MEETING MINUTES

Sana’a, Yemen

03 June 2013

Chair: Logistics Cluster Coordinator

Participants: Logistics Cluster, CARE, ACF, OHCHR, IRY, UNHCR, IMC, ADRA, IOM.

Action Points:

- Humanitarian organizations to provide suggestions and comments for the Consolidated Appeal Process (CAP) Mid-Year Review (MYR) document.
- In order to update the logistics supply chain map, humanitarian organizations are requested to share information concerning logistics facilities, needs and gaps in their areas of activity.
- Participants to share with their organizations updated information in regards to the fuel provision services and contingency plan, and updated WFP flights schedule.

Agenda:

1. CAP MYR
2. Update on Current Logistic Cluster Activities

CAP MYR

- The Logistics Cluster Coordinator presented the Logistics Cluster’s activities and CAP priorities for 2013 as discussed in the recent OCHA workshop. Logistics Cluster’s activities for 2013 will mainly focus on the northern, central and southern parts of Yemen where most of the humanitarian organizations are currently operating. The budget for 2013 activities was shared with participants, for more information please contact the Logistics Cluster Coordinator.
- CAP Priorities for 2013: logistics coordination and information management, fuel provision services and air passenger services.
- Two extra assessments were proposed to be added to CAP 2014:
  - Haradh Airstrip assessment, (could be used for either emergency evacuation or alternative regular flights to the north);
  - Hodeida Port Free Zone, (the port has proven to be effective during the crisis and it is currently the most utilized port by humanitarian partners).
- The Logistics Cluster indicated that 80% of the Logistics Cluster’s objectives, from the 2013 CAP, have been achieved. Challenges encountered have included: security constraints, delays in the Service Level Agreement (SLA) process, problems with transportation of fuel by the supplier, and poor weather conditions.
- Participants were invited to submit inputs to be considered for the 2014 CAP.

Update on Current Logistic Cluster Activities

WFP Fuel Provision Service for 2013

- The Logistics Cluster coordinator briefed participants about a delay concerning the fuel delivery to Haradh and Aden. The Logistics Cluster is closely following up with the local supplier in order to accelerate the fuel delivery.
- UNHCR asked whether it would be possible for WFP to produce a special Goods Received Note (GRN) form for receipt of fuel in Haradh. WFP indicated that the existing GRN form should be used. Organisations are required to send a list of the vehicles that will receive fuel to the WFP fuel storekeeper to facilitate delivery.

WFP Air Service for 2013

- The Logistics Cluster indicated that one of the WFP flights to Sada’a was unable to land at Sada’a Airport due to a security incident. The plane returned to Sana’a until the situation was back to normal. After this incident, WFP had a meeting with Sada’a Governor, the local operator, and the CAMA to discuss the security and safety of the airport and the lack of aviation staff.
- Participants were informed that a WFP Safety Aviation officer will arrive from the WFP regional office to evaluate the operator; this is a regular yearly assessment.
- The ad-hoc charter agreement with the local operator (BBA) expired in May and WFP signed the extension of the agreement with BBA. The extension will cover services until the end of 2013.
The Logistics Cluster Coordinator confirmed to participants that flights to Sada’a cannot be guaranteed; the availability of flights depends on the security situation and weather conditions.

**Information Sharing**

Organisations are requested to share information with the Logistics Cluster concerning logistics facilities and infrastructure (Transportation, Port facilities, NFI suppliers, Warehousing, Road Conditions, etc.) for the areas where they have been working to update the logistic supply chain map.

**Contacts:**
Website: [http://www.logcluster.org](http://www.logcluster.org)

**WFP SAN’A, Yemen**

Qaseem Ghausy  
Logistics Cluster Coordinator  
Email: Qaseem.Ghausy@wfp.org  
Mobile: 733278728