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

DATE: 26 March 2015

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: American Refugee Committee (ARC), The Academic Consortium to Combat Ebola in Liberia (ACCEL), US Department of Defense, United States Agency for International Development (USAID)/Disaster Assistance Response Team (DART), International Medical Corps (IMC), Last Mile Health (LMH), Liberia Refugee Repatriation And Resettlement Commission (LRRRC), World Health Organization (WHO), World Food Programme (WFP), Médecins Sans Frontières Brussels, United Nations Children’s Fund (UNICEF), Global Communities

ACTION POINTS:
- Attendees to complete, sign and send a Partner Agency Designated Staff (PADS) form to the Logistics Cluster before 31 March.
- Attendees advised to move cargo out of the airport once customs clearance is received.
- Attendees advised to move cargo to the five Forward Logistics Bases (FLBs) where practical.
- Invitation to be sent to organisations regarding meeting for Swiss generators.

AGENDA:
1. Announcements
2. Customs Clearance Procedure
3. Logistics Cluster Services
4. How to Access Services
5. Air Operations

1. Announcements
- UNICEF advised that the second wave for the back to school dispatch of books and school material was ongoing.
- While preparing for the rainy season, UNICEF enquired if more information on road access constraints was available and if this can be shared on a regular basis with the humanitarian community.
- Attendees were informed that the organisations who were allocated (a) generator(s) will be invited to a separate meeting to discuss training, transport and spare parts. This meeting is expected to take place early April.

2. Customs Clearance Procedure
- Attendees were reminded that the current procedure to clear incoming cargo requires a packing list, Airway bill (air) or bill of lading (sea) and invoice or gift certificate to be completed and sent to the Incident Management System (IMS) focal point in charge of customs.
- Attendees were reminded to move cargo from the airport as soon as the goods are cleared by customs.

2. Logistics Cluster Services
- Logistics Cluster services currently offered in Liberia include information management and coordination, facilitation of storage services and facilitation of 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. The nine MSUs are operated by the Ministry of Health staff.
- A fleet of 40 DAF trucks and commercial transportation is used to facilitate the transport of goods.
- A map was shared detailing the locations of the FLBs, the main base, and the MSUs.
3. How to Access Services

- Transport and storage requests should be made through a Service Request Form (SRF) available at: [http://www.logcluster.org/document/liberia-service-request-form](http://www.logcluster.org/document/liberia-service-request-form). Completed SRFs should be sent to Liberia.cargo@logcluster.org

- For the release of other organisations' cargo, release order forms should be completed and send to sisayb@who.int

- Attendees were reminded that there is a 48h advance notice when requesting storage or transport services, a packing list must be provided when requesting the movement of loaded containers and requests should only be submitted via the organisation’s designated focal point.

- The Partner Agency Designated Staff (PADS) form is intended to streamline transport and storage requests. The deadline for sending the signed PADS form to the Logistics Cluster is 31 March.

6. Air Operations

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

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