YEMEN - Meeting Minutes

LOCATION: Sana’a, Yemen
DATE: 22 December 2013
CHAIR: Logistic Cluster Coordinator

PARTICIPANTS: Logistic Cluster, ICRC, OXFAM, ACTED, Islamic Help, SCI, UNHCR, ECHO, IRD.

ACTION POINTS:

- Service Level Agreement (SLA) extension for the fuel provision service in 2014.
- UNHAS flight schedule in 2014, the costs of the tickets and the routes.
- Information sharing and communication among the humanitarian organisations.

AGENDA:

1. Fuel Provision Service.
2. Air Provision Service.
3. Temporary Storage Facility.

1. UNHAS (Air provision Service)

- The Logistics Cluster presented the UNHAS flights Schedule, the routes and the ticket cost for 2014 to the User Group; the UNHAS users organizations agreed on the flight scheduled in 2014 as six flights to Sa’ada and two flights to Haradh.
- Haradh city in the North will be added to the UNHAS flight schedule in 2014, it will operate from Sana’a to Haradh by helicopter (Bell 212); 10 pax capacity and a one way ticket cost would be US$300. The flight ticket cost on the routes to Sana’a _ Sa’ada would be US$200 and Sana’a – Hodeidah US$100 for a one-way ticket.
- UN/INGOs national staff based in the field (Sa’ada/Haradh) enquired about the possibility to use UNHAS flight 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 be provided to the agency.

2. Temporary Storage Facility

- The Logistics Cluster planning to erect a Mobile Storage Unit (320 square meters) in Sana’a and three Mobile Storage Units (MSUs) in Haradh inside WFP warehouse compound in 2014 that can be used by the humanitarian community for temporary Non-Food Item (NFI) storage.

3. Fuel Provision Service

- The Logistics Cluster indicated that SLA extension for 2014 to be signed before the organisations request for fuel provision service in 2014.
- The humanitarian organization are requested to submit the Pro-Forma Invoice (PFI) in advance in order to receive the fuel on time, the process from the date of submission the PFI till fuel delivery by supplier will take around 3-4 weeks, depend on the fuel availability and security constrain where more delay might be expected by the supplier.
- The Logistics Cluster responded to the concerns on fuel quality by confirming that the Logistics Cluster is performing all necessary procedures at the fuel storage to verify the quality of the fuel being received and distributed are good quality; the organisations are encouraged to ensure that the fuel drums/storage they are using to keep the fuel are in a condition.

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