

**LOCATION:** OSOCC, Roxas

**DATE:** 14 December 2013

**CHAIR:** Logistics Cluster Coordinator

**PARTICIPANTS:** UNHCR, UNDP, UNFPA, WHH, Canadian DART, UNICEF, IMC, Concern Worldwide, WFP

- ACTION POINTS:**
- Organisations wishing to use any inter-agency transport/warehousing service should submit a Service Request Form (SRF) 48 hours in advance to: [philippines.cargo@logcluster.org](mailto:philippines.cargo@logcluster.org).
  - Organisations to inform the Logistics Cluster at least one day in advance for the release of items from the warehouse and 48 hours in advance for transport requests.

- AGENDA:**
1. Situation Update
  2. AoB

## 1. Situation Update

### *Sea Transport*

- The MV Super Shuttle Ro-Ro 5 is expected to depart from Roxas for Cebu this evening to be loaded with inter-agency cargo for Tacloban.
- A barge of 2,000 mt capacity will also be beginning rotations to Roxas and Bantayan Island next week.
- Any organisation interested wishing to use the sea service to transport relief items from Cebu to Roxas should submit their Service Request Forms (SRFs) as soon as possible.

### *Air Transport*

- Organisations are still receiving cargo at Roxas airport. Organisations should be aware that there is no protection for cargo on the tarmac and they should be present to receive their items and take them immediately to storage facilities.
- The WFP forklift at airport will soon be shifted to the National Food Authority (NFA) warehouse to facilitate the loading and unloading of cargo coming in / going out of warehouse.

### *Road Transport*

- The lack of available commercial trucking capacity remains a concern.
- WFP has hired over 10 trucks to augment inter-agency capacity in Roxas.
- If any organisation intends to use the Logistics Cluster trucks, they should submit the SRF at least 48 hours in advance and they will be advised of availability as soon as possible for the requested date.
- The Logistics Cluster is investigating the local market for availability of trucks and the list will be shared with participants as soon as possible.

### *Storage*

- Warehousing availability in Roxas is still one of the main operational constraints.
- More than 13 humanitarian organisations have used the Logistics Cluster storage and more than 500MT (3000m<sup>3</sup>) of

relief cargo has handled at the Logistics Cluster warehouse at Roxas.

- Organisations wishing to use inter-agency services should file a Service Request Form (SRF) 48 hours prior to arrival of their cargo. Logistics Cluster will facilitate incoming cargo in case of urgent need without SRF, but then an SRF should be submitted as soon after as possible.

### *Civ-Mil Coordination*

- Air transport into Roxas using military assets will be ending in the coming days. Sunday is the last airlift planned to Roxas.

### *Cargo Tracking*

- It was reiterated that organisations wishing to use any interagency transport/warehousing service should submit a Service Request Form (SRF) 48 hours in advance to [philippines.cargo@logcluster.org](mailto:philippines.cargo@logcluster.org) . If anyone has difficulties filling this in, a Logistics Officer is available in Roxas to assist with this process. Both volume and weight should be clearly stated when filling an SRF form.
- SRFs and instructions are also available at: <http://logcluster.org/ops/phl13a/sea-transport-and-storage-cargo>
- Organizations were advised to contact the Logistics Cluster about any large quantities of goods expected to arrive in order to ensure the appropriate capacity. A better visibility on organisations pipelines would allow a better planning of logistics operations.
- Once an SRF has been submitted, the Logistics Cluster will revert within 24 hours with a tracking number. Once tracking number is assigned, organizations can check their consignments status online: <http://rita.logcluster.org/rita/public/login.htm>

## 2. AoB

- The Logistics Cluster representative in Roxas reminded users that warehouse hours in Roxas are from 8 AM to 7 PM. Organisations can leave their cargo on-site in a designated area if it arrives after business hours. If organizations know in advance they will be coming late, they can inform the Logistics Cluster and someone can be made available on site to open the warehouse.

### **Contacts:**

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