SYRIA – MEETING MINUTES

LOCATION: Damascus
DATE: 01 May 2013
CHAIR: Logistics Cluster Coordinator
PARTICIPANTS: ACF, IOM, Premiere Urgence, Secours Islamique France (SIF), UNFPA, UNHCR, UNICEF, UNRWA and WFP

Situation Update

- **Borders**: Nassib, Jordan-Syria border crossing point, is officially closed at present. Access between Lebanon and Syria is fairly straightforward, however customs processing can be slow. The Al-Areeda crossing point is currently open, but is subject to change depending on the security situation in Tripoli.

Common Services Update (Transport and Storage)

**Transport**

- The Logistics Cluster continues to provide cost-free transport to humanitarian organisations operating inside Syria.
- At present the Logistics Cluster is also providing overland transport from Lebanon/Jordan to Syria.
- Participants were briefed regarding the new system concerning facilitation letters. For more information on the procedures please contact the Logistics Cluster IM Officer.

**Storage**

- The Logistics Cluster will continue to provide free temporary storage services to all humanitarian organisations responding to the Syrian crisis. WFP has allotted storage spaces to the humanitarian community inside Syria, specifically in rural Damascus, Tartous (Safita), Lattakia, Qamshli and regionally in Irbid.
- At present no common storage service is being provided in Beirut.
- Due to the current security situation in the Kissweh area of Damascus, the Logistics Cluster is looking for alternative storage locations.
- The Logistics Cluster is planning to increase its capacity in Tartous/Safita by installing Mobile Storage Units (MSUs).
- The Logistics Cluster has identified a number of potential storage facilities within 25 km of Homs.

Inter-Agency Convoy

- An inter-agency convoy has been planned for 13 May from Damascus to Idlib. WFP will be providing the needed trucks.

Round Table

**ACF**

- ACF is distributing hygiene kits in both Hassakeh and Deir Ezzor.

**IOM**

- IOM is procuring NFIs from Lattakia city and is distributing mainly in Damascus and Homs.

**Premiere Urgence**

- Premiere Urgence is currently distributing hygiene and winterisation kits.
- Premiere Urgence is using Logistics Cluster common storage service. Transport of their relief

www.logcluster.org/ops/syr12a
items is provided by SARC or by the suppliers.

**SIF**
- Secours Islamique France is focusing its efforts in Damascus and rural Damascus, SIF will potentially expand operations to include Daraa and Swaida.

**UNFPA**
- UNFPA is distributing hygiene and health kits, and hospital equipment in Damascus.
- UNFPA aims to find a warehouse in the vicinity of WFP’s new warehouse.
- UNFPA is having issues sending small quantities outside Damascus as transporters will only send large trucks.

**UNICEF**
- UNICEF is sending NFIs to all accessible governorates, generators are being sent to Aleppo and Deir Ezzor.
- UNICEF is seeking warehouse space in Tartous. The Logistics Cluster’s common storage is currently at full capacity.

**WFP**
- WFP is currently distributing food rations in all 14 governorates and is planning to increase its logistics capacity in Tartous area.
- WFP has the target of 2.5 million beneficiaries for May cycle, 80% of that is expected to be achieved despite the current security situation constraints. WFP’s intention for June cycle is to scale up its operations.
- WFP has four packaging plants producing WFP’s own packed rations; the two facilities in Damascus are responsible for producing 40% while 60% of the rations are being packed in the two coastal facilities.

**RITA Tracking System**
- The Logistics Cluster cargo tracking focal point introduced the Relief Item Tracking Application (RITA) which has been implemented by the Logistics Cluster in order to improve tracking and to support common transport and storage services for partners.

The simple, web based system allows customers to access online to their current cargo status and provides the Logistics Cluster with the ability to monitor performance to date.

The new system has impacted on the service request procedures and changes are listed below:
1. Submission of the service request form using the new SRF form. The SRF form is available at: [http://www.logcluster.org/ops/syr12a](http://www.logcluster.org/ops/syr12a)
2. To ensure customers regularly submit accurate SRFs, Logistics Cluster cargo trackers will begin placing incomplete or inaccurate requests “on-hold” until the submitting customer provides the correct information.
3. Upon acceptance of the SRF, a PDF consignment report is generated by the Logistics Cluster and sent to the customer indicating the initial details of the consignment and confirmation of its acceptance.
4. The releasing of items in storage: No SRFs are needed to request the releasing of items in storage; an email from an authorized focal point of the agency will be accepted for request for release. Customers must ensure the email contains the following information:
   - Consignment Number
   - Number of items to be released by line item
   - Details of persons or transporter authorized to pick up the items
   - The date of pick-up.
The next Logistics Cluster meeting in Damascus will be held in two-weeks’ time. Participants will be informed once the date and time is confirmed.

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