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

DATE: 02 April 2015

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: International Medical Corps (IMC), Last Mile Health (LMH), 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), 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 send transport and storage requests only through their designated focal point.

AGENDA:
1. Customs Clearance Procedure
2. Logistics Cluster Services
3. How to Access Services
4. Donations
5. Stock Management and Dispatches
6. Air Operations
7. A.O.B

1. Customs Clearance Procedure
- The current customs procedure was explained; packing list, airway bill (air) or bill of lading (sea) and invoice or gift certificate all need to be duly completed and sent to the IMS focal point in charge of customs.

2. Logistics Cluster Services
- Information management and coordination, facilitation of storage services and cargo movement by sea, road and air are the current Logistics Cluster services available to the humanitarian community in Liberia. Storage is provided at the central hub in Monrovia, airport hub, the seaport hub, and five Forward Logistics Bases (FLBs). A fleet of 40 DAF trucks and commercial transportation is used to facilitate the transport of goods.
- Nine Mobile Storage Units (MSUs) have been erected in the counties were there are no FLBs. These MSUs are operated by Ministry of Health (MoH) staff.
- Two maps were shared, one displaying the storage facilities across Liberia; and another map showing road access constraints.

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. 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.

4. Donations

- A meeting will take place on 9 April to discuss the arrival of the donated Swiss generators, the training and the spare parts. The agenda for the meeting was shared. The representative of the Swiss government also informed of the possibility to send mechanics/electricians to Switzerland for training on how to use these generators and how to train others.

5. Stock Management and Dispatches

- As of 2 April 2015 more than 20,800m³ of goods are currently stored at the main logistics hubs in Monrovia. Over 16,000m³ of goods are stored on behalf of the Ministry of Health and the World Health Organization, and more than 1,900m³ of cargo belongs to the International Rescue Committee (IRC). Approximately 1,200m³ belongs to UNICEF.
- Since the first of March over 10,000m³ of supplies were transported on behalf of the Liberian Ministry of Health, the Chinese Embassy (over 1200m³), USAID (over 270m³), ACCEL (174m³) and other organisations.

6. 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.

7. A. O. B.

- Cross border transportation was discussed, with several participants enquiring about the possibility and formalities of transporting goods to Sierra Leone and Guinea.

Contacts

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