

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

DATE: 18 June 2015

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: American Refugee Committee (ACF), International Committee of the Red Cross (ICRC), Incident Management System (IMS), International Organization for Migration (IOM), Last Mile Health (LMH), Médecins du Monde (MdM), Médecins Sans Frontières (MSF), Mentor, Oxfam, Riders for Health, Save the Children, US Agency for International Development (USAID) DELIVER; USAID/Office of Foreign Disaster Assistance (USAID/OFDA), World Health Organization (WHO).

- ACTION POINTS:**
- Organisations to accelerate stock clearance from the Main Logistics Base and Forward Logistics Base network and organise their own logistics arrangements for said stock
 - Logistics Cluster to provide feedback on whether there will be warehouse management training provided for organisations
 - Logistics Cluster will provide feedback to organisations on whether vacancy announcements (Logistics related) can be circulated through the Liberia Logistics Cluster mailing list

- AGENDA:**
1. Procedural Updates
 2. Announcements
 3. Operational Updates
 4. Open Floor Discussion
 6. A.O.B

1. Procedural Updates

- The Logistics Cluster Coordinator informed the attendees that all Logistics Cluster services, updates, key documents and procedures can be found on the Logistics Cluster website at <http://www.logcluster.org/ops/ebola14>.
- Participants were also advised that the procedures could also be discussed with any new attendees after the meeting.

2. Announcements

- A new UNHAS schedule has been shared, which has several key changes following organisation discussion and analysis on demand of air services; schedules are available on the Logistics Cluster website for the periods of 1-5 July and 6-31 July, respectively at:
<http://www.logcluster.org/document/regional-flight-schedule-unhas-unmeer-1-5-july-2015>
<http://www.logcluster.org/document/regional-flight-schedule-unhas-unmeer-6-31-july-2015>
- Organisations were reminded to provide their feedback on services provided by the Liberia Logistics Cluster through the survey that has been circulated through the local mailing list and is available here <https://www.surveymonkey.com/s/Liberia-LC-2015>. The deadline to respond to the survey is 22 June.
- Following discussion with organisations at the previous meeting, it was agreed that as the Ebola Response is transitioning, the Logistics Cluster meetings will move to a biweekly meeting schedule. The next Logistics Cluster meeting will take place on 2 July.

3. Operational Updates

- It was advised that the logistics hubs are still storing a significant amount of organisations' cargo: the SKD hub is at 75 percent capacity, the airport hub at 67 percent and the port hub is 70 percent occupied. Regarding the FLBs, Harper is at 85 percent, Gbarnga is 66 percent, Buchanan is 56 percent, Zwedru is 50 percent and Voinjama is 38 percent occupied.
- Organisations who are receiving Swiss donated generators were reminded of the training to be held at the SKD hub between 23 to 28 June. Organisations are advised to contact the Logistics Cluster for further details and contact information regarding the generators. The Swiss representative at the meeting also notified the organisations who are receiving generators that they will be receiving a toolbox with spare parts. The toolbox will be disseminated along with the manuals and other information at the training.
- The Logistics Cluster Coordinator informed participants that following a formal request from the government, WFP Common Services has developed a draft transition strategy with a clear implementation plan that describes the proposed process towards an effective transfer of knowledge, responsibilities and assets deployed for the Ebola response currently under WFPs Common Services, including the Logistics Cluster, in Liberia onto the institutions of the Government of Liberia (GoL).

4. Open Floor Discussion

Topic 1: Road Status Updates

- In coordination with UNMIL, the Logistics Cluster is providing up to date information to the humanitarian community on road status information on access constraints that could impede cargo/passenger movement throughout the country. The GIS maps are circulated through the mailing list and published on the Logistics Cluster website.
- During the meeting, the WFP GIS mapping officer presented on the latest road status update. Organisations were encouraged to continue sending the Logistics Cluster (to the IM and GIS Mapping Officer, contact details below) road status updates from their teams in order to for the Logistics Cluster provide the most accurate maps to the humanitarian community.
- The Logistics Cluster shared a “rainy season toolkit” developed by the Logistics Cluster staff in Sierra Leone that includes a list of suggested tools to prepare vehicles and mechanics for the rainy season.

Topic 2: Transition Phase

- WFP, through the Logistics Cluster, will phase out its role as storage and transport “service provider of last resort” by the end of August 2015.
- It was advised that Service Request Forms (SRF) are assessed before they are cleared to ensure all requests are Ebola - related.
- The Logistics Cluster therefore encouraged organisations to accelerate their stock clearance from the Main Logistics Base and Forward Logistics Base network currently under the management of WFP Common Services. If they have not already, they should begin organizing their own logistics arrangements for said stock. The only exception to this are Personal Protective Equipment and Infection Protection and Control (PPE/IPC) as per pre-agreed plans with WHO/MoH.

Topic 3: Feedback on the Logistics Cluster & Roundtable

- To conclude the meeting, a roundtable discussion was held around a series of questions regarding services facilitated by the Liberia Logistics Cluster, especially on areas for improvement going forward. Primary feedback was from WHO around use of the tools (Service Request Forms, Release Orders, etc) which are not clear to some organisations and therefore result in delays.
- WHO also noted the need to have a better reporting tool for stock management in the response.

5. A.O.B

- Last Mile Health enquired whether the Logistics Cluster is still considering offering a warehouse management training for organisations' staff. The Logistics Cluster Coordinator is following-up on this and will provide feedback to organisations as soon as possible.
- Organisations enquired whether there was a system through which vacancy posts could be circulated to get qualified logistics staff during the Ebola draw-down. The Logistics Cluster will look into whether it is possible to circulate such vacancy information through the Logistics Cluster mailing list.
- Mentor inquired about how to get a list of items released from decommissioned Ebola Treatment Units (ETUs). They were advised to contact the Ministry of Health.
- Riders for Health is looking for storage space in Monrovia for its incoming motor vehicle replacement parts which include a large consignment of tyres (1000). These parts will be used for the Ministry of Health fleet. They inquired whether storage space at the WFP-managed warehouses is possible, but were advised this is not possible for a non-Ebola specific related request.

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