LOCATION: WFP Office Sana’a, Yemen

DATE: 22 December 2014

CHAIR: Logistic Cluster Coordinator

PARTICIPANTS: Society for Humanitarian Solidarity (SHS), Humanitarian Aid Development (HAD), International Relief and Development (IRD), MSF-Spain, OXFAM, GC, ICRC, ADRA, UNDP, WFP Logistics Cluster

ACTION POINTS:
- Participants agreed to maintain the Logistics Cluster Coordination meetings at field level.
- Participants to provide the Logistics Cluster with contact details for head of organisations for extension of fuel Service Level Agreement (SLA) in 2015.
- Participants agreed that fuel evaporation loss will be deducted from requesting organisation fuel release order on a monthly basis.
- The Logistics Cluster to share the 2015 WFP flight schedule to Sa’ada with participants.

AGENDA:
1. Introduction
2. Logistics Cluster activities, end of year review
3. Fuel Evaporation Loss
4. WFP Flight Routes and Schedule 2015

1. Introduction
- The Logistics Cluster Coordinator welcomed the participants with a roundtable introduction.

2. Logistics Cluster activities, end of year review
- The Logistics Cluster Coordinator provided a brief regarding 2014 in terms of the security, instability and political situation, including the challenges and difficulties humanitarian organisation have faced.
- The Logistics Cluster Coordinator highlighted the achievements and challenges faced in 2014, in terms of fuel provision service, information management, and logistics coordination and funding. Achievements have involved Logistics Cluster activities, including the increase of fuel provision service by 50 percent as compared to 2013. Significant challenges in 2014 included obtaining government security clearance for WFP charter flights to Sa’ada and the delay of the fuel delivery by supplier to the Logistics Cluster.
- The Logistics Cluster will analyze lessons learned from 2014 in order to improve both the Logistics Cluster approach and the complexities of service provision in a challenging environment for 2015.

3. Fuel Evaporation Loss
- The Logistics Cluster Coordinator advised that organisations must collect their fuel from the Logistics Cluster/WFP warehouses as soon as possible to prevent fuel loss due to evaporation, especially in high temperature locations such as Aden and Haradh.
The Logistics Cluster Coordinator explained that fuel is a chemical liquid, which in hot temperatures over +30°C, will evaporate. The loss due to evaporation will be calculated and shared with organisations together with the quantity of fuel evaporation during the storage period.

The Logistics Cluster Coordinator advised that regular fuel physical inventory will be conducted in each location in order to determine the exact quantity of fuel evaporation loss.

The fuel evaporation loss would be indicated in the Standard Operating Procedures (SOPs) and Pro-Forma Invoice; requesting organisations are to consider this loss when receiving fuel service from Logistics Cluster.

4. WFP Flight Routes and Schedule 2015

• The WFP charter flight schedule to Sa’ada is to be shared with all user groups and any feedback on the flight schedule from the users are welcome.

• In order to improve emergency response, additional routes for air service will be included in 2015 based on the organisations’ needs.

• The Logistics Cluster Coordinator reported that for the 2015, for air passenger services, the Logistics Cluster proposed to have three types of aircraft (fixed wing DASH-8, DASH-6 and helicopter-Bell 212) with different passenger capacity, in order to serve the humanitarian needs.

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