

## LOGISTICS COORDINATION GROUP –MEETING MINUTES

WFP Office, Sana'a

16 August 2011, 11:00-12:00

**Chair:** Logistics Cluster Coordinator

**Participants:** Save the Children, UNFPA, IFAD, FAO, UNDP, MDM, IRY, WFP, PROGRESSO YEMEN, AMIDEAST, ADRA, RELIEF INT'L, IRD, OCHA, WHO, INTERSOS, UNDSS

- Action Points:**
- The Logistics Cluster will send the Fuel Allocation Plan to all agencies to start the process of the payment through WFP account as before and this system of the payment would be the last, after that the new process of the payment would be introduced.
  - Fuel procured from Yemen Petroleum Company (YPC) or National Petroleum Company (NPC) will be distributed through the Service Level Agreement (SLA); Pro-Forma invoice and payment to WFP special account in advance with additional 4.5% Management Cost Recovery rate. Fuel procured on the open market will be distributed to organisations through the supplier, with payment made directly to the supplier and no additional charge.
  - The Logistics Cluster will send the SLA to each organization for required signatures; organisations are requested to then forward a scan/copy to WFP HQ for filing.
  - The Logistics Cluster will publish the SOP online, and shared the document directly with humanitarian organisations through email.
  - For storage facility terms and conditions, organisations can contact the WFP Head of Logistics Unit.

### Agenda:

1. Introduction
2. Fuel Allocation Plan for August
3. Fuel Provision Service Mechanism
4. SLA (Service level Agreement) Implementation Process
5. Update the SOP (Standard Operation Procedures)
6. Storage Facility
7. Update UNHAS flight to Sa'ada

### 1. Introduction

- Mr. Daniel Bato, the new WFP DCD participated in the Logistics Cluster meeting and welcomed the participants.

### 2. Fuel Allocation Plan for August

- The Logistics Cluster Coordinator, briefed participants on the Fuel Allocation Plan for August. It was highlighted that WFP did not received the second consignment of fuel from YPC. The YPC deputy chairman has confirmed that YPC is not in a position to supply diesel fuel to WFP for the use by the humanitarian community.
- The Logistics Cluster will proceed with the procurement of diesel fuel on the open market to respond the immediate needs of humanitarian organisations.
- The allocation of fuel (Diesel and Petrol) will be based on the organisations' requirements as a percentage of total requirement, and the quantity of fuel available.
- The organisations should receive their allocated quantities for both petrol and diesel, and submit payment to WFP.

### 3. Fuel Provision Service Mechanism

- The Logistics Cluster explained the new mechanism for the fuel payment process, this system is based on WFP's risk analysis and financial/administration procedures.
- The Logistics Cluster collected the contact details of the organizations present, and submitted the information to HQ to facilitate the creation of vender/account numbers for payment tracking.
- Fuel procurement through YPC and NPC will be facilitated through WFP on a cost recovery basis; payments (Including a 4.5% management cost) will be processed via bank transfer to a WFP special account at HQ. Once receipt of the payment is confirmed the organisation will receive the release order from the Logistics Cluster, and will receive their allocated fuel.
- In the event that YPC is unable to supply the total quantity of fuel required, WFP on behalf of the Logistics Cluster will identify additional sources on the open market and arrange for distribution, in accordance with the Fuel Allocation Plan, to humanitarian organisations through the supplier; in this case payment will be made by the organisation directly to the supplier at a rate negotiated by WFP on behalf of the Logistics Cluster, and WFP will provide quality control capacity.
- It was highlighted that WFP HQ will continue to support the Country Office for this Special Operation (Fuel Provision Service) and ensure that all the required procedures are in place.

#### 4. Service level Agreement (SLA) Implementation Process

- The Service level Agreement (SLA) is the only contract with the organisations for logistics services provided by WFP, coordinated through the Logistics Cluster.
- In order to be eligible to benefit from the Fuel Provision Service, organisations must first sign an SLA with WFP; this is a onetime process and the SLA should be signed by the Head of Organization.

#### 5. Update the Standard Operation Procedures (SOP)

- The finalized Standard Operating Procedures (SOP) for the Fuel Provision Service, which will indicate and explain all the steps required to access the service (From signing the SLA thru receipt of goods), will be sent to all participants.
- The SOP will be regularly updated as the situation evolves and operational requirements develop.
- The SOP will be published on the Logistics Cluster website to facilitate easy access by the humanitarian community.

#### 6. Storage Facility

- The Logistics Cluster will only focus on the logistics gap in the country where the humanitarian agencies face difficulties to handle, any information related to warehouse or other logistics service to share with WFP as third party agreement the agency can communicate with the WFP Head of Logistics Unit.
- The Logistics Cluster can provide and share the information about warehouses availability or contact details of the warehouse owner with the agency.
- The Logistics Cluster will deploy two Wiikhalls (240 m<sup>2</sup>) to the Mazrak IDP camps, for use as Common Storage by the humanitarian community, in the coming days.

#### 7. Update UNHAS Flights to Sa'ada

- WFP has not yet received clearance from the government of Yemen to resume UNHAS flights to Sa'adah. The official communications by WFP management and the HCT to the government are ongoing.
- A WFP FSO team has completed the security assessment of the Sa'adah airport and airstrip.
- Any update related to UNHAS flights to Sa'adah will be communicated to partners.

**Next meeting: 10<sup>th</sup> September 2011 WFP Office at 11:00 am**

#### Contacts:

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