LOGISTICS COORDINATION GROUP – MEETING MINUTES

UNHCR Office, Aden
Date: 11 September 2011, 11:00-12:30

Chair: Logistics Cluster Coordinator
Participants: OCHA, UNHCR, UNICEF, WHO, IOM, SAVE THE CHILDREN, INTERSOS, CARE, WFP

Action Points:
1. The Agencies to send their contact details with Monthly fuel requirements.
2. The Logistics Cluster has identified a location for the installation of the fuel distribution system.
3. The SOP and other documents will be shared with all agencies working in Aden.

The Agenda:
1. Introduction
2. Presentation on the Logistics Cluster/Cluster Approach
3. Fuel Provision Service for Humanitarian Organisations
4. Presentation on the SOP (Standard Operation Procedures)

1. Introduction

- The first Logistics Cluster meeting was held in Aden with the participation of 15 organisations. The Logistics Cluster Coordinator welcomed the participants and introduced the members.

2. Presentation on the Logistics Cluster/Cluster Approach

- Details of the Logistics Cluster’s function, mandate, and main objectives were explained to participants; it was highlighted that the Logistics Cluster is a Coordination mechanisms for humanitarian organisations to share information, and a provider of common service when there are logistics gaps. The activation of the Logistics Cluster is based on the Humanitarian Country team’s request to WFP, as the Logistics Cluster lead, to fill gaps through Logistics Cluster approach.

- When the provision of common services has been identified as necessary and the Logistics Cluster, together with humanitarian partners have agreed that it is the best way forward, common services can be put in place. For example:
  - Air Transport via UNHAS (passengers and / or cargo)
  - Overland/Marine Transport
  - Warehousing
  - Fuel Provision
  - Cargo tracking

- Common services: the key things to know.
  1. Only employed if there is no other solution
  2. Before contracting dedicated assets through the Lead agency or another structure, all efforts are made to fill logistics gaps through bilateral agreements between organisations.
  3. Common logistics services provided through the Logistics Cluster are not necessarily free, but will usually be provided on a total cost recovery basis.

- The Logistics Cluster does not provide services itself but rather coordinates services provided by participating organisations and the private sector.
The Logistics Cluster is not intended to replace the logistics operations of participating humanitarian organisations, but rather aims at strengthening the overall logistics response through coordination and as the provider of last resort.

Logistics Cluster services are temporary. Organisations should work on securing their own supply chain from the onset of the emergency/operation.

**Action Point:** The Logistics Cluster is ready to coordinate, communicate with the Humanitarian organisations to ensure the information shared and the Logistics gaps identified in the country.

### 3. Fuel Provision Service for humanitarian Agencies

- Many UN agencies and I/NGOs are finding it increasingly difficult to obtain sufficient supplies of fuel to support their operations.
- WFP Yemen, in its capacity as chair of the Logistics Cluster, has been tasked by the Humanitarian Country Team to secure guaranteed access to fuel for the wider humanitarian community, until the economic crisis is resolved.
- Potential sources of fuel for use by the humanitarian community have been identified. The sources include Yemen Petroleum Company (YPC), National Petroleum Company (NPC), and the open market.
- The Logistics Cluster will procure and distribute fuel products, and recipient organizations will be charged on a full cost-recovery basis (including an administrative charge) under Service Level Agreements.
- 30 UN agencies and I/NGOs that have expressed interest in receiving fuel via these processes.
- Most of these humanitarian actors are based in the capital Sana’a, with the majority of their activities being directed at responding to the ongoing effects of conflict in both northern and southern Yemen. Thus, to best cater to the geographical requirements of the humanitarian community, it is proposed that three fuel storage facilities be established; one in the capital, one in the north, and one in the south.

**Action Point:** The Logistics Cluster will establish the fuel distribution system and coordinate with YPC for the fuel procurement, and with humanitarian agencies for the allocation and distribution mechanism.

### 4. Presentation on the SOP (Standard Operation Procedures)

- Standard Operating Procedures for the fuel facilities will be shared with all organizations, outlining the fuel provision service and user safety guidelines.
- Fuel will be allocated to organizations on the basis of their reported monthly fuel requirements, taking into consideration the total available fuel stock.
- It is envisaged that this service will be required until the 31 December 2011.

**Action Point:** The Logistics Cluster will send the format for the contact details, monthly fuel requirements and other documents to the organisations in Aden.

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**Next meeting:** to be announced