIPANTS	Airlink, Caribbean Disaster Emergency Management Agency (CDEMA), Direct Relief, European Civil Protection and Humanitarian Aid Operation (ECHO), GER3, Global Empowerment Mission, Global Support and Development (GSD), IMPACCT, International Federation of Red Cross and Red Crescent Societies (IFRC), International Medical Corps, Pan American Health Organization (PAHO), Sunrise Airways, United Kingdom React, United Nations Children's Fund (UNICEF), United Nations Human Rights Council (UNHRC), World Food Programme (WFP)
AGENDA	<ol style="list-style-type: none">1. Action Point Review2. Customs Clearance3. Log.ie: Regional Logistics Infrastructure Mapping4. Regional Logistics Hub Updates5. Partners Update6. AOB
ACTION POINTS	<ul style="list-style-type: none">• The Relief and Logistics Thematic Working Group (RLTWG) to share with partners the link to the Business Continuity Customs Plans webinar held in July 2025.• The RLTWG to schedule a call with Sunrise Airways to discuss the inclusion of additional airstrips in the Log.ie platform.• The RLTWG to circulate the Standard Operating Procedures (SOP) for the RLTWG with partners.

1. Customs Clearance

- What is IMPACCT?
 - The IMPACCT initiative is a network of strategic partners working to address delays in importation and customs clearance processes for humanitarian aid. The initiative collaborates with a range of organizations, including—but not limited to—the World Customs Organization (WCO), the United Nations Conference on Trade and Development (UNCTAD), the International Federation of Red Cross and Red Crescent Societies (IFRC), the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), the Global Logistics Cluster, HELP Logistics, the International Medical Corps (IMC), Médecins Sans Frontières (MSF), the Dubai Humanitarian City, and the World Food Programme (WFP).

- IMPACCT serves as a unique strategic and technical resource on issues related to the importation, customs clearance, and cross-border movement of humanitarian aid.
- It mobilizes legal, logistical, normative, and advocacy expertise to analyze and resolve operational bottlenecks in the importation and clearance of humanitarian assistance.
- It complements existing coordination structures through agile and targeted action.
- Five Strategic Objectives
 - Strategic engagement with the multi-lateral system at global, regional, and country level
 - Expanded Global Network Outreach and Communication
 - Enhanced Preparedness of Humanitarian Stakeholders and Government agencies for efficient and predictable Cross-Border Humanitarian Aid Movement
 - Capacity and skills building and augmentation for both responding humanitarian organizations and national government authorities
 - Optimizing humanitarian response efforts by addressing collective bureaucratic impediments and effectively sharing key importation and customs information.
- Key Activities in the Caribbean
 - Webinar 1: Focused on Business Continuity Plans for Customs Administrations
 - Webinar 2: Will address inter-agency coordination and communication protocols
 - Creation of a working group with Customs administrations to develop tools (BCP, SOPs, etc.)
 - Work closely with the RLWTG to compile the challenges encountered during past emergencies and jointly develop recommendations.
- What Support is Required from Partners and Across the Region?
 - Feedback on importation and customs challenges during past emergencies.
 - Engagement from national customs and NDMO focal points.
 - Participation in the upcoming October workshop.
 - Collaboration on developing a regional customs coordination mechanism.
- Contact Details
 - Partners are kindly requested to contact the IMPACCT focal point, Virginie Bohl (virginie.bohl@wfp.org), for any questions, with Anne Kathrin Landherr (annekathrin.landherr@wfp.org) in cc.

2. LOG.IE: Regional Logistics Infrastructure Mapping

- Log.ie is a regional logistics coordination platform developed to support preparedness and response by providing real-time visibility of key logistics infrastructure across the Caribbean.
- The platform features a comprehensive mapping of airports and seaports across the region, enabling users to quickly identify potential entry points for humanitarian cargo during emergencies.
- In the event of a crisis, the RLWTG can update the operational status of each logistics hub (Open, Closed, Restricted), along with relevant notes such as customs restrictions, fuel shortages, or handling capacity limitations.
- All updates are reflected in real time, ensuring that humanitarian partners have immediate access to accurate, verified information to inform operational planning and decision-making.
- The platform is accessible to all partners via the [RLWTG website](#), serving as a shared tool to strengthen coordination, reduce duplication, and streamline response efforts.

- In addition to ports and airports, road access routes can also be mapped, allowing for a more complete picture of logistics corridors and potential bottlenecks, particularly useful during sudden-onset disasters.
- Partners are encouraged to contribute information on access constraints, new logistics assets, or updates to infrastructure status. For any support or to request data entry, please contact me directly.

3. Regional Logistics Hub Updates

- The Logistics Hub serves as a central coordination point for the receipt, consolidation, and dispatch of humanitarian relief items across the Caribbean region.
- It provides temporary storage solutions to support partners with pre-positioning and ongoing emergency response efforts.
- The hub facilitates efficient handling and tracking of cargo, including palletisation, labelling, and onward transport.
- Recent partner stock updates include:
 - UNICEF stock has been palletised and is currently in storage.
 - WFP/GSD stock has arrived and will be palletised and stored this week.
 - IOM stock is at the hub and pending PFI signature before palletisation and storage.
 - ShelterBox stock has been shipped and is expected to arrive at the hub later this week.
- The hub plays a critical role in enhancing operational visibility and supporting last-mile delivery to ensure relief supplies reach affected populations efficiently.

4. Stakeholder Mapping

- The RLWTG will be conducting a stakeholder mapping exercise to identify logistics actors and their response capacities across the region.
- A template will be shared with partners to collect key information, including available assets and transport options.
- The collected data will be compiled into a synthetic and easy-to-use format to support coordination during emergencies.
- This mapping will enable the RLWTG to quickly identify partner capacities and determine who can provide support and where, in the event of a crisis.
- The exercise aims to enhance preparedness, strengthen coordination, and improve the efficiency of emergency logistics response.
- Partners are encouraged to complete the template and keep their information up to date to ensure accurate visibility of available capacities.

5. Partners Update

- Global Empowerment Mission (GEM) is currently shipping 10 pallets of family kits to the Tobago Emergency Management Agency. In Jamaica, discussions are ongoing between GEM and the government regarding a potential partnership to establish a warehouse to support emergency response efforts.

6. AOB

- Discussion topics for the next Relief and Logistics Working Group coordination meeting can be shared with annekathrin.landherr@wfp.org and cayle.francis-thornhill@cdema.org/kevon.campbell@cdema.org
- The next Relief and Logistics Working Group coordination meeting will take place on 02 September 2025 at 11:00 am online

Contacts

Cayle Francis Thornhill	Supply Chain Coordinator	cayle.francis-thornhill@cdema.org
Kevon Campbell	Supply Chain Coordinator	kevon.campbell@cdema.org
Anne Kathrin Landherr	Supply Chain Capacity Strengthening	annekathrin.landherr@wfp.org