LOCATION: National Ebola Command Centre (NECC), Monrovia, Liberia
DATE: 12 March 2015
CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: International Committee of the Red Cross (ICRC), International Federation of the Red Cross and Red Crescent Societies (IFRC), International Medical Corps (IMC), International Organization for Migration (IOM), International Rescue Committee (IRC), Last Mile Health (LMH), Médecins Du Monde (MDM), Mentor, Swiss Agency for Development and Cooperation (SDC), United Nations Children’s Fund (UNICEF), World Food Programme (WFP)

ACTION POINTS:
- Organisations to complete, sign and send a Partner Agency Designated Staff (PADS) form to the Logistics Cluster
- UNHAS to explore option of regular familiarization exercises of aircraft

AGENDA:
1. Overview of key Logistics Cluster Services
2. How to Access Services
3. Stock Management & Dispatches
4. Air Operations
5. A.O.B.

1. Overview of key Logistics Cluster Services
- The Logistics Cluster services currently available to the humanitarian community in Liberia were highlighted and include the following: Information management and coordination, facilitation of storage services and cargo movement by sea, road and air. Storage is provided at the central hub in Monrovia, airport hub, five Forward Logistics Bases (FLB), and nine Mobile Storage Units (MSUs) in counties where no FLB exists. A fleet of 40 DAF trucks and commercial transportation is used to facilitate the transport of goods.
- The locations of Logistics Cluster storage facilities at the county level were outlined.

2. How to Access Services
- Organisations were reminded to sign, scan and send duly completed Partner Agency Designated Staff (PADS) form to the Logistics Cluster Coordinator (contact details below). To date, only 10 organisations, or 22% of participant organisations, have submitted the completed form. The PADS form ensures that Logistics Cluster services are handled through one focal point per organisation per location.
- Customs clearance procedures were outlined for attendees; the following documents are needed for customs clearance: packing list, Airway Bill (air) or Bill of Lading (sea) and invoice or gift certificate. The appropriate documents must all be duly completed and sent to the designated Government of Liberia IMS focal point in charge of customs.
- The Logistics Cluster Coordinator reviewed the transport and storage service procedures currently in place. Participants are reminded to fully complete the Service Request Form (SRF) including volume and weight to calculate transport and storage requirements.
3. Stock Management & Dispatches

- The Logistics Cluster Coordinator shared consolidated cargo tracking data which illustrated the total volume of dispatches moved since 1 March in cubic metres; and the stock on hand in cubic metres.

- The Chief of Common Services informed participants that the Logistics Cluster is currently reconciling physical stock with the data in the cargo tracking system. New reports issued in the coming days will reflect more accurate information.

4. Air Operations

- The current integrated schedule is operating with two fixed wing aircraft - one CRJ200 and one Let410; and two helicopters - one Bell 412 and one MI8.

- To date, UNHAS has facilitated transport for 5,375 passengers into, out of and throughout Liberia, and fielded 355 requests for cargo movement.

- A new UNHAS WAC step-by-step guide for accessing UNHAS services was handed out to organisations, and has been shared through the UNHAS WAC and Logistics Cluster mailing lists.

- Organisations were reminded that as of 26 February, a valid photo ID is required for boarding UNHAS flights.

- On 07 March, UNHAS facilitated Last Mile Health (LMH) staff familiarization with helicopters, in the event the helicopters need to be used for Medevac purposes. UNHAS to explore whether the exercise will be possible on a more regular basis.

5. A.O.B.

- The UNMIL representative present noted needs for the UNMEER Quick Impact Project for rehabilitation of a school in West Point that has been closed during the Ebola crisis. Needs include a 15-25 kva generator package and food donated to the community completing works on the school.

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