MEETING MINUTES

Sana’a, Yemen
15 January 2013

Chair: Logistics Cluster Coordinator
Participants: Logistics Cluster, ECHO, AMIDEAST, UNDSS, OXFAM, NRC, SCI, CARE, IMC, Equal Access, UNHCR, ADRA, IRD, ACTED, IFAD, WHO, Mercy Corps.

Action Points:
- The Logistics Cluster to focus more on the Coordination mechanism and Logistics information sharing within the members.
- Humanitarian Agencies are to send the extension of the fuel SLA agreement for 2013 signed by their representatives to WFP and the Logistic Cluster if they wish to be considered in the fuel provision service.
- Agencies to process on time the payment for the fuel provision service and WFP flights they used.
- WFP to circulate flight schedule for 2013 to all humanitarian agencies.

AGENDA:
1. LOGISTIC CLUSTER ANNUAL REVIEW FOR 2012 AND PLAN FOR 2013.
2. WFP FUEL PROVISION SERVICE FOR 2013.
3. WFP AIR SERVICE FOR 2013.
4. OTHER LOGISTICS ISSUES.

LOGISTIC CLUSTER ANNUAL REVIEW FOR 2012 AND PLAN FOR 2013

- The Logistic Cluster Coordinator briefed and presented the Logistics Cluster annual activity report for 2012, indicating that the Logistic Cluster Coordination and information sharing mechanism was one of the key indicators to those humanitarian agencies arriving in the country in 2012.
- The Logistic Cluster fuel provision service to the humanitarian agencies achieved its goal of distributing more than 267,000 liters of fuel to 33 humanitarian agencies through the implementation of the Service Level Agreement (SLA).
- WFP HQ Logistics unit has released funds from the Special Account for the procurement of the fuel on behalf of the humanitarian agencies.
- The completion and setup of three fuel distribution system in three locations (Sana’a, Aden and Haradh) with the total capacity of 364,000 liters has been completed by WFP and the Logistics Cluster in 2012. Dedicated staff have been recruited in each fuel distribution center to facilitate the service to the agencies.
- The Logistics Cluster air passenger service to Sa’adah and Hodeidah goal has been achieved by conducting 24 flights, carrying 346 passengers from 20 agencies.
- Logistics Cluster will continue the fuel provision service and air passenger service for the humanitarian agencies. This is to ensure there wouldn’t be any interruption in the fuel supply chain in the country especially due to the current political and security situation which threaten the continuity of the fuel supply chain.
- The Logistic Cluster coordination cell and logistics information sharing will continue to provide services to the humanitarian agencies in 2013, including GIS mapping. All the information related to the Logistic Cluster activities is available on WFP Logistic Cluster website http://www.logcluster.org.
- WFP air passenger service to Sa’adah for the humanitarian aid workers resumed since June 2012. The service will continue for 2013.

WFP FUEL PROVISION SERVICE FOR 2013

- WFP Logistic Cluster submitted the SLA extension to all the humanitarian agencies; total five agencies so far signed the fuel SLA extension for 2013.
- The Logistics Cluster fuel provision service main purpose is to ensure the continuity of the humanitarian agencies operation in Yemen.
- The Logistics Cluster will advise all the agencies to be part of the fuel provision service to ensure that, in case of emergencies or shortage of fuel, they can access the service.

WFP AIR SERVICE FOR 2013

- The Logistic Cluster Air passenger service in 2013 will continue to Sa’adah and Hodeidah, the flight schedule has been circulated and all the agencies are requested to submit the booking request three days in advance before the flight date, in order to get the security clearance from the government for WFP flights.
- The Logistic Cluster highlighted that the maximum possible number of WFP flights per month is four based on the
agencies requirement and the survey conducted with the humanitarian agencies. Increasing the number of flights per month can be considered based on the demand and number of passengers increase.

- The special flights for medical/security evacuation or VIP missions can be organized by Logistics Cluster on request basis.
- The Logistic Cluster wants to ensure the safe movement of humanitarian aid workers to Sa‘adah by air as far as there is no any other safe option.

OTHER LOGISTIC ISSUES

- Humanitarian Agencies suggested that the Logistic Cluster enhance the Coordination mechanism and Logistics information sharing regarding warehousing, transportation facilities and other Logistic related information for the building of the logistics capacity of the Cluster members.
- The Cluster members agreed to share the new custom clearance procedures introduced recently by the authorities, also other related procedures for humanitarian aid workers visa and NGOs registration.

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