LOCATION: National Ebola Command Centre (NECC) Monrovia, Liberia
DATE: 29 December 2014
CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: International Humanitarian Partnership (IHP), Tiyatien Health, Heart to Heart International (HHI), Mentor, Accel, CARE, US DoD, Swiss Red Cross, Last Mile Health, IFRC, ICRC, UNMEER, USAID, WFP, WHO

ACTION POINTS:
- The Logistics Cluster to follow up with any updates on current donations
- The Logistics Cluster to share with attendees the dispatches from the Forward Logistics Bases (FLBs)
- Attendees advised to book for the additional flights departing from Cologne, Germany
- Attendees to send customs clearance documents for any goods arriving with the Karel Doorman
- Attendees advised to move cargo out of the airport as soon as cargo is customs cleared
- Attendees advised to move cargo to the five forward logistics bases where practical
- Attendees to share with the Logistics Cluster their storage locations and capacities
- The Logistics Cluster to follow up regarding UNHAS flight bookings matching confirmations

AGENDA:

1. Announcements and Operational Overview
2. Donations
3. Air Operations
4. Sea Operations
5. Release Order Process
6. Ebola Treatment Unit (ETU) Support
7. Stock and Dispatches
8. A.O.B.

1. Announcements and Operational Overview

- UNMIL reported a total of three current outbreaks of Ebola Virus Disease (EVD): one in Nimba County, one in the Greenville area and one in Montserrado County. A total of five deaths occurred last week due to this outbreak.
- UNMIL advised that there is now evidence of a cross border outbreak. The need for additional triage items to traditional health care facilities is therefore expected.
- The Logistics Cluster Coordinator outlined the Logistics Cluster service support for new attendees. This included guidelines on the available support for primarily consumables and in some cases fuel. The Logistics Cluster Coordinator advised that water, food and administrative topics are not supported by the Logistics Cluster.
- The Logistics Cluster Coordinator reported on storage spaces in Montserrado and in other counties with specific regard to all five Forward Logistics Bases (FLBs) and the need to dispatch where possible to all FLBs in-country. Attendees were asked to move their supplies out to the FLBs if possible.
- The Logistics Cluster Coordinator highlighted the fact that transport has been augmented by a trucking fleet to ensure adequate capacity. Attendees were equally encouraged to use the MV Catarina vessel for the following destinations: Buchanan, Greenville and Harper.
Attendees were reminded that a number of information management products can be accessed and downloaded from the dedicated Logistics Cluster Ebola Response page at: http://www.logcluster.org/ops/ebola14

2. Donations

- There were no updates to be shared with attendees on the status of the Swiss generators since last week.
- Attendees were asked to share offloading capacities at requested sites for the Maersk containers.
- Two incinerators are up for donation, these are heavy and to be used for a site in Monrovia. They are currently stored at the airport hub.
- All requests for the Hyundai donation of ambulances have been received. Requesting organisations will receive an individual follow-up for this donation.

3. Air Operations

- The Air Coordination Cell (ACC) in Copenhagen is organizing four additional flights from Cologne, Germany to Freetown, Conakry and Monrovia. Organisations are advised to book as soon as possible as there is still space available. All booking forms can be found on the Logistics Cluster website: http://www.logcluster.org/ops/ebola14
- UNHAS organizes in-country flights on a regular bases. The Logistics Cluster Coordinator outlined the procedures for requesting air movement of cargo and personnel. Attendees raised concerns about feedback on flight bookings and specifically some cases where flight confirmations did not match passenger manifest. The Logistics Cluster agreed to look into these cases, and advised as per normal procedure confirmation should be received at noon the day prior to the flight; anyone not receiving such confirmation should contact UNHAS directly.
- The procedure for coordinating flights on different agencies’ air assets has been simplified to provide a single focal point for bookings regardless of the carrier. This was outlined as follows:
  - For Cargo movement, agencies should send a Service Request Form (SRF) to Liberia.Cargo@wfp.org
  - For scheduled passenger flights, passengers should submit a booking form to UNHAS.WAC@wfp.org
  - For unscheduled flights, passengers should submit a special flight request form to UNHAS.WAC@wfp.org
It was advised that the procedure is different from the CASEVAC evacuation procedure, for which all documents can be found on the Logistics Cluster website: [http://www.logcluster.org/ops/ebola14](http://www.logcluster.org/ops/ebola14).

UNHAS has added a LET fixed-wing aircraft which will be flying from Monrovia to Voinjama, Harper, Greenville and Zwedru. The updated schedule can be found on the Logistics Cluster website.

**4. Sea Operations**

- The Dutch Military vessel Karel Doorman is expected to arrive 2 January. The cargo on board includes ambulances, Toyota Landcruisers, medical protective equipment and other cargo destined for several organisations including Liberians in Action, Save the Children and WFP.
- Attendees were advised to send missing customs clearance documents for any cargo arriving with the Karel Doorman vessel.
- The Logistics Cluster Coordinator advised attendees to submit SRFs to the Logistics Cluster if containers were to be moved from port to any location in Monrovia. Attendees were asked to share with the Logistics Cluster if they owned the empty containers and if so, if they have the necessary capabilities to offload the empty container from the truck at their requested site.
- Attendees were reminded that they are responsible for the registration of incoming vehicles on the Karel Doorman, as this is not a service that can be offered by the Logistics Cluster.
5. Release Order Process

- Attendees were reminded of their responsibility to secure authorisation of the stock owner for the release of goods. The Logistics Cluster is only playing the role of ‘middle man’ and cannot secure release authorisations on behalf of other organisations.
- If an organisation wants to release goods owned by other agencies through a signed release order form, they are advised to keep the Logistics Cluster copied.
- If an organisation would like to request information on what stock is on hand at the main hub and which owning agency they can contact for release authorisation, it was advised that the specifically needed items are shared on a SRF and the Logistics Cluster can determine availability and owner.

6. Ebola Treatment Unit (ETU) Support

- Fuel is to be provided by the Logistics Cluster as a last resort. Where fuel is provided it will be done so through a stringent procedure and rigorous accountability procedures. Only in areas where organisations cannot access fuel through the local market (and if the organisation cannot provide for itself) will the Logistics Cluster provide fuel.
- Water and sewage services are the responsibility of the WASH cluster.
- Food and Administrative services to be organized by the organisations and not the Logistics Cluster.

7. Stock and Dispatches

- The Logistics Cluster Coordinator asked for a better balance regarding stock on hand in Monrovia and the FLBs.
- The main hub is currently 89% full.
- The Logistics Cluster Coordinator shared the current stock on hand at the main hub as well as stock dispatched from last week.

OUTSTANDING ACTION: Logistics Cluster to share with the partners the dispatches from the FLBS.

8. A.O.B

- The Logistics Cluster Coordinator advised that holdups in customs clearances appear to have been alleviated in recent weeks; attendees were advised to notify the Logistics Cluster if they experienced further delays.

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