MEETING MINUTES
WFP Office, Sana’a, Yemen
23 November 2011

Chaired by: Logistics Cluster Coordinator

Action Points:
- The Logistics Cluster requested humanitarian organisations to provide contact details of a Logistics Focal Point in Aden in order to follow-up on the Logistics Cluster fuel provision service in Aden city.
- Organisations to submit their Fuel Request Form for December by 27 November.
- The Logistics Cluster will issue the Pro-Forma Invoice for the next fuel procurement, and also organise the distribution of fuel to organisations.
- Organisations that have not yet signed the Service Level Agreement (SLA) are requested to submit a signed copy, together with the Fuel Request Form, in order to be considered for the next fuel distribution.
- Organisations to confirm their interest in UNHAS resuming a flight schedule of the Sana’a–Haradh route instead of Sana'a–Sa'adah, as the security clearance for Sana’a–Sa'adah route is to be confirmed.

Agenda:
1. Situation Update
2. Logistics Cluster Operational Planning
3. UNHAS update

Situation Update
- The Logistics Cluster Coordinator informed participants that there is a high demand for fuel and limited availability in Yemen. It was highlighted that fuel prices have increased from 50 YR/L for Diesel to 120 YR/L and from 75 YR/L for Petrol to 150 YR/L and remain unstable.
- The safe access of humanitarian organisations to the North (Sa'adah) remains a concern. Since April 2011, due to lack of security clearance for UNHAS flights to Sa’adah, the humanitarian organisations have flown to Hodaidah and then driven to Haradh in order to reach Sa'adah. In light of this, the Logistics Cluster is evaluating the possibility of initiating UNHAS flights between Sana’a–Haradh.

Logistics Cluster Operational Planning
- The Logistics Cluster Coordinator explained to participants that for the next fuel distribution the Logistics Cluster will apply the SLA by the Pro-Forma invoice mechanism. The fuel will be procured based on the organisation’s request as per Pro-Forma invoice.
- The agencies which have not signed the SLA and pro-Forma invoice will not be considered to receive fuel from the next distribution.
- The Logistics Cluster Coordinator asked the organisations to complete fuel request forms before 28 November so that the Pro-Forma Invoices may be issued. The Logistics Cluster Coordinator also advised that the form should be completed with indications of fuel requirements of for the next two months.

UNHAS Update
- The Logistics Cluster Coordinator requested the organisations to confirm their interest in UNHAS flights to Haradh.

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