Introduction

Welcome to the Logistics Operational Guide (The LOG): a tool created by and for humanitarian organisations. In the development process, manuals from 28 humanitarian, academic and private organisations were resourced and considered. Representatives of 18 humanitarian organisations reviewed, developed, selected, and provided advice on content. The LOG is a result of a true joint effort to provide all humanitarian actors with standards and consistency in the approach and application of different aspects of logistics management. It is an example of what can be achieved by collaboration and shared ownership.

What is the LOG?

The LOG is designed to be a single source of best practices comprising of logistics templates, operational tools, references, and guidelines that should be of use to all humanitarian logisticians, regardless of the size of their organisation, or its area of specialisation. Specifically, the LOG targets all humanitarian logisticians deployed in ongoing operations and new emergencies. In particular the LOG is designed to assist those who are responsible for optimising their own logistics processes; are using one of the common services; or directly or indirectly, involved in the provision, coordination or facilitation of common services.

Simple Aim of the LOG

The goal is to provide a common approach for humanitarian logisticians based on current best practices and shared experience.

The LOG aims to contribute to:

1. the capacity of organizations to cooperate in the area of logistics,
2. a seamless, interchangeable supply chain that reaches beneficiaries in a timely and cost effective manner.

How does the LOG help you?

The LOG provides you with a wide range of information and handy tools/templates to support you in Logistics Operations. Be it in organisational specific operations or operations that have a strong collaborative character and involve a wide number of humanitarian actors.

Imagine the scenario where a humanitarian logistician is deployed in response to a disaster. The LOG provides that logistician with a check list to help in preparation prior to departure, provides “ready to use” detailed tools, templates and information on what to do on arrival. For example:

- Personal preparation for the assignment (Before you go)
- Plan for the response (Planning cycle)
- Procurement tools (templates and forms)
- Guide to preparation of a distribution plan

Communications pack

A pack of communication materials was developed to support roll-out within organisations. These communications materials are:

- PDF folder presenting the LOG;
- Power Point presentation, enabling easy presentation of the LOG;
- Technical Quick Guide providing answers to most technical queries;
- Intranet Article to use on the organisation’s Intranet;
- Website banner and instruction for including the banner on a website, to support quick and easy access to the LOG.