LOCATION: UNMEER, Freetown
DATE: 09 December 2014
CHAIR: WFP Chief of Common Services

ACTION POINTS:
- The next meeting to be held on Tuesday 16 December at 10:30am in the UNMEER Conference Room, Block 3.
- Contact details of new Logistics Cluster Coordinator to be disseminated to participants via the mailing list.
- The Logistics Cluster to follow up with the Airport handling staff on issues of double loading of pallets.
- Participants to send any requests for shipping containers, or for any other logistical needs, to the Logistics Cluster.
- Participants to send requests to the Logistics Cluster for major fleet management needs.
- WFP to liaise with National Ebola Response Centre (NERC) to ensure that Ebola response-related cargo is given priority over commercial cargo at Freetown Port.

AGENDA:
1. Follow up Action Points from Previous Meeting
2. Western Area Surge
3. Pipeline
4. Logistics Services
5. A.O.B.

1. Follow up on Action Points from Previous Meeting
- The Logistics Cluster confirmed the updated/verified list of Community Care Centres (CCCs) and Ebola Treatment Units (ETUs) in Sierra Leone had been disseminated it via the mailing list to partners, although no feedback has yet been received. The Logistics Cluster will send out the list again with a request to partners to populate it with their storage and transport needs per location per month. The deadline for feedback will be 12 December in order for the list to be discussed at the next Logistics Cluster Meeting scheduled for Tuesday, 15 December 2014.

- The Logistics Cluster distributed the bi-weekly Operational Overview which has been published at: http://www.logcluster.org/document/sierra-leone-operations-overview-1v3-december-2014
- Logistics Cluster distributed a contact list to partners via the mailing list and requested partners to review and confirm if staff from their respective organizations have left Freetown and can be removed from the mailing list.

- Following up on the request for feedback from organisations on the needs of bulk cargo shipment from Europe. The Logistics Cluster informed participants of the tentative schedule of the second rotation of the Dutch vessel, the MV Karel Doorman. The vessel is scheduled to depart from the Netherlands on 12 December; second stop of Gibraltar is scheduled for 17 December following third stop at Freetown on 22 December.

- Regarding the issues faced with vehicle registration, the NERC Logistics Pillar representative confirmed that the process is on-going; a step-by-step guidance document on how to register vehicles in country will be created by the NERC once all clarified.

2. Western Area Surge

- The Chair informed participants that from 14 until 31 December a surge in the Ebola response would commence starting in Western Area. WFP has been requested to support the augmentation of facilities at various ETCs (PTS1 and PTS2, as well as a potential military hospital).

- The NERC Logistics Pillar representative updated participants that Lab focal points will shortly give a presentation on the capabilities in Western Area and shortfalls in Supply to the Chief Executive of the NERC. Subsequent second wave surges are also planned – the next one is planned to focus on the area around Port Loko. A current concern is urgent need for vials for blood samples; the NERC has informed a WHO lab specialist who will liaise with WFP to provide support.

- The Chair asked participants if any organisations have requirements for the surge. UNMEER stated that it is looking to hire 12 pick-up trucks to provide to burial teams for the transportation of bodies, and whether there was a possibility of the Logistics Cluster supporting on this in terms of fast-track deployment of the assets. The Chair responded the Logistics Cluster cannot assist in terms of fast-track deployment, however, it has been facilitating the coordination between the humanitarian community and Private Sector companies operating in Sierra Leone. An email with a database of Private Sector companies and services offered was disseminated last week via the mailing list. The Logistics Cluster stated that it would resend this message to the mailing list.
3. Pipeline

- A pipeline specialist has been seconded to UNMEER from UNOPS, currently on mission to Freetown, has been liaising with partners to obtain an overview of the downstream pipeline in country. It was confirmed that the pipeline channel of CMS is complete in terms of information, but some there are some gaps in information in terms of pipeline channel of UNICEF and WHO.

- The Chair reiterated that there is a lack of information on supply to CCCs; and more coordination is needed with partners on the consumption is of medical and upstream pipeline. The Pipeline Working Group, chaired by UNICEF every Monday, is handling these issues.

- 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.

- Partners were 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.

4. Logistics Services

- The Chair stated that WFP, through the Logistics Cluster, is providing primary, secondary and tertiary transport based on needs; storage services are being offered via the Forward Logistics Bases (FLBs) and additional cargo is being provided from FLBs to CCCs/ETCs.

- Makeni FLB and Port Loko Hub are being greatly utilised; it is expected that FLBs Kenema and Kailahun are to be further utilized for cargo storage for a new hotspot in the Kono area where cases of EVD are reported to be increasing.

- Aspen medical raised concerns around double loading of pallets at Lungi Airport. The Logistics Cluster responded that it would follow up with the Airport handling staff.

- WFP stated that it is supporting ETCs and CCCs with tents and can further support should it be required if there is a critical gap that needs to be filled. Maersk has donated 11 containers, which have been made available to partners through the Logistics Cluster; participants were encouraged to send any requests for shipping containers, or for any other logistical needs, to the Logistics Cluster.
WHO advised participants that on 17 December 36 containers would arrive in Freetown carrying a mixture of protection equipment; it is not entirely clear as to the exact contents of each container; WHO will liaise with CMS.

WHO expressed concerns of potential issues on fast clearing of cargo at the Port. The Logistics Cluster confirmed that so far, no issues have been experienced regarding customs clearance.

UNICEF inquired if there are any systems in place to prioritise the movement of urgent cargo at the Port. WFP stated that it would be raise the issue to the NERC, aiming to ensure that Ebola response-related cargo would be given priority over commercial cargo.

NERC asked how priorities should be defined in terms of incoming shipments at the Port. WFP responded that it cargo would need to be clearly marked that it is Ebola response-related, but caution should be applied that no commercial companies take advantage of this potential fast track process.

The Logistics Cluster asked if participants had experienced any issues with Fuel procurement; it was confirmed that Total can provide fuel cards.

The Logistics Cluster reiterated that is it is facilitating the coordination of Private Sector contacts for relevant offers and services. The Logistics Cluster will resend a message on the Private Sector database to the mailing list.

The Chair introduced the Director of Operations for UNMEER, currently on mission in Sierra Leone from Accra.

PIH stated that it is looking for a Fleet and HR Manager. The Chair encouraged participants to send requests to the Logistics Cluster for major fleet management needs, and that PIH should refer to the Private Sector database.

5. AoB

UNICEF inquired as to the status of the THW donated motorbikes to be airlifted from Accra to Freetown. The Logistics Cluster confirmed that 150 motorbikes will be arriving this week and are to be used for the transportation of blood samples. The Director of Operations for UNMEER stated that more requests have been received than there are motorbikes available; no decisions have yet been taken on which organisation will provided with motorbikes, but once all requests have been submitted, UNMEER will start prioritising accordingly. The Logistics Cluster reiterated that it is only facilitating the movement of these motorbikes, and that they are being managed by UNMEER.
• The new Logistics Cluster Coordinator, Gilles Cimetièrè, has arrived in Freetown. His contact details will be disseminated to participants via the mailing list.

• The next meeting will be held on Tuesday 16 December at 10:30am in the UNMEER Conference Room, Block 3. A reminder and agenda will be sent out prior to the meeting.

**Contacts:**

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