

**LOCATION:** Waterfront Hotel - Cebu

**DATE:** 25 November 2013

**CHAIR:** Logistics Cluster Coordinator

**PARTICIPANTS:** Logistics Cluster, ADRRN, AmeriCares, Australian Embassy, BMFI/Johanniter Internationals, Caritas, CRS, DFID, IOM, IRD, LWR, Medair, OCHA, Plan International, Save the Children, SDC, UNHAS, UNHCR, UNICEF, Water Missions International, WFP

**ACTION POINTS:**

- Logistics Cluster to identify additional storage capacity at Cebu Port for the humanitarian community.
- Logistics Cluster to share a list of shipping companies that are calling Cebu.

**AGENDA:**

1. Logistics Assessment Mission to Roxas
2. Situation Update
3. United Nations Humanitarian Air Service
4. AOB

### 1. Logistics Assessment Mission to Roxas

- The Logistics Cluster undertook a mission to Roxas in order to hold a Logistics Cluster Coordination meeting, to meet with the Canadian Disaster Assistance Response Team (DART) and to assess potential logistics constraints.
- During the Logistics Cluster meeting, the Canadian DART team stated that they have made Roxas their operations base for the emergency response and they have assets available for use by the humanitarian community if required.
- Participants listed the following as constraints causing an impact on their ability to meet the needs in the affected communities:
  - A lack of warehousing available in the local market.
  - A lack of trucking capacity available in Roxas as well as agreeing on a transportation contract with the few that have been identified have been noted as challenges. The transporters tend to want to be rented by the day rather than by the month. When trucks have been located and contracted, even the type of trucks available has been problematic. They are a dumper truck style, making the loading of Non-Food Item (NFI) and food commodities difficult.
  - The airport in Roxas lacks most handling equipment, including forklifts, meaning all unloading is done by hand.
- The Canadian International Development Agency representative formally noted that a coordination gap currently exists related to logistics and believes that there should be a discussion about a Roxas-based Logistics Cluster.

### 2. Situation Update

#### *Common Sea Transportation Service*

- The MV Super Shuttle Ro-Ro 5 is currently discharging in Tacloban. It is scheduled to return by 26 November to Cebu for reloading, for an estimated departure on the morning of 28 November.
- The Logistics Cluster will begin loading cargo from the afternoon of 26 November until the morning of 28 November.
- The Logistics Cluster is requesting that organisation that would like to utilise the common sea transport service submit their request using a standard Service Request Form (SRF) - not the one for military assets - as soon as

possible. The forms can be found on the Logistics Cluster website at: <http://www.logcluster.org/ops/phl13a>

- The Logistics Cluster stated that organisations can choose to either move trucks pre-loaded with relief items on the vessel or to load freight, based on the needs of the individual agency. Loading trucks has been the preferred option of participants as handling has proven challenging at Tacloban port.
- The Logistics Cluster advised participants that the sailing time from Cebu to Tacloban is approximately 20 hours.

#### *Common Warehousing Service*

- The Logistics Cluster stated that they are using the Agility managed warehouse, which still has 500m<sup>2</sup> of space available for the humanitarian community.
- It was also noted by the Logistics Cluster that they are looking for additional warehousing capacity in Cebu Port. The Logistics Cluster Coordinator has looked at a few options but has yet to identify one that will meet the needs of the community.

#### *Air Transportation Service*

- The Logistics Cluster highlighted that organisations wishing to utilise the military air assets should do so quickly as the international militaries have indicated that they are planning to withdraw from the Philippines shortly.
- The Logistics Cluster reported that the South Koreans have stated that they will be wrapping up their response operations by the end of the week.
- The Logistics Cluster mentioned that for those still unclear on how the process for requesting air assets works, the Standard Operating Procedures (SOPs) are available online at: <http://www.logcluster.org/ops/phl13a>

### **3. United Nations Humanitarian Air Service**

- UNHAS stated that they have increased their staffing in Cebu to better handle the volume of requests coming in. They have moved from one focal point in Cebu to four. They have also deployed two people to Tacloban.
- UNHAS stated that the two helicopters (S-76s) will be arriving and departing from the sports stadium in Tacloban. This has been done because of the congestion at the airport. The fix-wing (King Air) will continue to arrive and depart from the airport.
- UNHAS noted that as of now the fleet will not be increased, this has been decided based on the demand currently seen on the ground.
- UNHAS stated that the helicopters cannot handle baggage and passengers would need to send their bags on the King Air aircraft.
- The UNHAS flight schedule is available on the Logistic Cluster website at: <http://www.logcluster.org/ops/phl13a/unhas>
- It was noted to participants that although there is a schedule, UNHAS is flexible and willing to work with organisations on *ad hoc* requests for assessments.
- UNHAS is able to move some small cargo, like medicine, but larger items will not be possible at this time.
- It was noted by UNHAS that formal booking procedures are being put into place. This will require that perspective passenger fill out a passenger booking form found here: <http://www.logcluster.org/ops/phl13a/unhas>. The completed form is then sent to the generic email address [UNHAS.Philippines@wfp.org](mailto:UNHAS.Philippines@wfp.org) also noted on the top of the form.
- UNHAS will accept booking up to noon the day before the flight, and by 1400 – 1500 e-tickets will go out to the e-mail addresses on the booking form. The tickets will include the confirmed time of the flight and the confirmation

of your seat. UNHAS is also requesting that passengers come two hours ahead, with check-in closing 45 minutes before the flight.

- UNHAS is going to put a cap on organisations per flight to ensure everyone has an opportunity to get where they need to go. This means that per flight only two persons per agency will be accepted and this will be on a first come, first serve basis.
- Finally, UNHAS is looking to put a tent up on the airfield, which will act as the location for passenger check-in at the time of departure.

#### 4. AOB

##### OCHA

- OCHA expressed their appreciation for the work that the Logistics Cluster is doing in Cebu as three days ago, they had one registration in Cebu and today there is 78.
- OCHA noted that overall on Humanitarian Response: <https://philippines.humanitarianresponse.info> they have 1000 registrations for this emergency.
- OCHA noted that they have dedicated Civ/Mil coordinators located across the emergency and noted that they are available to support the broader community.
- OCHA is strengthening their capacity in Cebu with a dedicated Civ/mil Officer in Cebu. Additionally, the OCHA head of office is arriving today, along with a Humanitarian Affairs Officer.

##### Contacts:

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