LOCATION: Sana’a, Yemen
DATE: 20th November 2013
CHAIR: Logistics Cluster Coordinator
PARTICIPANTS: Logistic Cluster, ACTED, ADRA, CARE, DRC, ECHO, ICRC, IRY, OCHA, OHCHR, OXFAM, SCI, UNDSS, UNHCR, UNICEF, WHO

ACTION POINTS:
- The Logistics Cluster to finalize and share the updated version of UNHAS Standard Operation Procedures (SOPs) with the User Group.
- The Logistics Cluster to share the UNHAS flight schedule for 2014 in order to provide a source for advanced booking planning and to enable the maximum utilization of UNHAS flights.
- UNHAS to review their ticket costing system until the next UNHAS User Group meeting.
- UNHAS to clarify if it is possible to use their services for personal purposes.

AGENDA:
1. Situation Update - Sa’ada
2. UNHAS Services
3. Storage
4. Fuel

1. Situation Update - Sa’ada
- The Logistics Cluster Coordinator discussed the current tense security situation in Sa’ada induced by disputes between Al-Houthis & Al-Salafies tribes which led to a road block from Haradh to Sa’ada causing a fuel shortage in Sa’ada; in response the Logistics Cluster will install a fuel farm with a capacity of 16,000 litres to be used by the humanitarian community if the road is opened for the transport of humanitarian cargo.
- The Logistics Cluster will regularly monitor the situation and provide assistance if the humanitarian community raises a need for Logistics Cluster intervention.
- UNHCR informed participants that their transporters were able to deliver relief to Sa’ada using alternative roads.

2. UNHAS Services
- Due to the current situation there is a strong demand for passenger and light cargo transport to Sa’ada. UNHAS will increase their services on this route to cover humanitarian needs.
- The Logistics Cluster presented the UNHAS flight Schedule for 2014 to the User Group; most organisations agreed on the schedule but requested the ticket costing system to be reviewed for the next User Group meeting.
- Haradh will be added to the UNHAS flight schedule for 2014 from where UNHAS will operate with helicopters; the flight cost will be communicated at the next User Group meeting.
- UN/INGOs national staff based in the field enquired about the possibility to use UNHAS services for personal movement purposes; according to UNHAS’ standard operation procedures any staff movement (if official or personal) has to be made through an official booking request by the agency, a general invoice with passenger list will then be provided to the agency.

3. Storage
- The Logistics Cluster erected a Mobile Storage Unit of 320 m² capacity inside a WFP storage compound to be used by the humanitarian community for temporary Non-Food Item (NFI) storage.
- IRY has storage capacity in Hodida’a at their disposal which they are willing to make available for the humanitarian
community. Interested agencies are encouraged to send a request via the Logistics Cluster

4. Fuel

- The Logistics Cluster indicated that shortages in fuel allocations to organisations through their fuel provision process were caused by a delayed provision from the supplier. The Logistics Cluster ensured participants that it is collaborating with the procurement department to allocate the fuel promptly.

- The Logistics Cluster responded to concerns on fuel quality by confirming that the Logistics Cluster is performing all necessary procedures to verify the quality of the fuel being distributed; organisations are encouraged to ensure that the drums in which the fuel is received are of a good quality and condition.

Contacts:

Qaseem Ghausy  
Cluster Coordinator  
Qaseem.Ghausy@wfp.org