



Institutional policy

Logistics management

Logistics division
January 2019





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Logistics management

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1.

Mission and scope of application

Logistics mission is to contribute towards the **successful delivery of aid to the beneficiaries of Humanity & Inclusion (HI) through the provision of support to HI's teams** and respect for economic, quality and safety & security constraints.

To this end, Logistics is responsible for managing HI's **supply chain** and **general facilities**. Sound management in these two areas of logistics is **crucial to optimising HI's resources** and **maximising the efficiency of its operations**.

This institutional policy applies to the whole HI network¹.

1.1

Definition of supply chain

The definition of **supply chain** at HI incorporates the specific nature and requirements of our sector of activity.

The **supply chain is a process for supplying goods, services or intellectual services in an efficient manner (quality, cost and delivery)**. It involves planning, purchase management, supply management, the transport of goods and stock management. It also includes **coordination, information** systems and **measures for optimising the management of resources**, ensuring the **transparency** of our actions and improving the **performance** of our projects. Ultimately, its role is to meet the **needs of HI's beneficiaries**.

1.2

Definition of general facilities

General facilities are all the **material resources** needed by our organisation to function properly. These resources include **buildings, equipment** and **vehicles** and serve to meet the **needs of the teams** while meeting the **requisite safety conditions**.

¹ The HI network encompasses the whole HI organisation, i.e. the Federation (Lyon, Paris and Brussels HQs and the programmes), the 8 national associations and the HI Institute for Humanitarian Action. See [HI ecosystem](#)

2.

Principles of logistics management

The following ten principles govern our logistics practices at all times.

1. Stringently **plan** project's logistical requirements at the drafting stage (in terms of products and services to be provided and human and financial resources required) in order to ensure its **feasibility**;
2. Guarantee HI's **accountability** through the transparent (traceability) and optimised ("value for money") management of logistical resources;
3. Ensure the coherent management of timelines in order to meet the beneficiaries' needs in an **efficient** manner;
4. Respect **quality norms and standards** to guarantee the best possible products and services for implementing our projects and meeting our beneficiaries' needs, and ensure that these products and services are also the best choice in terms of technical quality, cost, life expectancy, availability and maintenance;
5. Manage supplies **in conformity** with HI's logistics standards² or the requirements of the funding body when these are more binding, with respect to national and international legislation and in strict compliance with HI's ethics³;
6. Whenever possible, support local economies and mitigate our impact on the environment by making purchases as near as possible to the areas of intervention, **being careful not to harm** local populations, structures or markets and taking all necessary measures to prevent the negatives effects of aid in the logistics field ("do no harm");
7. Ensure **optimal reception, working and safety conditions** for anyone (HI teams, beneficiaries, partners, etc.) using our premises, equipment, stocks or vehicles;
8. Promote HI's policies on **child protection**⁴ and the **prevention of bribery and corruption**⁵;
9. Guarantee **the right level of control** of logistics standards to ensure risk management that is measured, assumed by the organisation and adapted to each context, thereby guaranteeing the efficiency of our logistics;
10. **Refuse** to work with suppliers/service providers involved with criminal organisations or in any activity considered illegal according to national or international law.

² See chapter 3 : « [Logistics standards](#) »

³ See « [Ethical guidelines and positioning](#) » published by the HI Institute for Humanitarian Action

⁴ See [Child protection policy](#)

⁵ See [Policy for the prevention of bribery and corruption](#)

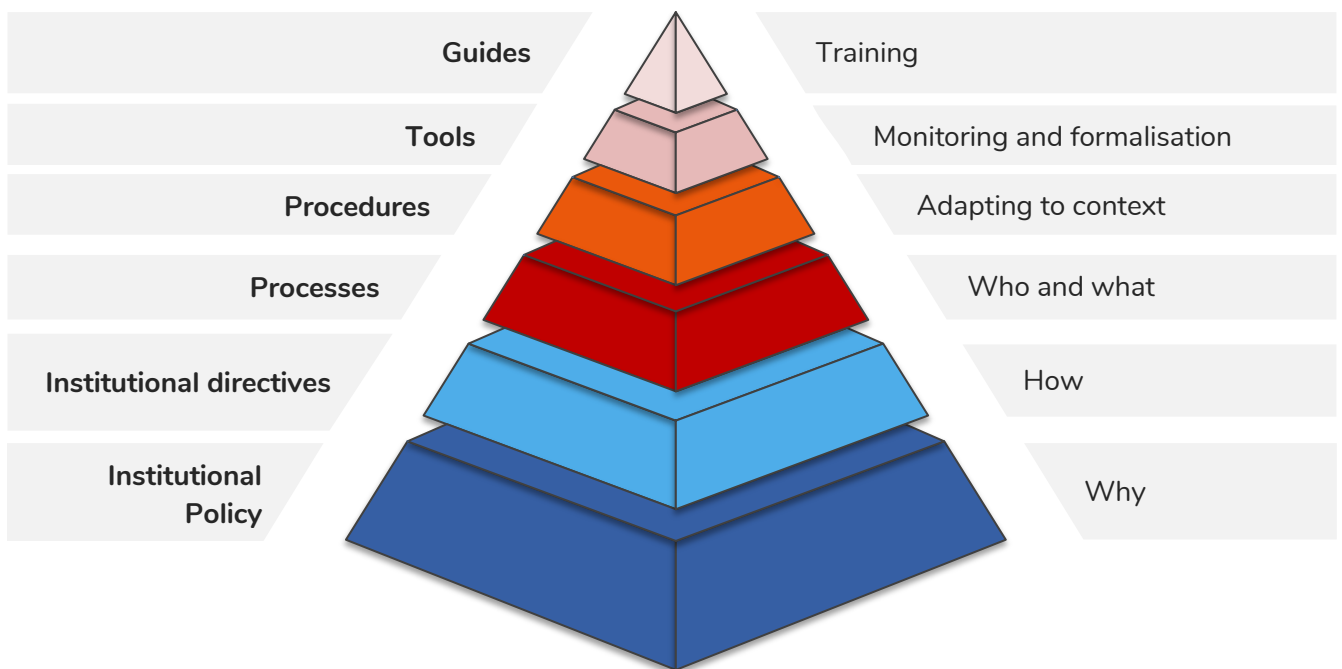
3.

Logistics standards

The principles given above are the foundation on which HI has based its logistics standards. These standards delimit logistics management within the organisation.

Logistics management begins with the assessment of beneficiaries' needs and is an integral part of every stage in the project cycle⁶.

This management applies the minimum **logistics standards** established by HI as shown in the pyramid below:



→ See HI logistics standards on [HInside](#)

⁶ See [Project Planning, Monitoring and Evaluation Policy](#) and [Project Quality Framework](#)

4.

Roles and responsibilities

4.1

Authority on logistics standards

Logistics Division at Lyons HQ has authority over HI's logistics standards and is responsible for their development, ensuring that **transparency, optimisation, simplification** and **response capacity** are its **key priorities**. Logistics Division thus guarantees that **these standards meet the organisation's operational needs and the transparency requirements of funding bodies**. It also ensures their **dissemination** among all HI's teams.

4.2

Implementation

On each HI network site⁷, the implementation of logistics standards comes **under the authority of the site's director** who can delegate all or part of these responsibilities to his/her team members. The delegation of this authority must be written.

The **services in charge of logistics on each site** are also under the authority of the site directors and **must be structured** in such a way as to **efficiently** meet the needs of HI's teams and ensure accountability with regard to our **beneficiaries, donors and funding bodies** in strict conformity with the principles set forth in this policy.

HI teams, **at all levels and in all places**, must be extremely vigilant and inflexible whenever there is a risk of **conflict of interest** or **bribery**.

⁷ See definition in the footnote on page n°[1](#)

Please address any questions on this policy to:
m.giraud@hi.org

Approved by the Directorate on 6 July 2018⁸

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⁸ Link to [Divisions and Governance](#)



Logistics management

This institutional policy sets forth Humanity & Inclusion's main principles and guidelines concerning its logistics practices.

Like the organisation's other institutional policies, it is mandatory and so teams are required to comply with it. This policy therefore concerns the whole of HI, and commits the organisation to respecting these practices, both internally and externally.

The operational modalities of logistics management will be developed in other documents (in particular institutional directives).

Humanity & Inclusion
138 avenue des Frères Lumière
CS 78378
69371 Lyon CEDEX 08
France

publications@hi.org

