

## MEETING MINUTES

Sana'a, Yemen

19 November 2012

**Chair:** Logistics Cluster Coordinator

**Participants:** Logistics Cluster, Mercy Corps, ACF, MDM, IRY, MSF-S, OXFAM, WHO, IOM, ADRA, CARE, IMC, RI.

- Action Points:**
- Organisations to provide the geographical location of their offices to the Logistics Cluster to improve coordination.
  - Organisations to communicate with their field offices to provide the Pro-Forma Invoices (PFIs) for fuel provision.
  - Organisations and the Logistics Cluster to coordinate on use of WFP charter flights to Sa'adah and Hodeidah.
  - Organisations to process with payment of fuel and WFP flights on time.

### Agenda:

1. Introduction.
2. Logistic Cluster Field Visit Briefing.
3. WFP Charter Flight Update.
4. WFP Fuel Provision Update.
5. AoB

### Introduction

- The Logistic Cluster Coordinator welcomed the participants and gave a brief introduction to participants.

### Logistic Cluster Field Visit Briefing

- The Logistics Cluster Coordinator briefed the participants on the two field visits which took place in October and November 2012 in Haradh and Aden.
- The visits were conducted due to a technical problem relating to the fuel farms. The issue was solved in Aden and Haradh; the only remaining part to be completed is the underground construction of fuel tanks at both locations. A sunshade for the fuel tanks will be built soon to avoid fuel evaporation and to provide better safety in the fuel farms.
- Logistics Cluster staff in the field will be in contact with all the focal points from partner organisations to ensure distribution and sharing of logistics information at field level.
- The Logistics Cluster agreed that organisations may receive their fuel allocation by several installments; due mainly to security reasons and limited storage capacity of the partners.

### WFP Charter Flight Update

- WFP Cluster confirmed the flexibility of the flight schedule (date & timing) for organisations' convenience. The flight date might be changed depending on requests; organisations must provide advance notification to enable the Logistics Cluster to make the required coordination and arrangements for such a change (flight date/timing). However, the local operator recommends that the flight takes place in the early morning (08:00am) due to poor visibility which is a result of weather conditions.
- The change of flight schedule depends on the coordination between all the agencies and the availability of the aircraft and confirmation of the local operator.
- The Logistics Cluster requested that all participants cooperate to ensure the continuity of WFP charter flight to Sa'adah and Hodeidah.
- The WFP/UNHAS charter flight destinations for 2013 will remain as Sada'a and Hodeida.
- Sada'a is will remain a destination due to absence of commercial flights to Sada'a and Hodeida; this will enable the organisations based in Haradh to reach Haradh in the same day without staying overnight in Hodeidah. Other destinations (Aden, Taiz) might only be considered for special flight requests, (e.g. medical and security evacuation, VIPs missions).
- The Logistics Cluster will circulate the "flights requirement tracing sheet" to the all organisations to fill out the average number of passengers using UNHAS flights per month. This will help the Logistics Cluster to plan the flight schedule and number of flights which need to be organised.

- The request from the participants about the UNHAS flight ticket price to Hodeidah is to be reviewed due to limited budget of the humanitarian community and taking into consideration the commercial flight ticket price. A separate meeting was proposed in order to discuss the issues, details, possible options and rates.

### WFP Fuel Provision update

- The Logistic Cluster Coordinator updated the humanitarian organisations that it would be difficult for the Logistics Cluster to provide the required fuel on time if the organisations did not submit their PFIs in advance as the fuel procurement process takes around one month.
- Partners might have to collect their allocation of fuel partially (in several installments). In this case; the Logistics Cluster will provide empty drums (200 litres capacity) for a short period. These drums should be returned in order to be used by other partners.

### AoB

- The next Logistics Cluster meeting is tentatively scheduled for 17 December 2012.

### Contacts:

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

### WFP SAN'A, Yemen

Qaseem Ghausy

Logistics Cluster Coordinator

[Qaseem.Ghausy@wfp.org](mailto:Qaseem.Ghausy@wfp.org)