LOCATION: National Ebola Command Centre (NECC), Monrovia
DATE: 16 July 2015
CHAIR: Logistics Cluster Coordinator
PARTICIPANTS: Action Contre La Faim (ACF), American Refugee Committee (ARC), International Federation of Red Cross and Red Crescent Societies (IFRC), International Medical Corps (IMC), Last Mile Health (LMH), Office for Coordination of Humanitarian Affairs (OCHA), Oxfam, Save the Children (STC), 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.
- Logistics Cluster to follow-up on Warehouse Management training for organisations.
- Organisations to share logistics vacancies to be circulated through the Logistics Cluster mailing list.

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

1. Procedural Updates
- The Logistics Cluster’s Coordinator informed organisations that information on Logistics Cluster services, such as updates, key documents and procedures can be found on the Logistics Cluster website: http://www.logcluster.org/ops/ebola14.

2. Announcements
- One Mobile Storage Unit (MSU) at Roberts International Airport (RIA) has been cleared and is now on stand-by and dedicated for organisations to store and dispatch their humanitarian relief items for the current EVD outbreak. All items stored at the RIA hub are supervised by WFP, and follow standard documentation procedures for storage and release.

3. Update on Action Points
- Following the request from organisations to receive Warehouse Management training, it was advised that this continues to be discussed as part of a larger capacity development plan in cooperation with the government, ahead of WFP’s expected phasing-out of Common Services, by the end of August 2015.
- 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 Logistics Cluster IM Officer (contact details below).
- Improved reporting tools for stock management was discussed and the Logistics Cluster will share further clarifications on the use of Service Request Forms (SRF) and Release Order (RO) forms.

4. Open Floor Discussion

Topic 1: Update on Inventory Exercise of vehicles / generators in Liberia
- OCHA provided an update on the inventory exercise they conducted on donated vehicles and generators.

Topic 2: Strengthening Warehouse Security
- Discussion were held on WFP’s implementation of enhanced measures to strengthen warehouse security across the country, including cargo and vehicle inspections.
**Topic 3: Transition Phase**

- The Logistics Cluster shared that there has been a recent reduction of operational demands and logistics constraints. Considering the evolving situation, discussions have been held on plans for a gradual reduction of logistics services provided by WFP, expected to begin at the end of August 2015.

- In line with the plans for a gradual reduction of logistics services provided by WFP, organisations are encouraged to accelerate their stock clearance from the Main Logistics Base and Forward Logistics Base network currently being managed by WFP Common Services, and to organise their own logistics arrangements. Personal Protective Equipment and Infection Protection and Control (PPE/IPC) kits are to be considered as an exception due to the pre-agreed plans with WHO/Ministry of Health (MoH).

**Topic 4: Feedback on the Logistics Cluster & Survey results**

- The Logistics Cluster Coordinator shared the results of the feedback survey on services facilitated by the Logistics Cluster and on planned improvements, also shared through the mailing list.

**5. Any Other Business (A.O.B.)**

- Nothing significant to report.

**Contacts:**

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