**Partners**

Independent movement: request for clearances only

- Partner fills Cargo Movement Form (CMF)
  - Mention if the cargo is destined for host communities, IDPs, or refugees

- Sends form to Ethiopia.logisticscluster.cargo@wfp.org by Friday COB

**Logistics Cluster**

Logistics Cluster movement: request for common services & clearances

- Partner fills Service Request Form (SRF)
  - Mention together with the SRF if the cargo is destined for host communities, IDPs, or refugees

- Sends form to Ethiopia.logisticscluster.cargo@wfp.org by Friday COB

- Logs cluster reviews the form on Monday

- Compile and send all combined requests to NDRMC or ARRA (if for refugee operations) by Monday COB
  - If stocks are being positioned in a timely manner from the partner when applicable

- Clearances received from the government within 24 to 72 hours

- Amend the form as necessary

- Cargo and convoys depart between 24 to 48 hours after receipt of clearances

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**Important note:** the Logistics Cluster will provide services only if:

- The SRF is properly filled in. If the SRF is incomplete by the time of the deadline (Friday), the Logistics Cluster will consider the request for the following week’s clearances only
- If stocks are being positioned in a timely manner from the partner when applicable.