

MEETING MINUTES

Sana'a, Yemen

03 September 2012

Chair: Logistics Cluster Coordinator

Participants: Logistics Cluster, IMC, MDM, ADRA, ECHO, UNFPA, WHO, IOM, RGP, ACF, DRC, UNHCR, SC, IFAD, MC, RI.

- Action Points:**
- Organisations to share the information with Logistics Cluster members, related to logistics facilities, challenges and gaps in the country.
 - Logistics Cluster to share the final update of the Logistics Capacity Assessment (LCA) with organisations.
 - Logistics Cluster to coordinate with the organisations' focal points regarding WFP regular flight schedule and destinations.
 - Organisations to submit Pro-Forma Invoices (PFIs) for their fuel requirement in the three WFP fuel stations (Sana'a, Aden and Haradh).

Agenda:

1. Introduction.
2. WFP/Logistics Cluster LCA
3. UNHAS Update.
4. WFP Fuel Provision Service Update.

Introduction

- The meeting was held at ADRA Office to enhance the coordination and communication between all humanitarian organisations operating in Yemen. It was agreed that every Logistics Cluster would be held in one organisation's office.

WFP/Logistics Cluster LCA

- The Logistic Cluster Coordinator briefed participants on the services WFP/Logistics Cluster provides to the humanitarian community.
- WFP/Logistics Cluster is in the process of updating the LCA, containing useful logistics capacity information about Yemen; when the LCA is finalised it will be available on the Logistics Cluster website.

UNHAS Update

- The Logistics Cluster Coordinator briefed participants about the resuming of UNHAS flights to Sa'adah and Hodeidah over the past two months, as no major problems were experienced. UNHAS flights resumed according to the schedule and all the security clearance from the government has been obtained smoothly.
- The Logistics Cluster will continue to coordinate with organisations to plan the UNHAS flight schedule to ensure maximum usage of flights to Sa'adah and Hoedeidah.
- The Logistics Cluster Coordinator informed participants that a contingency plan for UNHAS flights to Sada'ah has been prepared with UNDSS to be circulated to all organisations.
- Organisations may submit requests for special flights (security or medical evacuation) to the Logistics Cluster so that this may be arranged accordingly.
- The UNHAS flight user groups suggested that the Logistics Cluster consider the extension of UNHAS flights to other destinations (Aden, Taiz, Haradh) as the number of organisations operating in those locations has increased.

WFP Fuel Provision Service Update.

- The Logistics Cluster Coordinator briefed participants on the new fuel consignment, ready for the allocation and distribution in Sana'a.
- Any organisations that have remaining fuel in WFP storage must collect their fuel within two months. .
- The Logistics Cluster informed participants that they will augment the bilateral communication with organisations regarding the fuel provision service to ensure they understand the procedures.

- The newly established fuel stations at Aden and Haradh are fully operational.
- Organisations were requested to submit Pro-Forma Invoices (PFIs) for their fuel requirement in the three WFP fuel stations (Sana'a, Aden and Haradh).

The next Logistic Cluster Coordinator Meeting will be held on Oct. 22nd at UNHCR office at 11:00 am.

Contacts:

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