LOCATION: WFP Conference Room, Freetown

DATE: 02 December 2014

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: International Humanitarian Partnership (IHP), DfID, CARE International, Aspen Medical, National Ebola Response Centre (NERC), Centers for Disease Control (CDC), GOAL, UNICEF, Action Contre la Faim (ACF), WFP, National Pharmaceutical Procurement Unit (NPPU), WHO, UNMEER, Plan International, Save the Children

ACTION POINTS:

• Logistics Cluster to confirm with UNMEER the most current list of Community Care Centre (CCC) and Ebola Treatment Unit (ETU) database; once confirmed Logistics Cluster will distribute to partners to populate with storage needs (volumes) by location.

• The Logistics Cluster to distribute the Operational Overview (bi-weekly) to the mailing list.

• Participants with bulk cargo to ship to Freetown from the Netherlands or Europe to inform the Logistics Cluster.

• Logistics Cluster to request feedback from NERC regarding a possible “fast track” procedure for registration of vehicles in Sierra Leone. NERC Logistics Pillar representative agreed to raise the issue with NERC again for action.

• Logistics Cluster to distribute the contact list to partners on the mailing list and has requested partners to review and confirm if staff from their respective organizations have left Freetown and can be removed from the mailing list.

• The next meeting will be held on Tuesday 09 December at 10:30am in the UNMEER Conference Room, Block 3.

AGENDA:

1. Follow up Action Points from Previous Meeting
2. Pipeline
3. Logistics Services
4. A.O.B.

1. Follow up on Action Points from Previous Meeting

• The previous list of CCCs and ETCs received by the Logistics Cluster was out of date so it was not circulated prior to the meeting. The Logistics Cluster will confirm with UNMEER the updated/verified list of CCCs and ETCs in Sierra Leone and circulate to partners on the mailing list to populate with their storage and transport needs per location per month.

• Logistics Cluster has been liaising with other pillars as well as the NERC regarding need for motorbikes in Sierra Leone. NERC representative noted that he will also follow up internally to ensure the needs are represented in the request which will be sent to Accra.

• Logistics Cluster will distribute a contact list to partners via the mailing list and has requested partners to review and confirm if staff from their respective organizations have left Freetown and can be removed from the mailing list.
The issue of vehicle registration was raised with the NERC and UNMEER. Logistics Cluster has requested feedback NERC regarding a possible “fast track” procedure for registration of vehicles in Sierra Leone. NERC Logistics Pillar representative agreed to raise the issue with NERC again for action.

2. Pipeline

- A possible global shortage of PPE items required for EVD response has been raised by the Pipeline Working Group (chaired by UNICEF); items such as swabs and coveralls may not be available from global suppliers, which would affect the entire response.

- No partner has agreed to supply of consumables such as swabs for the laboratories in Sierra Leone. The Lab Technical Working Group (LTWG) has approached UNCEF and the Logistics Cluster to clarify needs as well as consumption rates so that a supplier can be agreed and a long-term solution found. The LTWG is reportedly working on the specification of swabs, which need to be procured and supplied.

- WHO has ordered and supplied 5,000 swabs to respond to the emergency. UNICEF, WHO, and DfID agreed to meet bilaterally and discuss the pipeline and swab specifications issue; Logistics Cluster will facilitate.

- DfID has ordered some swabs for lab supply (ETA January 2015), however is ordering against the UK National Health Service (NHS) specifications as no clarity was provided from the LTWG. DfID representative present will gain clarity as to whether or not the order is to supply only DfID funded labs or to cover a wider gap. WHO has also ordered and supplied some swabs to the laboratories to fill the gap. UNICEF, WHO, and DfID agreed to meet bilaterally and discuss the pipeline and swab specifications issue; Logistics Cluster will facilitate.

- Aspen to check what goods they have taken from CMS. WHO is asking partners to include forecast of PPE of used for training purposes.

- Motorbikes from Accra have been procured for each of the three EVD affected countries, however will not be used for the collection of specimen for laboratory testing. Alternate solutions need to be found. Currently the Republic of Sierra Leone Armed Forces is collecting laboratory samples in the Western Area only, supported by funding from DfID. Collection in other areas remains a gap. UNHAS/UNMEER helicopter is available for collection of laboratory samples but only as a last resort.

3. Logistics Services

- Guidelines on requesting and accessing services have been sent to the mailing list and hard copies were distributed to participants of the meeting.
Logistics Cluster reminded partners that a Service Request Form (SRF) is required to access storage and/or transport. There continue to be issues with partners arriving at Forward Logistics Bases (FLBs) without any SRF or other documentation to receive or deliver cargo for storage.

A Release Order Form (RLO) is required for collection of cargo from WFP custody and will not be released without correct documentation, as it is a liability to release cargo without the owner’s advance authorization.

Partners are reminded that the Logistics Cluster should receive SRF or RLO at least 48 hours in advance. Logistics Cluster needs to communicate to FLB and Warehouse Managers in advance to ensure operations are conducted in an efficient manner and avoid delays.

WFP has loaned MSUs to several partners to augment storage at ETCs and CCCS. Please contact the Logistics Cluster to facilitate loan of equipment if augmented storage for satellite warehousing.

Aspen Medical requested information on temperature controlled storage solutions from Lungi Airport to ETC in Hastings. Logistics Cluster will provide commercial contacts for cold chain storage. Additionally IHP announced that a Cold Chain Specialist will be arriving in Freetown next week to review what is needed for the supply of cold chain supplies to labs. IHP will be looking at storage solutions from the airport, in transit, and in storage at final destination.

### 4. A.O.B.

- IHP announced that they now have a tented camp available for staff accommodation in Port Loko. The flyer with contacts and details was emailed to partners via the mailing list and hard copies distributed during the meeting. For information on the IHP Port Loko accommodation, contact: ihp.basecamp.portloko.booking@gmail.com.

- Logistics Cluster Coordinator will be departing Sierra Leone this week; a replacement is expected to arrive early next week. In the interim the Information Management Officer will be OIC.

- The next meeting will be held on Tuesday 09 December at 10:30am in the UNMEER Conference Room, Block 3. A reminder and agenda will be sent out prior to the meeting.