LOGISTICS COORDINATION GROUP – MEETING MINUTES

WFP Office, Sana’a
Date: 7 September 2011, 11:00-12:30

Chair: Logistics Cluster Coordinator
Participants: UNDSS, DRC, UNDP, FAO, IFAD, IRD, OCHA, ADRA, UNAIDS, RELIEF INTERNATIONAL, INTERSOS, CARE, WFP

Action Points:
1. Humanitarian organisations to reconsider their fuel contingency plans.
2. The Logistics Cluster will send the fuel allocation plan (NPC supply) to those agencies already signed up to the SLA.
3. Fuel procured through YPC and NPC will be distributed through SLA, Pro-Forma invoice and payment should be made to the WFP special account in advance with additional 4.5% management fee. Fuel to be procured from the open market will be confirmed and communicated in advance to User Group. The fuel will be distributed to organisations through direct payment to the supplier without any extra charge.

The Agenda:
1. Introduction
2. Fuel Situation update in the Country
3. Fuel allocation plan for month of September
4. Presentation on the SOP (Standard Operation Procedures)

Introduction:
- The participants were welcomed by the WFP DCD and the Logistics Cluster Coordinator

Fuel Situation Update in the Country
- Due to the changes to the security protocols within the country, including the reinforcement by the military of several key government locations including the airport, the North and South gate of Sana’a and the establishment of more checkpoints, Petrol shortages have increased and the queuing of vehicles at petrol stations is being seen around the capital.
- The Logistics Cluster has been closely monitored the growing fuel shortage, in order to take action for the procurement of the fuel and ensure the continuation of the fuel pipeline.

**Action Point:** The Humanitarian Agencies to reconsider their fuel contingency plan and proceed to get the allocated fuel for the month of August and September in order to perform their operation.

Fuel Allocation Plan for the Month of September
- The Logistics Cluster Coordinator briefed meeting participants on the fuel allocation plan for the month of September. It was highlighted that WFP has received a new consignment from the National Petroleum Company (NPC). The Logistics Cluster informed participants that process for the NPC fuel distribution would be through SLA and pro-forma invoice as mentioned in the SOP.
- The Fuel allocation (Diesel and Petrol) would be based on the agencies requirements and percentage of the available fuel that the Logistics Cluster has in stock.
Action Point: The Logistics Cluster will send the fuel allocation plan (NPC supply) to those agencies who have already signed the SLA.

Presentation on the Standard Operating Procedures (SOP)

- The Logistics Cluster Coordinator presented power points on the Standard Operating Procedures with the Annexes of forms and how to use it, also explained the fuel provisions service implementation and procedures from the requisition point until the fuel received is received by the agencies.

  Action Point: Fuel procured through YPC and NPC will proceed through SLA, Pro-Forma invoice and payment to WFP special account in advance with additional 4.5% Management fee. Fuel to be procured from the open market would be confirmed and communicate in advance to User Group. The fuel will be distributed to the agencies through direct payment to the supplier without any extra charges.

Next meeting: 27 September 2011 WFP Office at 11:00 am

Contacts Logistics Cluster Officer
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