

## MEETING MINUTES

Sana'a, Yemen

05 November 2013

**Chair:** Logistics Cluster Coordinator

**Participants:** Logistics Cluster, Merlin , IRY, IMC, ECHO

- Action Points:**
- Logistics Cluster to follow up on the recommendation and feedback from the humanitarian agencies during Global Logistics Cluster Support Cell mission in Yemen.
  - The Logistics Cluster Coordination monthly meeting is to be hold in the last Wednesday of each month.
  - The update contact list of humanitarian organisations to be shared on the regular basis.
  - The Standard Operational Procedures (SOP) for the fuel provision service is to be shared with organisations via email.

### Agenda:

1. Action Points from Previous Meeting
2. Update on the Global Logistics Cluster Mission to Yemen
3. Update on Logistics Fuel Provision Service
4. WFP Air Passenger Service

#### 1. Reviewing the Last Meeting Minutes

The Logistic Cluster briefed participants on the Action Point of the last meeting which as follows:

- The meeting to be held on the last Wednesday of every month from 12:00 to 1:00pm.
- The venue for the meeting to be changed.
- Logistics Cluster to share with the full contact list of humanitarian agencies focal points.
- Logistics Cluster to share the Logistics Capacity Assessment with the humanitarian community.
- Organisations to pick up their fuel remaining balance before the end of 2013.
- The Fuel Provision Service Standard Operating Procedures (SOPs) to be shared with the humanitarian community via email.
- Organisations to send their Pro-Forma Invoices (PFIs) for their fuel requirements in Sana'a, Haradh and Aden.

#### 2. Brief Update and feedback on the Global Logistics Cluster Mission in Yemen

The Cluster Coordinator briefed participants on the findings of Global Logistics Cluster Support Cell mission in Yemen:

- It provided an opportunity to share information and coordinate with logistics professionals from other organizations.
- More bi-lateral meetings with the Logistics Cluster were requested, to ensure individual needs are being taken into consideration.
- Greater engagement of the Senior Management Team (SMT) Meeting and the Operational Management Team (OMT) Meeting is necessary in order to raise awareness of the issues faced by Logistics Cluster partners regarding their logistics constraints.
- Not all of the Logistics Cluster's information products were updated regularly enough and that a greater focus needs to be placed on operationally relevant information.
- Additional support is required regarding the fuel provision service. .
- It was requested that the Logistics Cluster could offer fuel storage too, and that light vehicles could be filled up directly with the fuel charged towards their monthly supplies.
- Additional fuel provision locations were requested, particularly in some of the more inaccessible areas of the country.

- The current flight schedule is not the most effective for the NGO community as they often end up staying in Sa'ada for two days or two weeks with no real interim options available.
- Additional flights to Sa'ada should be added to allow for the more timely movement of staff.
- The cost of flight tickets was too high for some members of the NGO community.
- Participants requested that the air passenger service arrange flights to other parts of the country, including Harad, Aden and Hudaydah.
- Participants asked to be better notified in sufficient time for the flight cancellation.
- The evacuation plan, regarding aviation assets, has not been clearly explained or disseminated.

### 3. Logistic Cluster Fuel Provision Service Update

- The Cluster Coordinator indicated that the fuel provision/ purchase process through the Logistics Cluster is moving quickly, however, delays are being caused by the lack of receiving new fuel consignments.
- The Logistic Cluster indicated that there were some questions regarding the fuel quality and the Logistic Cluster confirmed that it is taking all the required procedures to ensure the fuel quality is not affected. However, organisations must make sure that the fuel drums they are using are in a good enough condition to receive the fuel.
- The Logistics Cluster pointed out that organisations shall be responsible for their fuel remaining balance and shall pick it up from WFP warehouses before the expiry date of the fuel Service Level Agreement (SLA) by the end of 2013 unless organisation extends the fuel SLA by December 2013.
- The Logistic Cluster presented an update of the fuel provision services of release Vs. Good received Note, Fuel Pro-forma Invoice, quantity of fuel received from Yemen Petroleum Company (YPC), quantity of fuel allocated and fuel balance at warehouses.

### 4. WFP Air Passenger Service

- WFP Aviation will organize a separate meeting with flight User Groups to discuss the WFP flight schedule, destination, costs and operational plan for 2014.

#### Contacts:

Website: <http://www.logcluster.org/ops/yem10a>

#### Sana'a, Yemen

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