LOCATION: National Ebola Command Centre (NECC), Monrovia
DATE: 2 July 2015
CHAIR: Logistics Cluster Coordinator
PARTICIPANTS: Action Contre La Faim (ACF), International Committee of the Red Cross (ICRC), International Federation of Red Cross and Red Crescent Societies (IFRC), Incident Management Systems (IMS), Médecins Sans Frontières (MSF) International, United Nations Humanitarian Air Service (UNHAS) and 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.

AGENDA:
1. Procedural Updates
2. Announcements
3. Update on Action Points
4. Open Floor Discussion
6. Any Other Business (A.O.B.)

1. Procedural Updates
- The Logistics Cluster’s Coordinator informed 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.

2. Announcements
- A new UNHAS schedule has been shared, which has several key changes following a review of air services; schedules are available on the Logistics Cluster website for the periods of 1-5 July and 6-31 July, respectively at:
- Following the generator training held by the Swiss Office for Cooperation and Consular Affairs, organisations were reminded to submit the necessary Service Request Forms (SRFs) or Release Orders (ROs) to the Logistics Cluster, so that the Swiss donated generators and spare parts, can begin to be collected from 6 July.
- Following consultations with the organisations, it was agreed that Logistics Cluster Coordination Meetings will be held on a bi-weekly basis at the WFP main office in Monrovia’s Mamba Port. The next Logistics Cluster meeting will be held on 16 July.

3. Update on Action Points
- Following on the request from organisations to receive Warehouse Management training, it was advised that this is still under discussion as part of a larger capacity development plan with the government, ahead of WFP phase-out of its Common Services.
- Organisations were advised that they can circulate Logistics-related job vacancies via the internal Liberia Logistics Cluster mailing list, and that they should send their requests to the IM Officer (contact details below).
- The Logistics Cluster to look into providing further clarifications on the use of SRFs and ROs forms, following request by WHO to have better reporting tools for stock management in the response.

4. Open Floor Discussion
   Topic 1: Update on Air Operations
- The Regional Air Operations Officer for West Africa notified organisations that the regional UNHAS operation is being progressively downsized, but that it will maintain strategic routes through the rainy season. The Officer presented the
new schedule (effective from 6 July) in particular for the domestic routes in Liberia. Organisations were also reminded that they do not need a medical certificate to travel between Conakry, Freetown and Monrovia. A medical certificate is required only when entering Senegal.

**Topic 2: Road Status Updates**
- During the meeting, organisations were presented with the latest road status update, and were reminded to continue sending to the Logistics Cluster’s IM and GIS Mapping Officer (contact details below) road status updates to enable the Logistics Cluster to provide up-to-date and accurate maps to the humanitarian community.

**Topic 3: 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 SRFs are assessed before they are cleared to ensure all requests are Ebola related.
- The Logistics Cluster 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 4: Feedback on the Logistics Cluster & Survey results**
- The Logistics Cluster Coordinator shared the results of a user survey circulated in June, to collect feedback on services provided by the Logistics Cluster in Liberia. A total of 37 organisations participated in the survey and results will continue to be reviewed, and issues addressed at the next coordination meeting. A powerpoint presentation, outlining key issues and planned improvements, is currently being circulated through the internal mailing list.

5. **Any Other Business (A.O.B.)**
- Some organisations noted that they are not receiving stock movement reports. They were notified that the report is sent to those organisations with stock in the Logistics Cluster warehouse network. The cargo tracking team is reviewing who receives the report to ensure that all owners of cargo are included in the mailing list.
- A question was raised regarding UNHAS current capacity of transportation of blood samples. Organisations were notified that in order to maximize use of assets in the region, that this capacity was removed a few weeks ago with the declaration of Liberia as Ebola-free. However, if the need arises UNHAS, could explore some alternative airlift solutions (possibly by using an asset based in a neighbouring country).

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