### Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>IOM</td>
<td>INTERNATIONAL OFFICE OF MIGRATION</td>
</tr>
<tr>
<td>HLA</td>
<td>HUMANITARIAN LOGISTICS ASSOCIATION</td>
</tr>
<tr>
<td>UNHCR</td>
<td>UNITED NATIONS HIGH COMMISSION FOR REFUGEES</td>
</tr>
<tr>
<td>MSF</td>
<td>MEDICINE SANS FRONTIERS</td>
</tr>
<tr>
<td>WFP</td>
<td>WORLD FOOD PROGRAMME</td>
</tr>
<tr>
<td>USA</td>
<td>UNITED STATES OF AMERICA</td>
</tr>
<tr>
<td>IMC</td>
<td>INTERNATIONAL MEDICAL CORPS</td>
</tr>
<tr>
<td>CEO</td>
<td>CHIEF EXECUTIVE OFFICER</td>
</tr>
<tr>
<td>DRC</td>
<td>DEMOCRATIC REPUBLIC OF CONGO</td>
</tr>
<tr>
<td>HUMLOG</td>
<td>HUMANITARIAN LOGISTICS</td>
</tr>
<tr>
<td>NDMA</td>
<td>NATIONAL DISASTER MANAGEMENT AUTHORITY</td>
</tr>
<tr>
<td>NGO</td>
<td>NON GOVERNMENTAL ORGANISATION</td>
</tr>
<tr>
<td>UN</td>
<td>UNITED NATIONS</td>
</tr>
<tr>
<td>CBI</td>
<td>COMMUNITY BASED INSTITUTION</td>
</tr>
<tr>
<td>GOVT</td>
<td>GOVERNMENT</td>
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The first HLA Kenya members meeting was held on the morning of 09th July 2019. Below is an account of discussions and decisions.

ATTENDANCE

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>1</td>
<td>Tikhwi Muyundo</td>
<td>HUMANITARIAN LOGISTICS ASSOCIATION</td>
</tr>
<tr>
<td>2</td>
<td>Charles Simiyu</td>
<td>ASTRAL AVIATION LTD</td>
</tr>
<tr>
<td>3</td>
<td>Christine Mirenje</td>
<td>MICHSPACE ENTERPRISES</td>
</tr>
<tr>
<td>4</td>
<td>David Brian Mwangi</td>
<td>LOGISTICS BUREAU</td>
</tr>
<tr>
<td>5</td>
<td>Erick Muga</td>
<td>AMREF HEALTH AFRICA IN KENYA</td>
</tr>
<tr>
<td>6</td>
<td>Farhan Mohamed</td>
<td>MSF - HOLLAND</td>
</tr>
<tr>
<td>7</td>
<td>Geoffrey Kamau</td>
<td>KIMREH INVESTMENT LTD</td>
</tr>
<tr>
<td>8</td>
<td>Josephat Ngasah</td>
<td>SILIKON CONSULTING GROUP/KISM</td>
</tr>
<tr>
<td>9</td>
<td>Kaptilak Ambrose</td>
<td>UNITED NATIONS OFFICE NAIROBI</td>
</tr>
<tr>
<td>10</td>
<td>Kenneth Sang</td>
<td>UNIVERSITY OF NAIROBI</td>
</tr>
<tr>
<td>11</td>
<td>Mamoudou Diallo</td>
<td>UNHCR</td>
</tr>
<tr>
<td>12</td>
<td>Martha Njoki</td>
<td>MSF</td>
</tr>
<tr>
<td>13</td>
<td>Pamela Onyango</td>
<td>WFP</td>
</tr>
<tr>
<td>14</td>
<td>Roslyn Opel</td>
<td>MARIE STOPES</td>
</tr>
<tr>
<td>15</td>
<td>Bonventure Munguti</td>
<td>ACTION AGAINST HUNGER (USA)</td>
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APOLOGIES

1. Christiano Oduol            | Outsourced & Management Support Matrix Ltd |
2. Michael Onyinkwa            | Action Against Hunger – USA                |
3. Carolyne Saidi              |                                          |
4. Nicholas Wanyoko            |                                          |
5. James Mungithia M’igweta    |                                          |
6. Jayne Kawinzi               |                                          |
7. Sam Wambua                  | ASTRAL Aviation Ltd                       |
8. Nickodemus Ndeti           | Liberty Logistics                         |
9. Eric Khamala                | IOM                                         |
10. Winnie Oyuga               |                                          |
11. Tom Fidelis                | PUI                                         |
12. Dickson Musyimi Wambua     | Save the Children                          |
13. Chris Kibet                | IMC                                         |
14. Stanley Werugia            | Empire Logistics                           |

The purpose of the meeting was to create a platform for member interaction, update members on HLA’s current activities, initiate the process of establishing a country chapter and provide a space for members to ask questions and seek clarifications on HLA and its operations.

The intended outcomes were

1. Confirm members willingness to establish of a country chapter
2. Understand members expectations
3. Identify preferred areas of focus
4. Identify initial topics for discussion
HLA OVERVIEW

The meeting commenced with member introductions followed by a brief overview of HLA by the CEO, George Fenton through video conferencing from the UK. The overview provided some insight of HLA’s role in the context of global humanitarian responses in various contexts, citing conflict in Syria, Yemen, S. Sudan, DRC, hurricanes in the Caribbean, drought in the Horn of Africa, an unending list. There are over 201 million people in 134 countries displaced and living in camps in need of humanitarian assistance (ref. IOM).

In the Last 4 years alone, humanitarian assistance was recorded at $27.3B, typically 41% Shortfall in UN funding appeals (ref. UNOCHA). Undoubtedly, logistics services remain over-stretched despite being vital to effective emergency response. How do we make supply chain more visible? What innovation is needed to create a self-evaluating and reporting supply chain as the last mile continues to be a great challenge?

In recognition of the need to improve logistics services in emergencies, HLA was established in 2009 to fill the Global “leadership vacuum” for strategic high-level HumLog issues. HLA, a neutral independent actor, is the one and only association of humanitarian logisticians globally, with a global network of over 4,000 individuals. The organisation has intentionally structured itself in partnership and in collaboration with other key stakeholders, to address the challenges arising from ineffective logistics. Improving disaster preparedness, response and recovery by enabling humanitarian logistics to better access relevant knowledge, learning, research, best practice standards, underpinned by local solutions created through partnerships and connections.

Connecting, Supporting & Enabling

HLA as a catalyst and advocate, aims to be visible as a vehicle to help address humanitarian logistics (Humlog) challenges

Our Mandate
Professional development
Building a community of practice
Research & knowledge management
**Our Mission**
To support efficient and accountable crises preparedness & response activities by enhancing skills and competencies in humanitarian logistics through partnerships and innovation.

**Operational Approach**
HLA operates through a matrix organizational structure, a hybrid form that has a project structure and a functional hierarchical structure.

HLA is governed by a board of trustees that is supported by an advisory group and some key team volunteers who focus on the operational aspects. One of the strategic approaches, is the establishment of country chapters and subsequently projects at country level. The country chapter activities will be aligned to HLA’s global mandate and work to

- build an in-country community of practice
- share humanitarian logistics supply chain ideas, challenges and opportunities in the region
- discuss potential solutions to the challenges and issues
- nurture cross-sector engagements
- host events to facilitate knowledge exchange, networking and connecting businesses

The role of the chapters will be

- to act as the operational arm of HLA at the country level
- to identify areas of focus, prioritise and select discussion topics and activities
  - Focus will vary and be agreed upon at the country level in consultation with HLA Global.

The activities will also depend on the membership numbers in-country. It was noted that Africa hosts 848 active members. The top five countries being, Kenya – 174, Nigeria – 165, Uganda – 69, Zimbabwe – 58 and Ethiopia – 51

**Discussion Group Outputs**

**Expectations**

- Create an Emergency surge roster for deployment
- Have regular HLA meetings (Face to face/webinar). Share best practice
- Develop an HLA code of ethics for self-regulation
- Procurement of financial service providers for CBI’s
- Logistics Capacity Assessment by the Country Chapter
- Enhance Corporate membership
- HLA to be a “One stop shop” for knowledge sharing/networking
- Develop and share HLA governance structure
- Training/Capacity Building for team members
- Integration with relevant stakeholders e.g. the govt/NGO’s
- Provide a database of information
- Develop policies & guidelines for HLA
- Increase expertise in humanitarian response
  - Training on logistics is needed
  - Integrating humlog with stakeholders like government bodies and other NGOs
  - Provide a database of information / knowledge online
Preferred Areas of Focus

1. Collaboration, coordination and partnership with stakeholders e.g. security, civil bodies, Local authorities, regulatory bodies, customs etc.
2. Engage specialised sectors such as, wash, shelter, education, Health, Mining, petroleum etc.
3. Training of stakeholders to understand their role in emergency preparedness and response
4. Disaster preparedness and management – Emergency response, preparedness and response plans
5. Better Collaboration partnerships and cooperation with various sectors (National govt/County govt/Private/Humanitarian sector)
6. Emerging technologies enhancing Supply chain systems
7. Last mile integrating and accountability
8. Logistics, customs, Lobby customs on entries in different countries during emergencies
9. Effective Sectorial supply chains – e.g. in Healthcare HLA could be a point of reference, for Food security HLA could facilitate access to knowledge, generate innovative ideas around supporting better nutrition for beneficiaries etc.
10. Customs and transport challenges. Lobby neighbouring countries to speed up clearance processes
11. What the “ideal” HLA Kenya office set-up will look like

Discussion Topics of Interest

1. Logistics in emergencies
2. International Procurement in the Humanitarian Sector
3. PPP in the logistics sector
4. Financing of HLA Kenya chapter
5. Public health sector supply chain distribution channel
6. Emergency response
7. Technology
8. Networking
9. Structure of HLA in Kenya

Member Recommendations

1. Share HLA links to HLA social media
2. Provide more information on the HLA website on
   b. Vision
   c. Mandate
   d. Objectives
   e. Aspirations
3. Increase marketing and visibility on HLA
   a. Create an RSS feed on partners websites
   b. Flyers/ advertisements/Google campaign
   c. Set-up an office as a point of contact
   d. Set HLA to be the “go to” organisation for all humanitarian logistics issues/assistance etc.
Next Steps

1. Initiate the process of appointing a Country Coordinator
2. Future meetings to be held on a quarterly basis. However the next meeting will held on the 30th of August 2019 to on-board the Country Coordinator
3. Meetings will be physical meetings with the possibility of members participating through video conferencing
4. Initiate a Google advertising campaign (using Google Ad-words Grant) – Increase visibility

The meeting ended at 12:30 pm

“End”