MEETING MINUTES

Sana’a, Yemen

17 October 2011

Chair: Logistics Cluster Coordinator

Participants: Logistics Cluster, WHO, AMIDEAST, IMC, ECHO, ACF, Progressio Yemen, ADRA, DRC, MDM.

Action Points:
- The Logistics Cluster response plan for CAP 2013 will continue to include the provision of services (Coordination, Air Passenger and Fuel provision) to humanitarian organisations.
- Humanitarian organisations to share the WFP flight schedule and additional relevant information within their organisations (Particularly with Field Offices).
- WFP to provide humanitarian organisations with more detailed guidance on WFP Fuel Provision Service.

AGENDA:
1. CAP 2013 LOGISTIC CLUSTER RESPONSE PLAN
2. WFP AVIATION UPDATE
3. WFP FUEL PROVISION SERVICE
4. INFORMATION SHARING

LOGISTIC CLUSTER RESPONSE PLAN FOR CAP 2013

- Preparation of the Yemen Humanitarian Response Plan (YHRP) 2013 is in process; to be finalized by mid November 2012, and submitted for approval by December 2012.
- The Logistic Cluster response plan, considering the three main activities (Logistics Cluster Coordination and Information Management, Fuel Provision and Air Passenger services) has been included in the YHRP 2013.
- The YHRP 2013 was presented to the government/donors and humanitarian organisations on 20 October 2012.
- The geographical locations where the Logistics Cluster will provide services for 2013 are Sada’a and Hodeida for WFP Air Service; and, Sana’a, Aden and Haradh for the Fuel Provision Service.
- WFP Yemen prepared and submitted the extension of the Special Operation (SO) project, which will be used to fund Logistics Cluster activities, for approval.

WFP AVIATION UPDATE

- The Logistic Cluster Coordinator updated the participants on WFP AVIATION operations, routes, and procedures; further discussions included the way forward and continued cooperation with the humanitarian organisations.
- WFP has resumed regular flights [4 per month] to Sa’adah and Hodeida; special flights have also been organised to Sa’adah, as required and based upon requests from partners.
- The Logistics Cluster will recruit an Air Movement Assistant to be based in Sa’adah for better coordination, safety and security of the flights and passengers.
- The Logistics Cluster requested that organizations share the WFP flight schedule with their field offices.
- The participants were reminded that it is extremely important for operations and planning that timely payment for WFP flights taken is processed, and that the submission of passenger booking requests (According to WFP flight schedules and destinations) is made well in advance.
- Partners inquired about the possibility of adding Taiz as a new destination for WFP flights, it was highlighted that for newly arriving organisations who wish to begin operations in Taiz the available commercial flight is not reliable.
- Partners requested that WFP to investigate the possibility of using the airstrip in Abbs (near Haradh district).
- Participants to the meeting also requested WFP re-consider the cost to the organisations for flying to Hodeidah, the current ticket to Hodeidah one way is $150.
WFP FUEL PROVISION SERVICE

• The Logistic Cluster Coordinator confirmed that the Pro-forma Invoice (PFI), submitted by the organisations to access the Fuel Provision service, is the main document required to begin the process of estimating the funding requirements to support the procurement and distribution of fuel. The Logistics Cluster will not be in a position to provide fuel if organisations do not submit the PFI.

• Organisations were reminded that the existing fuel distribution system, established by the Logistics Cluster through WFP, is intended solely for the purpose of meeting the regular fuel consumption needs of the participating organisations. It is not designed to provide for the storage of fuel based on contingency/emergency needs. The Logistics Cluster request organisations to accept delivery of their allocated fuel within a two months period.

• The Logistics Cluster also requested that those organisations participating in the Fuel Provision service process the payment for allocated fuel in a timely way, and coordinate with their field offices to contact the WFP Fuel Storekeeper to ensure efficient facilitation of the service.

COORDINATION AND INFORMATION SHARING

• The meeting participants were requested to share information through the Logistics Cluster related to logistics challenges/gaps in order to ensure these issues are addressed/brought to the attention of the Humanitarian Country Team (HCT) for further action and intervention as required.

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