



LOCATION: UNICEF Conference Room, Freetown

DATE: 17 November 2014

CHAIR: Logistics Coordinator

PARTICIPANTS: National Pharmaceutical Procurement Unit (NPPU), UNICEF, DfID, WFP, UNFPA, UNMEER, Save the Children, Partners in Health, , USAID/OFDA, EU Humanitarian Aid and Civil Protection Department (ECHO), US Centre for Disease Control (CDC), German Federal Agency for Technical Relief (THW), International Humanitarian Partnership (IHP), International Medical Corps (IMC)

- ACTION POINTS:**
- Participants are requested to contact the Logistics Pillar 48 hours in advance of any request for storage or transport and to follow procedures as outlined: <http://www.logcluster.org/document/standard-operating-procedures-sops-logistics-cluster-transport-and-transit-storage-services>.
 - NPPU requested feedback on the fast-track customs clearance process, specifically related to cargo arriving by sea to Freetown Port; UNMEER to follow up with update at next meeting.
 - Participants are encouraged to invite procurement colleagues to an upcoming meeting with private sector suppliers; invitation to be sent via the mailing list.
 - UNHAS decision on change of schedule to accommodate collection of samples.

AGENDA:

1. Accessing Services and Issues with Requests
2. Feedback from Partners on Gaps and Needs
3. District Ebola Response Centre (DERC) Field Coordination
4. Kumala (Koinadugu) Assessment
5. A.O.B.

1. Accessing Services and Issues with Requests

- Participants were reminded that all Forward Logistics Bases (FLBs) are operational and available for transport and warehousing requests.
- Several organisations arrived at FLBs with cargo to offload without informing the Logistics Pillar previously. The Logistics Pillar noted that some organisations are also arriving at FLBs to collect cargo without documentation or having informed the Logistics Pillar in advance. Organisations are requested to contact the Logistics Pillar 48 hours in advance of any request for storage or transport and to follow procedures as outlined in the Standard Operating Procedures: <http://www.logcluster.org/document/standard-operating-procedures-sops-logistics-cluster-transport-and-transit-storage-services>.
- Cargo cannot be accepted or released to an organisation without submission of a Service Request Form (SRF) or Release Order Form (ROF). Detailed instructions will be provided on the mailing list.

2. Feedback from Partners on Gaps and Needs



- NPPU requested feedback on the fast-track customs clearance process, specifically related to cargo arriving by sea to Freetown Port. The UNMEER representative clarified that it is continuing to follow up with the Government of Sierra Leone on the proposed procedures. The issue has been raised with the National Ebola Response Centre (NERC) and clarification is expected this week. UNMEER will brief participants on the discussion during the next meeting.
- Participants also raised concern regarding the transport and logistics support of lab samples. The Logistics Coordinator noted that an ongoing discussion is taking place at the Laboratory Technical Working Group at the NERC on the issue. Republic of Sierra Leone Armed Forces (RSLAF) have been tasked to facilitate the collection of samples, but only have DfID funding for the Western Area at present.
- CDC raised the issue of using the UNMEER/UNHAS helicopters, which was approved several weeks ago. CDC is in discussion with UNMEER/UNHAS on changing the helicopter routing schedule to accommodate regular collection of lab samples from field sites to the Bo laboratory. Discussions are ongoing and a decision is expected by 19 November.
- Concerns were reported about the supply of consumable materials in the laboratories. MoH and UNICEF are in discussions regarding the longer term supply of consumable stock for laboratories; NPPU will continue to follow up with UNICEF and revert to the Logistics Pillar for input on logistics support to supply laboratories.
- NPPU noted that riders.org approached the MoH in 2013 for a similar issue and are also available to provide motorcycle collection of samples and delivery to common collection points.
- Kumala is being added to the UNMEER/UNHAS helicopter schedule to accommodate new requests and support transport of lab samples.

3. District Ebola Response Centre (DERC) Field Coordination

- UNMEER briefed participants on the DERC model which is currently being rolled out in Sierra Leone. The DERC would provide a coordination mechanism at the district level and feed into central discussions happening in Freetown.
- Nine districts have been prioritized for rapid roll out of the DERC. Two UNMEER staff are currently in place or in the pipeline to be deployed to setup a DERC and seven staff are going to be provided by other UN agencies. By December 31 2014, all DERC coordination mechanisms are to be in place.



- The DERC will allow organisations and agencies to have a central focal point for district level issues and coordination. It will also provide a physical space for organisations to co-locate and share assets/resources at the district level.
- The Logistics Coordinator noted that coordination has begun at FLBs, in some locations, which is supported by the Logistics Pillar.

4. Kumala (Koinadugu) Assessment

- On 15 November, staff from MoH, Medecins du Monde (MDM), Oxfam, WFOP WHO, RSLAF, IHP, CDC, DfID, and UNMEER conducted an assessment in Kumala to identify a site to provide staff accommodation for Community Care Centre (CCC) workers. The implementation of the CCC in Kumala includes both local, national, and international staff, which requires additional infrastructure support to accommodate staff required.
- A WFP Logistics Officer provided a brief on the mission outcomes and next steps:
 - A camp to accommodate 25 people has been proposed and THW has offered support with the equipment and setup;
 - Operational safety to staff is critical and special sanitation and WASH protocol needs to be implemented (UNICEF and DfID to establish minimum standards);
 - The local community will be supporting the clearance of the land for the camp by hand and it is expected to be completed and ready for THW deployment by Tuesday 25 November;
 - Supply of fuel to the camp is a challenge; WFP is currently exploring options to support with fuel supply.
- Utilizing the Rapid Isolation and Treatment of Ebola (RITE) draft concept for deployment of assessment and response teams at the outset of an outbreak, MoH and WHO, supported by WFP, UNMEER, and UNICEF are reviewing the draft for a similar implementation in Sierra Leone.

5. A. O. B.

- Participants discussed the joint logistics coordination cell at UNMEER which was discussed in three previous meetings. UNMEER informed organisations that the facility is available and ready for occupation. Participants are encouraged to join the facility to increase coordination amongst organisations/agencies for a more rapid logistics response.
- Participants discussed the coordination mechanism and noted that logistics coordination is being implemented, however coordination across sectors is lacking.



- The Logistics Coordinator reminded partners that AirLink has offered free of charge cargo space on board an air charter from Liege to Freetown which will depart 26 November. Organisations are encouraged to reach out to Ebola.ACC@wfp.org to receive updates on incoming flights and possible spare capacities.
- IHP is deploying equipment and staff to Moyamba to set up a base camp in that location. Two 747 cargo flights will arrive on 18 November and 19 November and will require logistics support services. The Logistics Pillar, IHP, and WFP to discuss needs for receiving and transporting the incoming cargo.
- The Logistics Pillar met with private sector to discuss local procurement and engagement with local suppliers. An updated database template has been distributed to private sector partners and a meeting has been tentatively scheduled for 25 November at 0830 (venue TBC). Organisations are encouraged to invite their procurement colleagues to the meeting. An invitation will be sent via the mailing list.
- A Dutch vessel carrying cargo for DfID, WHO, Save the Children, WHT, and WFP is scheduled to arrive in Freetown on 18 November. It is carrying vehicles, mobile laboratories, mobile hospitals, and other supplies designated for the Ebola response. Upon offloading at Freetown Port, the vessel will proceed to Liberia and Guinea.

The next meeting is tentatively scheduled for Monday 24 November 2014, 2:30pm at UNICEF Office, Freetown

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