MEETING MINUTES
Aden, Yemen
06 November 2012

Chair: Logistics Cluster Coordinator
Participants: Logistics Cluster, UNICEF, UNHCR, WFP, WHO, Save the Children, SHS

Action Points:
- Logistics Cluster to share the Standard Operating Procedures (SOPs) and all forms for the fuel and air transport services to humanitarian organisations based in Aden.
- Logistics Cluster to hold regular coordination meetings with organisations based in Aden to ensure all organisations receive information on services offered.

Agenda:
1. Brief on Logistics Cluster Coordination
2. Fuel Provision Service
3. Air Passenger Transport
4. AOB

1. Brief on Logistics Cluster Coordination

The Logistics Cluster Coordinator briefed participants on the role and activities of the Logistics Cluster:
- The Logistics Cluster provides logistics, coordination and information management services to the humanitarian community.
- The Logistics Cluster was activated in Yemen, in 2010, by request of the Humanitarian Country Team.
- The Logistics Cluster provides air passenger services to Sa’adah and Hodeidah to the humanitarian community.
- Since June 2011, the Logistics Cluster has also provided fuel to organisations by establishing three fuel distribution systems in Sana’a, Aden and Haradh.

2. Fuel Provision Service

The Logistics Cluster Coordinator informed participants of the Logistics Cluster fuel services:
- The Logistics Cluster established a fuel distribution facility in Aden with a total capacity of 92,000 litres inside the WFP warehouse compound (located in AL Mansura district, Kabuta) to provide fuel services to humanitarian organisations in order to support their operations, and avoid fuel shortages that disrupt and affect logistics operations.
- A fuel storekeeper in Aden has been recruited to facilitate organisations with fuel provision services.
- The fuel provision services will be provided on a full cost recovery under the Service Level Agreement (SLA) and Pro –Forma Invoice (PFI).
- The Standard Operation Procedures (SOP) and safety guidelines for the fuel facilities will be shared with humanitarian organisations.

3. Air Passenger Transport

- It was explained that the Logistics Cluster provides and facilitates air passenger services to the humanitarian organisations for the safe movement of staff and delivery of life saving relief assistance.
- The Logistics Cluster operates four flights a month to Sa’ada and Hodeidah and is hoping to provide flights from Sana’a to Aden in the near future.
- The Logistics Cluster, on behalf of UNHAS, can arrange special flights to the humanitarian organisations on a request basis.
- The WFP charter flight procedures are outlined in the SOPs which will be shared with participants.

4. AOB

- The Logistics Cluster Coordinator explained that the Logistics Cluster response plan for Yemen projects that current Logistics Cluster services will continue into 2013.
- Participants were briefed on the Consolidated Appeals Process (CAP) and the plan for 2013.
• Participants raised concerns about the difficulty of transporting fuel from the Aden fuel farm as the area is ‘restricted’ as advised by UNDSS.
• Participants agreed to the regular monthly logistics coordination meetings.
• The next Logistics Cluster coordination meeting will be announced to the humanitarian community shortly.

Contacts:
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