

Inter-Agency Transport and Logistics Standard Operating Procedures (SOPs)

OVERVIEW

This document provides an overview of the Inter-Agency transport and logistics services as well as coordination mechanisms established by the Logistics Cluster to support all humanitarian cargo being delivered to the affected population in support of the Myanmar authorities' response to cyclone Nargis.

The objective of the Logistics Cluster is to provide assets, facilities and staff to ensure an uninterrupted supply chain of life saving relief items to the affected population (set up of staging areas, strategic and tactical cargo movement by air and sea, mobile storage, ground transport capacity, infrastructure repair, office and accommodation facilities, and the necessary coordination and information management).

This plan will be regularly updated as the situation evolves and operational requirements develop.

Humanitarian Actors are not obliged to use these logistics services and supply routes. It is strongly felt, though, that a common and coordinated approach to most efficiently meet beneficiary needs and vis-à-vis the Government is of utmost importance.

SUMMARY OF INTER-AGENCY TRANSPORT AND LOGISTICS SERVICES:

A. Bangkok Regional Staging Area

Bangkok will serve as a Regional Staging Area. With effect from 21 May 2008 the services provided by WFP to the logistics cluster are:

- cargo offloading, receipt and temporary bonded warehousing at Bangkok Suvamabhum (VTBS / BKK) and Bangkok Don Muang (VTBD / DMK) as well as transport between these two airports;
- kit-building facility;
- pallet-building and cargo loading for onward shipment to the Yangon Airport (VYYY / RGN).

B. Yangon Hub

Yangon airport will serve as an entry point

Thilawa Port (25km south of Yangon) will serve as a potential inland waterway hub.

Services provided by WFP at Yangon are:

- transit storage; managed by DHL
- loading for onward shipment to Forward Hubs at Patthein, Kuang Mangay, Labutta, Bogalay and Pyapon and/or directly to hand-over points.

C. Internal Supply Chain

Inland transport is provisioned by inland waterways and/or road ex the Yangon Hub to the Forward Hubs (Patthein, Kuang Mangay, Labutta, Pyapon and Bogalay). Transport mode (red arrows) will be:

- by truck: Inter-Agency fleet (commercially contracted);
- by boat: Inter-agency river boat fleet (commercially contracted):

D. Forward Hubs

Services provided by WFP and/or other organisations at the Forward Hubs (Patthein, Kuang Mangay, Labutta, Pyapon and Bogalay):

- cargo receipt and temporary storage;
- office and accommodation (base camps to be established);
- loading for onward shipment to hand-over points.
- Organisations will be required to provide warehousing personnel to facilitate the management of their commodities.

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- Organisations will be required to organise collection and onward distribution.

HOW TO ACCESS THE SERVICES

Organisations wishing to make use of the transport and logistics services in either Bangkok or Yangon must use the Cargo Movement Request (CMR) template (sample below, forms available at <http://www.logcluster.org/mm08a>).

◆ TO AND FROM BANGKOK:

The point of contact for all inquiries, cargo movement requests and/or temporary storage requests is:
e-Mail: Myanmar.cargo@unjlc.org

- ☐ All requests for external air transport to Bangkok Staging Area need to be submitted **at least 96 hours** in advance and will be managed on a case by case basis.
- ☐ All requests for air transport from the Bangkok Staging Area to Yangon must be submitted **at least 72 hours** in advance.

The Logistics Cluster in Bangkok will facilitate the cargo and dispatch schedule, based on the humanitarian priorities set by the National Authorities and Humanitarian Country Team. The Logistics Cluster, through the assistance of the UNJLC, will provide food and non-food item tracking services using the "Joint Tracking System".

◆ INTERNAL MYANMAR OPERATIONS:

The point of contact for all inquiries, cargo movement requests and/or temporary storage requests is:
e-Mail: Myanmar.cargo@unjlc.org

- ☐ Requests must be submitted **at least 48 hours** in advance.

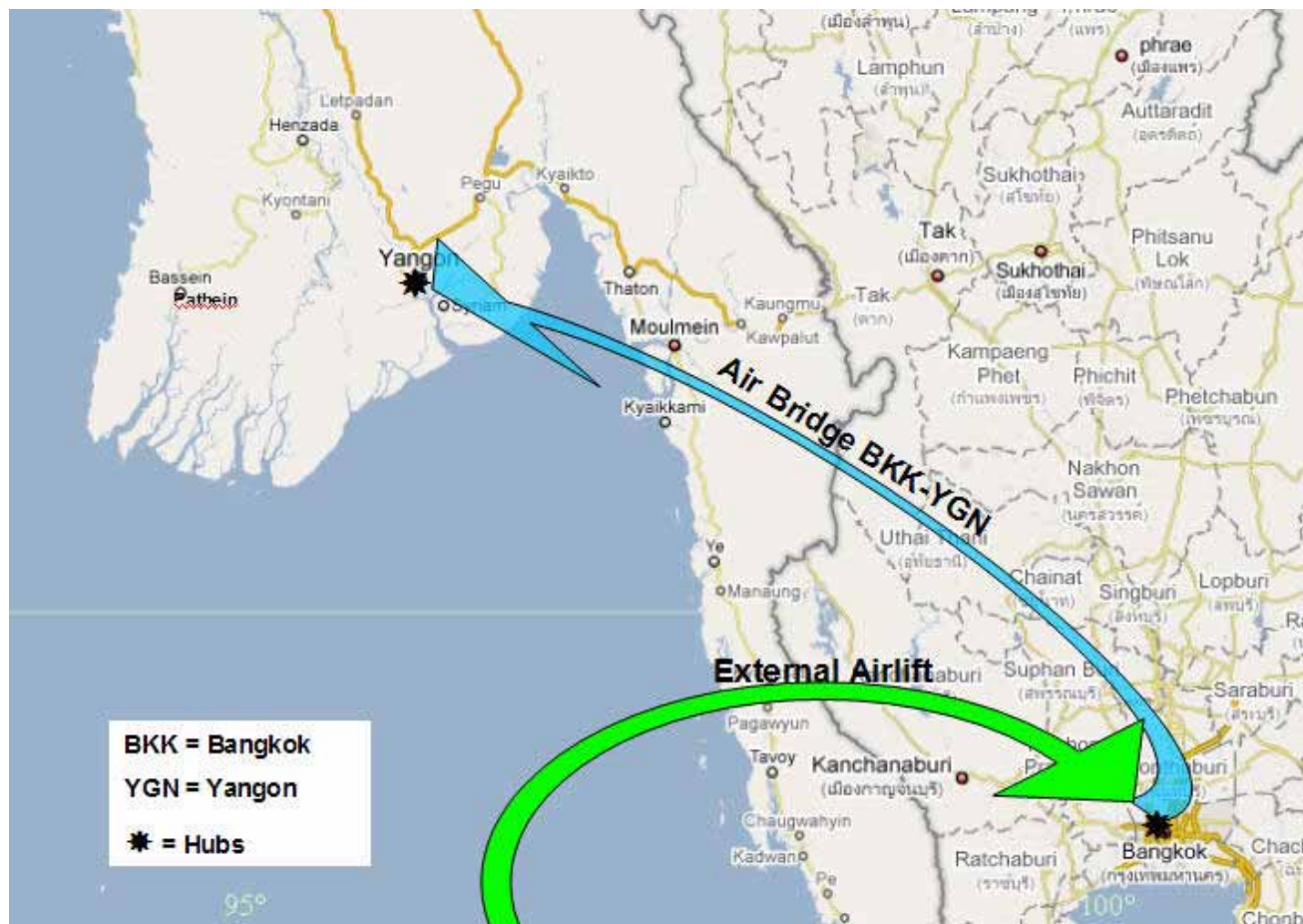
The Logistics Cluster in Yangon, through the assistance of the UNJLC, will provide food and non-food item tracking services using the "Joint Tracking System".

CONDITIONS OF SERVICES

- (i) when providing services under the SOPs, WFP/UNJLC act as agents for the service users,
- (ii) WFP/UNJLC assume no responsibility for the transportation and/or for any loss of or damage to the Goods carried
- (iii) service users are responsible for making adequate arrangements for the insurance of their Goods.

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COMMON LOGISTICS SERVICES – FROM EXTERNAL TO MYANMAR



- All relief items entering Myanmar through the Logistics Cluster Services need to be delivered by the requesting organisation to the Bangkok Staging Area [cargo arriving at either VTBS or VTBD] where it will be received and put into short-term storage prior to dispatch. WFP will take responsibility for the cargo upon receipt at the Bangkok Staging Area and prepare the load for onward shipment to Myanmar.

SHIPPING INSTRUCTION FOR AWB AND CARGO MANIFEST TO STAGING AREA IN BANGKOK

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1. Consignee: THE UNITED NATIONS WORLD FOOD PROGRAMME STAGING AREA
Yangon, Myanmar.

Notify Party #1: Thai Airways International Ltd(Public)
Bangkok Airport, Thailand

Notify Party #2: Cargo Marketing Int'l Co., Ltd
For and on A/C of UNWFP
1 TP&P Tower 19th flr
Chatujak, Bangkok.
Tel:02 9361550;Fax 02 9361540
E-mail: cmibangkok@cmi.co.th

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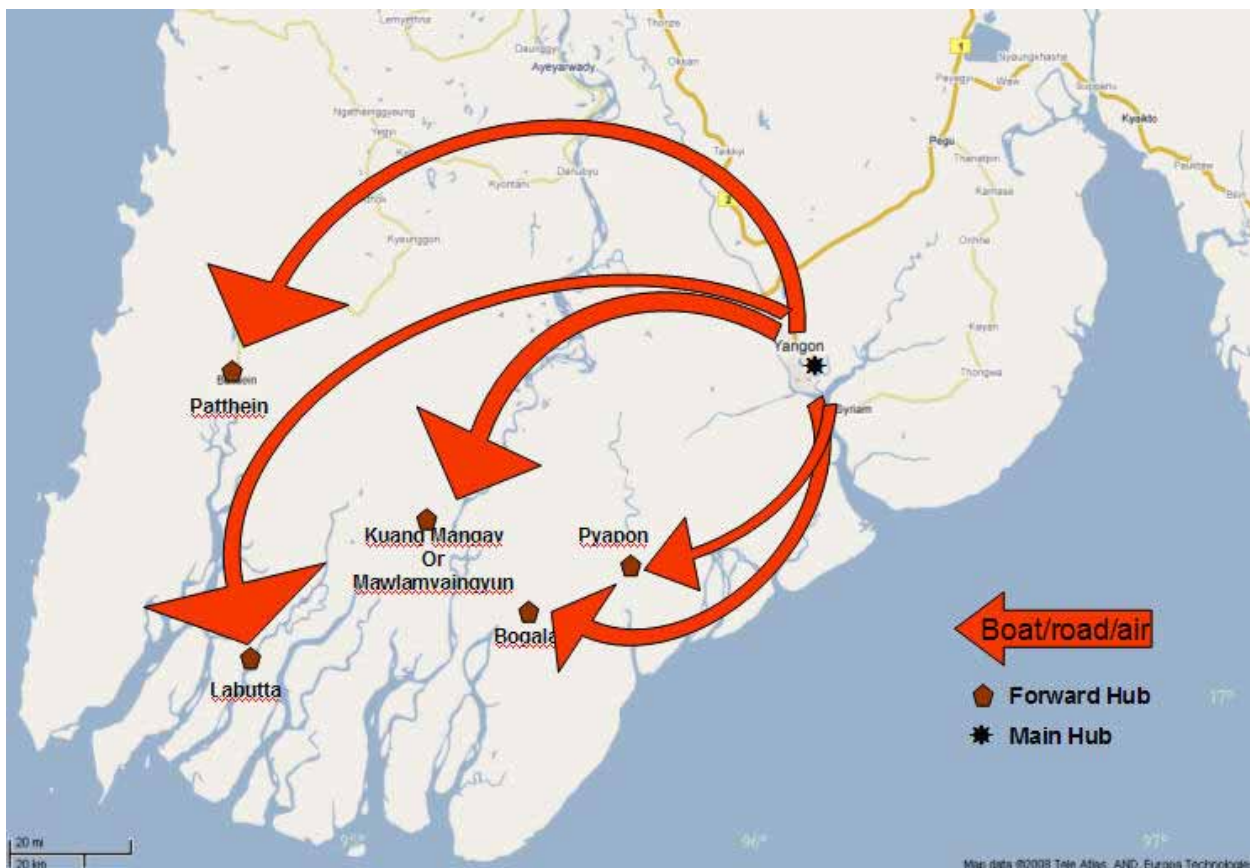
POC: Adisai(+66 81 172 1808);
Sompob (+66 81 805 4118)

- 2. Airport of Destination: Yangon Via Bangkok
- 3. Handling Information: Trans-shipment to Yangon/Myanmar via Bangkok
Final consignee: To BE FILLED IN BY ORGANISATION REQUESTING THE SERVICE
- 4. Description of Goods: Humanitarian Relief Goods in transit to Myanmar
Urgent Relief Items.
No Commercial Value

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COMMON LOGISTICS SERVICES – FROM YANGON HUB TO DESTINATIONS INSIDE MYANMAR



- The Hubs are transit hubs and are not intended for longer term storage.
- Organisations delivering relief cargo to the Forward Hubs, for temporary storage need to provide full details of the consignment and necessary documentation.
- Trucks and boats will be availed to the Humanitarian Community for cargo relief transport to identified hubs.

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- The final consignee (in Myanmar), destination and contacts must be clearly indicated on the cargo and in the request as well as any special cargo handling requirements (dangerous goods, cold chain requirements, etc). WFP retains the right to reject dangerous goods or cargos which cannot be carried by the contracted mode of transport.

NB: Organisations are advised to check with the Logistics Cluster regarding operational aspects of these SOPs.

This document is dated 20 May 2008. Please see www.logcluster.org/mm08a for updates.