

MEETING MINUTES

Sana'a, Yemen

06 October 2013

Chair: Logistics Cluster Coordinator

Participants: Logistics Cluster, UNICEF, IOM, CARE, UNDSS, OCHA, OHCHR, ACTED, IRY, ADRA, UNHCR, DRC, FAO.

- Action Points:**
- Logistics Cluster Coordination Meetings to be held on the last Wednesday of each month from 12:00 to 1:00 pm.
 - The Logistics Cluster to share with participants the full contact list of organisations' focal points.
 - The Logistics Cluster to share the Logistics Capacity Assessment for Yemen (LCA) with participants.
 - Organisations to pick up their fuel remaining balance before the expiry date of the fuel Service Level Agreement (SLA) by the end of 2013.
 - The Standard Operational Procedures (SOPs) for the fuel provision service to be shared with organisations via the mailing list.
 - Organisations to send their Pro-Forma Invoice for their fuel requirement in Sana'a, Haradh and Haradh.

Agenda:

1. **Update: Lessons Learned Mission to Yemen**
2. **Activities and Way Forward for 2014**
3. **Update: Fuel Provision Service**
4. **WFP Charter Flight Update.**

1. Update: Lessons Learned Mission to Yemen

- The Logistics Cluster briefed participants on the feedback of Lessons Learned Mission to Yemen, from 22-27 September, led by the Global Logistics Cluster Support Cell (GLCSC). 15 organisations were interviewed for their feedback on the Logistics Cluster operation in Yemen. The mission findings and recommendations, in the form of a mission report, will be disseminated to all participants and the wider humanitarian community when complete.
- The Logistics Cluster requested participants to provide any suggestions regarding improvement of Logistics Cluster services. Some organisations suggested that the Logistics Cluster Coordination Meeting be held on the last Wednesday of each month, from 12:00 up to 1:00 pm.
- ADRA suggested that the Coordination Meetings be held in a different venue and hosted by a different organization each time to help participants strengthen their communication. DRC suggested that the Logistics Cluster share the contact list of organisations with the humanitarian community.
- UNICEF suggested that the Logistics Cluster Services User Survey be disseminated quarterly.
- The Cluster Coordinator suggested that organisations make use of the Yemen Logistics Capacity Assessment (LCA), which is available at: <http://dlca.logcluster.org/YEM/>. The LCA contains the country profile, including information on airports, customs, logistics services, logistics infrastructure and other useful information.
- The Logistic Cluster indicated that different kind of maps that humanitarian agencies may need are available per each cluster (wash, nutrition, logistics, health, etc.) on the OCHA website.

2. Activities and Way Forward for 2014

- The Logistic Cluster will continue provide services for the year 2014 in terms of fuel provision, flight coordination and information sharing services.
- The temporary storage facility might be considered and added for 2014 project, the Standard Operating Procedures (SOPs) will be shared accordingly.

3. Update: Fuel Provision Service

- The Logistics Cluster Coordinator stated that the fuel provision/purchase process is clearly outlined in

the Standard Operating Procedures (SOPs), and to please contact the Logistics Cluster should there be any further inquiries regarding the fuel provision service. An organisation asked the Logistics Cluster to share the SOPs via email. (The SOPs may also be found on the website at: [www.logcluster.org/ops/yem10a/Yemen SOPs 121113](http://www.logcluster.org/ops/yem10a/Yemen_SOPs_121113))

- Regarding some queries on the quality of the fuel being distributed by the Logistics Cluster, it was confirmed that all the necessary required procedures are being taken to ensure the fuel quality is not affected. However, organisations must ensure that the fuel drums they are using are in a good enough condition to receive the fuel from the WFP Logistics Cluster.
- The Logistics Cluster stated that organisations are responsible for their remaining balance of fuel 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 the organisation extends the fuel SLA by December 2013.
- Regarding fuel quantity, the Logistics Cluster confirmed that constant effort is being made on the part of the Logistics Cluster to ensure that all fuel is delivered in a timely manner. However, as the fuel provision service highly depends on the fuel supplier, the delivery can often be unpredictable.
- The Logistics Cluster stated that some organisations have confirmed that they would prefer to make the fuel payment in advance; however, the Logistics Cluster cannot allow organisations to make advance payments because of potential delays by the fuel supplier.

4. WFP Charter Flight Update

- The Logistics Cluster flights to Sa'ada will continue in 2014; the Cluster Coordinator indicated that Haradh might be added as a destination via helicopter and the flight cost might be changed.
- A separate meeting with the WFP Flight User Group will be organized to discuss the 2014 flight schedule, destinations and the flight cost.

Contacts:

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

Sana'a, Yemen

Qaseem Ghausy

Logistics Cluster Coordinator

Qaseem.ghausy@wfp.org