

**LOCATION:** National Ebola Command Centre (NECC), Monrovia, Liberia

**DATE:** 29 January 2015

**CHAIR:** Logistics Cluster Coordinator and UNMIL

**PARTICIPANTS:** Swedish Civil Contingencies Agency(MSB), USAID/OFDA, Médecins du Monde, US Joint Forces Command (JFC), Clinton Health Access Initiative (CHAI), International Organization for Migration (IOM), United Nations Population Fund (UNFPA), Norwegian Refugee Council (NRC), John Snow Incorporated (JSI), Concern, ADRA Liberia, UNICEF, UNMEER, WFP, WHO

**ACTION POINT:**

- Attendees to use the new integrated flight schedule for flights within Liberia
- Logistics Cluster to disseminate the new international flight schedule and publish it online
- Logistics Cluster to share any updates on current donations with partners
- Logistics Cluster to enquire about the estimated arrival time of the generator donation
- Attendees advised to book onto the additional ACC flights departing from Cologne, Germany
- Attendees advised to move their cargo from Monrovia to the five Forward Logistics Bases where possible

**AGENDA:**

1. Announcements
2. Logistics cluster Response Structure
3. Donations
4. Stock & Dispatches
5. Release process
6. Air Operations
7. A.O.B

## 1. Announcements

- The Logistics Cluster Coordinator provided an overview of the five Forward Logistics Bases (FLBs), their locations and the purpose they serve in the overall Ebola Response in Liberia.

## 2. Logistics Cluster response structure

- The Logistics Cluster Coordinator highlighted the Logistics Cluster services, which are provided in support of the Ebola Treatment Units (ETUs), the Community Care Centres (CCCs) and the national health facilities in Liberia. The Logistics Cluster also provides support to the Rapid Isolation and Treatment of Ebola (RITE) missions.
- In addition to this ongoing support, the Logistics Cluster is currently supporting UNICEF in their back-to school dispatch plan. WASH equipment is to be transported to all national schools, to ensure Ebola prevention measures are established before schools re-open.
- The main Logistics Cluster Services were outlined to the attendees in the following order: information dissemination through Logistics Cluster mailings lists and the weekly coordination meetings in Monrovia; Storage services at the Airport Main Logistics Base, in Monrovia at the SKD Main Logistics Base and at the five Forward Logistics Bases;

customs clearance process facilitation; current trucking capacity with the 40 DAF truck fleet; international and coastal Liberia sea operations; and coordination with UNHAS, UNMIL and USAID on national and international air operations.

### 3. Donations

- Attendees were informed that there are no current updates on the Swiss donation of generators. The Logistics Cluster will enquire with the Swiss about the estimated arrival time of the generators.
- It was advised that MSB cancelled their original request for generators. This request consisted of five 1,5 kva generators.
- The dispatch of the Maersk containers is ongoing; participants were reminded that the actual transfer of ownership of these containers will be from Maersk to the humanitarian organisation receiving the containers. The transfer of ownership letter will have to be signed once the containers are delivered at the requested destination sites.
- All four donated incinerators have been allocated to interested humanitarian organisations. Three out of the four incinerators have already been dispatched, the last incinerator will be dispatched to the Chinese ETU.

### 4. Stock & Dispatches

- Available storage space at both the SKD Main Logistics Hub, and the Airport Main Logistics Base is currently 10%. It is expected that more of the occupied space at the SKD Main Logistics Base will become available after the Ministry of Health (MoH) third wave dispatch is completed in February.
- The five FLBs currently have approximately 30% space available.
- An overview of dispatches covering the last week was shared; MoH dispatched 253 m<sup>3</sup> and UNICEF requested the movement of 98 m<sup>3</sup> over the course of last week. Other organisations include Plan International, Samaritan's Purse, ACCEL and MSF Belgium, amongst others.
- Participants were advised to move out as much cargo as possible out of Monrovia, and if possible, to pre-position their cargo in the FLBs.
- On Saturday 31 January, a physical inventory will take place at the SKD Main Logistics Base. The attendees were informed that the Main Logistics Base will therefore be closed, except for urgent requests.

### 5. Release process

- An overview of the proposed release process for organisations requiring Ebola relief items was shared with the attendees.

- WHO to act as the focal point for organisations working in Liberia who do not know the owner of the items they require. These organisations are advised to contact WHO in Liberia in order to: identify suitable stocks, verify quantity/location and owner, send the relevant form; and copy the Logistics Cluster if transport or storage is needed.
- WHO advised that they are currently recruiting logisticians to be positioned at each of the FLBs; at present three WHO staff have already been recruited and deployed. These WHO field staff will also act as Supply Focal Points for their FLB geographic coverage area.
- The new decentralized approach was explained, emphasizing the growing role of the five FLBs in the downstream supply chain process.

## 6. Air operations

- Attendees were informed that the Logistics Cluster Air Coordination Cell in Copenhagen is organising three additional free flights, departing from Cologne, Germany. Attendees will be advised when the departure dates have been scheduled. Attendees should send any booking requirements for the international air movement of cargo to [ebola.acc@logcluster.org](mailto:ebola.acc@logcluster.org).
- A new integrated flight schedule for Liberia and for both cargo and humanitarian personnel was shared with the attendees. This new flight schedule is a result from last week's consultation with participants on current and anticipated needs. New locations were added to the previous schedule and flights to each location occur twice per week.
- The international flight schedule will also be updated and shared with the attendees, once this schedule is finalized. The integrated flight schedules for both national and international flights will be published on the Logistics Cluster website <http://www.logcluster.org/ops/ebola14>.
- For any cargo movement requests by air, attendees were advised to follow the same process as requests for overland transport and to send Service Request Forms (SRFs) to [Liberia@logcluster.org](mailto:Liberia@logcluster.org).

## 6. Any Other Business

- MSB announced its operational updates; MSB is reducing its support to the overall Ebola response. The "MoD 1" and "MoD 2" ETUs are soon closing; MSB staff has been downsized in Greenville and Monrovia.

## Contacts:

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## Liberia – Meeting Minutes

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