

Minutes of the Kakuma Logistics Working Group 3rd Meeting held on 2nd June 2017 at the NCCK Board Room in Compound Three.

Present:

1. Jacob Nyarwati - **Action Africa Help International-(AAH-I)**
2. Asbel Rutto- **Kenya Red Cross Society(KRCS)**
3. Martin Muchunku-**Action Africa Help International(AAH-I)**
4. Tony Muriungi – **action Africa Help International (AAH-I)**
5. Mugambi Eric-**National Council of Churches of Kenya (NCCK)**
6. Fredrick Wanjala -**Lutheran World Federation(LWF)**
7. Paul Onyango -**Windle Trust Kenya(WTK)**
8. Judy Wamalwa-**Don Bosco**
9. Sr. Anastacia Murugi – **Kakuma Mission Hospital**
10. Epuu Abraham-**Peace Winds Japan (PWJ)**
11. Jalloh Chernor-**UNHCR**
12. Peter Mwakha – **LOKADO**
13. Henry Thuo – **Film Aid**
14. Eddie Kisach – **World food Programme (WFP)**
15. Paul Lotaparin – **Refugee Affairs Secretariat (RAS)**

Absent

1. World vision representative
2. NRC representative
3. RCK representative
4. IRC representative
5. UN-Habitat representative
6. Jesuit Refugee Service representative

Agenda for the meeting;

-  Matters Arising from previous minutes
-  Fraud Prevention and Mitigation in supply Chain processes in Kakuma.
-  Current status of Kakuma operations and way forward
-  AOB- Specifically on operations/Supply chain management in Kakuma

Min1: Matters arising from previous minutes.

Jacob Nyarwati (AAH-I) opened the meeting at 0930hrs by inviting the members present to the meeting. He touched on main deliberations in the previous meeting on Fuel consumption per vehicle; NFIs request timelines and reporting, Timely workshop booking, and observing timelines on request of trucks.

He also briefed the meeting on current ongoing investigations on fraud, and why it will be important for logisticians to ensure that procurement processes follow organizational procedures and policies and that should align with the UNHCR procurement manual.

Min2: Fraud Prevention and Mitigation in supply Chain processes in Kakuma.

Jacob Nyarwati (AAHI) elaborated on forms of fraud and how they affect logistics processes in organizations including but not limited to; receiving bribe to favour a specific supplier which compromises integrity of procurement process and creates bias, Siphoning of fuel, indicated by high consumption rate of fuel by vehicles, Employing drivers already sacked from other organization due to poor referencing, Poor inventory management which leads to theft of items, misuse of commodities and assets, and lastly sexual exploitation and abuse of people of concern. Jalloh Chernor (UNHCR) also laid emphasis on all agencies ensuring that they adhere to 14 -16litres/100km for light vehicles, and requisition for trucks must be done on Thursdays, allocation on Friday in readiness for Monday the following week.

For prevention of fraud and mitigation the team suggested measures as follow; Capacity building for logistics staff, sensitization of program officers/managers on procurement procedures and policies, capacity building of suppliers, reporting misconduct by drivers to related agency e.g. fuel siphoning. The team tasked Jacob and Jalloh to request UNHCR to put aside some funds for Supply Chain specific trainings, in order to build capacity of all Logisticians working in Kakuma Operation.

Min 3: Current status of Kakuma operations and way forward

Fuel Management,

Jalloh-UNHCR made it clear that we still need to monitor vehicle fuel consumption, so that we keep the consumption rate within the minimum limit. He noted that still more fuel is being wasted on vehicle idling and engagement of high gears. He also notified the members that new fuel allocation schedule for vehicles and generators will be out by the following week. The fuel allocation will based on activity movement, distance covered and location.

Asbel-KRCS noted that sometimes when the drivers come to pick fuel, they end up waiting for more than 1hour due to unavailable fuel discharger, Jacob-AAHI promised to ensure that the responsible persons are available at all times during the week day in exception of lunch time. For water bowsers, ambulances and trucks it was agreed that they can be fueled on weekends on short notice to the discharger, since they work over weekends, but for light vehicles, it will be Monday to Friday.

Sr. Anastacia of Kakuma Mission Hospital sought clarification on why the hospital ambulance donated to them by UNHCR has not been allocated fuel. Jalloh-UNHCR indicated that he is aware of the case, and that it's under consideration, and will respond to them soon on the way forward.

Fleet Management

Jalloh-UNHCR told the members that they are aware the current truck capacity of 11 does not meet the daily requirement of 16-18trucks; hence there is need for members to request trucks early as agreed on Thursdays, allocation on Friday, in readiness for Monday the

following week and work closely with truck driver to ensure we optimize on available trucks, hence co-sharing will be key in circumstances where agencies do not require the truck the whole day. He also indicated that UNHCR has approved hiring of 3trucks to supplement the once available on relocation and decongestion of POCs.

Jalloh-UNHCR observed that vehicles under right of use were still operating beyond 6pm, over speeding above 90km/hr was still happening and idling. Members agreed that we will all take responsibility on vehicles breaking the rules, by reporting to relevant agencies.

Jalloh-UNHCR requested members with contacts of fabricated fuel 4W pick-up and water bowser in Lockichogio to share with AAH-I.

Accident/Incident Reporting

Jalloh-UNHCR informed the members that accidents or incidents on vehicles or UNHCR assets under right of use with agencies must be reported within 24hours. In case of any damage that requires repairs while outside Kakuma, no agency is allowed to do repairs unless advised from UNHCR.

Workshop Management

It was noted by Jalloh-UNHCR that members do not give early notification for vehicle repairs and maintenance. It was unanimously agreed that all logisticians must be able to book vehicles for service as early as 1week before the due day.

Asbel – KRCS suggested to the team if synthetic oil could be used in place of the current one, it was agreed, and Jalloh-UNHCR promised to take action on this.

Min 4: AOB- Specifically on operations/Supply chain management in Kakuma

A.O.B. 1: Request for trucks.

Jacob-AAHI requested members to specify the type of trucks they require in form of tonnage. It was agreed that AAH-I will share the specifications of the trucks available.

A.O.B. 2: Capacity Building.

Members requested UNHCR to put aside and plan some activities on capacity building of drivers, by sponsoring self defensive driving, update on basic mechanics and driving styles, all these will contribute to reduce consumption by vehicle. Also support Kakuma logistics working group on supply chain management training.

There being no other business the meeting adjourned at 1045hrs.

The next meeting will be held on 30th June 2017 at a venue and time to be communicated later.