LOCATION: National Ebola Command Centre (NECC), Monrovia, Liberia
DATE: 26 February 2015
CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: ACF, ADRA Liberia, ARC, IRC, IOM, IFRC, JSI, LMH, Mentor, MSF France, OXFAM, UNHAS, UNMEER, UNOPS, USAID-Deliver, WFP

ACTION POINT:
- Organisations to use the new customs clearance procedure for clearing incoming goods
- Organisations to complete, sign and send a Partner Agency Designated Staff form
- Organisations to obtain the necessary exit and entry forms for UNHAS, UNMIL, UNMEER flights when traveling to/from Dakar/Accra and to/from any Ebola Affected Country
- Organisations to sign transfer letter of ownership, if they received a Maersk container donation
- Organisations to share expected contact for training and expected utilization rates for generators to be donated by the Swiss Government
- Organisations to move cargo to the five Forward Logistics Bases where practical
- The Logistics Cluster to follow-up with IMS to speed up customs clearing process, engaging private clearing agents and possibility for blanket tax exemptions for organisations

AGENDA:
1. Customs Clearance Procedure
2. Logistics Cluster Services
3. Logistics Cluster Response Structure
4. Donations
5. Cargo Tracking Data Analysis
6. Air Operations

1. Customs Clearance Procedure

- The new customs clearance procedures were explained to attendees; the following documents are needed for customs clearance: 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 designated Government of Liberia IMS focal point in charge of customs.

- WHO noted that the use of IMS for customs clearance, has caused some delays and inquired whether it is instead possible to engage private clearing agents. WHO also inquired about the possibility of organisations receiving blanket tax exemptions. The Logistics Cluster will follow up with IMS and the relevant authorities.

- A customs clearance snapshot was distributed, which outlines the necessary steps, documents and contact details for all future customs clearance requests.

2. Logistics Cluster Services

- The Logistics Cluster services currently available to the humanitarian community in Liberia were highlighted and include the following: Information management and coordination, storage services and cargo movement by sea, road and air.

- The Partner Agency Designated Staff (PADS) form was explained, highlighting the need for a focal point per agency per location. The PADS Form has been distributed to all participants to ensure that Logistics Cluster services will be handled through one focal point per organisation per location. Organisations were requested to sign, scan and send duly completed
PADS form to the Logistics Cluster Coordinator (contact details below). As of 1 March, the Logistics Cluster will only release cargo to those designated as PADS.

3. Logistics Cluster Response Structure

- The Logistics Cluster Coordinator outlined the Logistics Cluster Response Structure: the Logistics Cluster is supporting the Ebola Treatment Units (ETUs), the Community Care Centres (CCCs) and the Rapid Isolation and Treatment of Ebola (RITE) missions, through the aforementioned logistics services.
- The Logistics Cluster Coordinator reviewed the transport and storage service procedures currently in place. Participants were reminded that WHO is the main contact for processing goods through the Logistics Cluster, while UNICEF is generally the main contact for WASH equipment.
- The Logistics Cluster is also supporting the Government of Liberia in the re-supply of the national Health Facilities.
- The Logistics Cluster supported UNICEF with the distribution of WASH kits by road (40 mt) and air (15 mt) for the safe re-opening of schools.

4. Donations

- Organisations were reminded that the generators donated by the Swiss government will arrive at the end of March. Those organisations receiving the generators were reminded to share with the Logistics Cluster the expected utilization rate (necessary for the purchase of spare parts) and the name of the person who will attend the group training in Monrovia once the generators arrive.
- The dispatch of the Maersk containers is completed; organisations were informed that the transfer letters of ownership are to be signed for the donation to be finalized.
- Participants were reminded that all donations available are highlighted at the Logistics Cluster meetings.

5. Cargo Tracking Data Analysis

- The Logistics Cluster Coordinator shared consolidated cargo tracking data. The charts illustrated the total volume moved during the previous seven days as well as since the beginning of the operation, stock on hand at the main hubs, and the status of the storage spaces facilitated by the Logistics Cluster.

6. Air Operations

- For UNHAS, UNMIL and UNMEER flights, exit and entry forms were highlighted, and it was advised that these forms are mandatory and only valid at least 48 hours before departure. For the exit forms out of an Ebola Affected Country (EAC) to Dakar or Accra, the form can be obtained, signed and stamped at the UN Dispensary located at Mamba Point, Monrovia; the entry form from Dakar to an EAC can be obtained at the Dakar airport; for travel from Accra, Ghana, the form can be obtained at UNMEER HQ. Participants were reminded that a valid agency Photo ID is required to board any UNHAS, UNMIL or UNMEER flights.
- UNHAS was asked to facilitate Last Mile Health requests for staff familiarization with helicopters, in case they ever need to be used for medevac purposes.
• UNHAS noted that Dakar based aircraft will be on maintenance between the 27th Feb and 6th of March, a smaller capacity aircraft will replace it during this period.

Contacts:

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