LOCATION: NGO Coordination Committee for Iraq (NCCI) Compound, Erbil, Iraq

DATE: 28 October 2014

CHAIR: Logistics Cluster Coordinator


ACTION POINTS:
- Partners were reminded that all requests for logistics services (storage and warehousing) need to be accompanied by a completed Service Request Form (SRF).
- Partners to share information on warehouse capacity.
- The Logistics Cluster to establish a mechanism for partners to share supplier information and other operational materials.

AGENDA:
1. General Update
2. Warehouse Status
3. Winterisation Update
4. Logistics Cluster Service Provision and planning for 2015
5. A.O.B.

**General Update**

- The Logistics Cluster Coordinator opened the meeting and thanked NCCI for agreeing to allow meetings to be held at their premises.

- Following new requirements implemented on 29 September by airport security, customs, and the Area Security Management Team (ASMT), the Logistics Cluster has been designated as the verifying authority for UN cargo arriving by air on commercial and chartered cargo flights. This applies for UN agencies only. (Chartered flights require prior approval from Baghdad to enter Iraqi airspace). Non-Governmental Organizations (NGOs) are encouraged to use commercial air cargo if they cannot use land supply routes (such as overland from Turkey).

- The Logistics Cluster Coordinator outlined the airside procedures for the UN air cargo entry point at Erbil International Airport. Privately owned DNATA is the sole handling agent, NGOs should then appoint clearing agents for customs formalities. Only Blue Way transport (private company also registered as a clearing agent) can transport cargo out of the customs clearance area.
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Warehouse Status

- Logistics Cluster emergency warehouse support in Erbil has been used for the storage of Unsolicited Bilateral Donations (UBDs) from the 22 flights in August and September, and subsequently used for the storage of the planned Al-Alam cross line convoy, which was then cancelled due to the changing security situation. All materials held on behalf of partners following the Al-Alam operation have now been returned to, or collected by organisations.

- The Logistics Cluster is currently providing the following storage options:
  
  o Temporary storage in Dahuk – 1,200m² for up to 30 days; Standard Operating Procedures (SOPs) are available on the Iraq Operations page on the Logistics Cluster website: http://www.logcluster.org/document/sops-standard-operating-procedures-2; and is increasing the available capacity with a Mobile Storage Unit (MSU) adjacent to the current warehouse.

  o Emergency storage in Erbil – 450m² for emergency support to allow organisations to scale up operations.

- All requests for storage need to be submitted to the Logistics Cluster on the Service Request Form (SRF) (http://www.logcluster.org/document/service-request-form-6) and must be submitted via email to Iraq.Cargo@logcluster.org for review. Any requests which are not sent using the SRF will be rejected.

- MSUs are available for loan if organisations need additional storage and commercial solutions are not available or adequate. Installation and dismantling of MSUs must be paid by organisations, unless partners have their own labour and technical knowledge. Requests should be sent to Iraq.Cargo@logcluster.org.

Winterisation Update

- The Logistics Cluster has received one winterisation consignment in the Dahuk warehouse. Partners were reminded to contact the Logistics Cluster as early as possible if additional support is needed or expected for the winterisation exercise.

- The Logistics Cluster reminded organizations to provide 48 hours notice to allow for the Logistics Cluster to ensure adequate capacity to receive cargo.

- Kerosene availability and quality in Erbil was also discussed. One organisation advised that purchasing from an authorised distributor was preferable in order to reduce the likelihood of poor quality fuel (which can damage stoves). The organisation explained how locally produced metallic barrels (220 litres) were
then used for distribution to beneficiaries. The use of poor quality plastic jerrycans was not recommended.

**Logistics Cluster Service Provision and Planning for 2015**

- The Logistics Cluster has received a number of inquiries recently regarding service provision. In order to ensure partners were clear regarding the Logistics Cluster mandate and service availability, they were requested to review the updated Concept of Operations (ConOps) available on the Logistics Cluster website: [http://www.logcluster.org/sites/default/files/logistics_cluster_iraq_conops_140916.pdf](http://www.logcluster.org/sites/default/files/logistics_cluster_iraq_conops_140916.pdf) and the accompanying [map](http://www.logcluster.org/sites/default/files/maps/irq_conops_logcluster_a3l_20140929.pdf).

- A Digital Logistics Capacity Assessment (D-LCA) which includes contact information for commercial logistics companies as well as customs information and clearance guidance is available at [http://dlca.logcluster.org/display/public/DLCA/Iraq](http://dlca.logcluster.org/display/public/DLCA/Iraq). Partners are reminded that some of the information is outdated and requires verification. The Logistics Cluster welcomes any feedback.

- Emergency road transport requests from partners are subject to availability and accessibility of intended destinations.

- Organisations provided suggestions of alternative locations where they may require temporary storage in 2015. These include Sulimaniyeh, Basra, Baghdad, amongst others.

- Partners suggested a sharing platform for standard logistical information including contracts, agreements and suppliers. The Logistics Cluster will investigate options and provide a possible templates or Dropbox type solution.

- The Logistics Cluster outlined plans to appoint a D-LCA focal point to whom all updates from the field could be centralised, verified and used to update the D-LCA for the benefit of all organisations.

- The Logistics Cluster elaborated on plans to enhance data capture and GIS mapping capacity with the support of partners’ inputs from reliable field sources to improve the regularity of updates to products such as the Logistics Access Constraints Maps, latest at: [http://www.logcluster.org/sites/default/files/maps/wfp_iqa_100_access_constraints_map_20141011.png](http://www.logcluster.org/sites/default/files/maps/wfp_iqa_100_access_constraints_map_20141011.png)

**A. O. B.**

- Organisations were reminded that if they are receiving in-kind donations to ensure they are submitted to
LogIK at logik@un.org to ensure they are collected in weekly reporting. Donors and government officials regularly check LogIK for information on cargo which has been sent into Iraq for emergency response. For any questions, please contact the Logistics Cluster.

- The next meeting is planned to take place on November 11, 2014 at 11am in the NCCI Conference room. Meeting frequency will be addressed as required.

**Contacts:**

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[www.logcluster.org](http://www.logcluster.org)