A staging area in Cologne Bonn Airport is made available to facilitate consolidation of air shipments among humanitarian organisations for the Ebola response in Liberia, Sierra Leone, and Guinea in one predictable location. The objective is to support partners planning and supply chain, co-loading and optimization of flights. The Logistics Cluster Air Coordination Cell (ACC) facilitates access to the staging area.

**Service Request and Procedure**

**Step 1: Service Request**
- Organizations wishing to use the staging area for consolidation of loads for air shipments are required to submit a Service Request Form (SRF) and detailed Packing list to the ACC.
- Please be advised that the formatting of the SRF may not be altered and that the ACC may ask for clarification and additional before accepting the Service Request.
- All SRFs need to be submitted via the focal point of the organization requesting the service.

  - Please send to: [ebola.acc@logcluster.org](mailto:ebola.acc@logcluster.org)
- Receipt of SRFs will be confirmed via e-mail.

**Step 2: Request Revision and Service Provision**
- Requesting organisation will be informed by the ACC about services availability and outlines time-schedule and confirms procedure via e-mail.
- In the event that the SRF submitted by an organization does not fall within the scope of the services provided by the ACC and/or there is no space available, the ACC will inform the organisation in a timely manner that services cannot be provided.

**Step 3: Cargo Delivery and Security Procedures**
- All cargo must be palletised on euro pallets, wrapped, and each smallest unit of package (box/carton) has to be clearly marked with the agency details and final destination.
- No un-consigned cargo will be accepted.
- Truck details must be provided well in advance to arrange for smooth receipt of cargo in Cologne.
- The driver must carry a copy of the packing list for reference.

**Step 4: Request Cargo Release**
- Whenever an organization is ready to ship its cargo, the organization will inform the staging area and authorise the release and uplift of the cargo through the Release Order Form (ROF):

  - Please send to: [ebola.acc@logcluster.org](mailto:ebola.acc@logcluster.org)

**Regular Staging Area Access Hours**

Monday - Friday, 08:00 am - 08:00 pm - Operations outside the regular opening hours possible on request.
Ebola Response

Delivery Address

Address: Cologne Bonn Cargo Center
Cologne Bonn Airport Cargo Handling
Kriegerstrasse 14
51147 Köln
Germany
Phone: +49 162 83 60 350

GPS coordinates: 50.876261700, 7.109318200

Customs details

- For cargo flying out of Cologne Airport, the Cologne Airport Customs Office will close the T1 document
- T1 document should indicate number of single unit of packaging (boxes/carton) and not number of pallets as per Packing List.
- The Customs Code for Cologne Airport is: DE007154. EORI-No. is DE2398877-0000

Security Regulations Cargo Screening

- All cargo delivered to the Cologne Staging Area will be screened, secured for airlift, free of charge to the partners (owners of cargo)
- Screened cargo could maintain its secure status, for airlift out of any other European Airport, provided the transport out of Cologne Staging Area, to the airport of departure is carried out by a regulated agent/transporter, this will save the partner screening cost at airport of departure if other than Cologne
- For x-ray screening of cargo into the secure bonded area, Standard Cargo dimensions should not exceed 170 cm height, 170 cm width and the weight is not to exceed 3,000 kg per piece
- Over size cargo will be accepted, but it will require advance notice, and to be clearly mentioned in the packing list as it will require arrangements for physical screening

Relief Item Tracking

The Logistics Cluster Relief Item Tracking Application (RITA) will provide services for reporting and cargo movement request tracking. Communication will be done by e-mail.

Remarks

- The staging area does not currently have equipment required to manage cold chain request will be referred to the appropriate organization with existing capacity
- Insurance of cargo is the responsibility of the individual organization
- Donated or donor funded air transport capacity will be managed by the agency holding the funds and contracting the services. Liabilities, terms and conditions including insurance coverage will be availed by the managing agency
- The staging area is not involved with any external customs clearance processes
- The services provided by the Logistics Cluster are not intended to replace existing air transport mechanisms of individual organizations but rather to fill identified gaps and to support and facilitate partners’ operations