Sierra Leone Ebola Response – Meeting Minutes

LOCATION: UNMEER Conference Room, Freetown
DATE: 16 December 2014
CHAIR: Logistics Cluster Coordinator


ACTION POINTS:
- National Ebola Response Centre (NERC) to follow up regarding customs opening schedule during the holiday season and on weekends.
- The Logistics Cluster is unable to clear partners’ cargo through customs, however can provide information and contacts of clearing agents.
- The Logistics Cluster to provide additional guidance and Standard Operating Procedures (SOPs) for accessing logistics services at the next meeting.
- The Logistics Cluster to send out a list of available mapping products to the mailing list. Partners are requested to contact the Information Management Officer if printed maps are required.
- UNMEER to send out guidance regarding vehicle clearance, licensing, and insurance support to the Logistics Cluster for dissemination to partners via the mailing list.
- UNHAS to provide a presentation for the next Logistics Coordination meeting, scheduled for Tuesday 23 December 2014 at 10:30 in the UNMEER Block 3 Conference Room in Freetown.
- The Logistics Capacity Assessment (LCA) is currently being updated and will provide partners with a list of contacts for transport companies, clearing and handling agents, as well as suppliers currently operating in Sierra Leone. If any partner has an urgent request for specific contacts, please contact the Logistics Cluster.

AGENDA:
1. Follow up on Action Points from Previous Meeting
2. Western Area Surge – Update from NERC
3. Logistics Services
4. A.O.B.

1. Follow up on Action Points from Previous Meeting
- Contact details of the new Logistics Cluster Coordinator have been distributed to participants and posted on the Logistics Cluster website: http://www.logcluster.org/ops/ebola14. Participants are reminded to visit the website where updated contact information, as well as information products, are regularly published.
- Participants have been reminded that requests regarding logistics equipment support (shipping containers, mobile storage units, etc.) should be directed to the Logistics Cluster. Requests will be handled in accordance with the Logistics Cluster’s mandate to fill identified gaps and are not intended to replace the logistics capacities of humanitarian organisations. All requests for regular or ad-hoc services should be sent to sierraleone.cargo@logcluster.org.
- WFP has requested additional support from NERC representative to ease customs clearance procedures at Freetown Port and Lungi Airport. One participant noted that customs officials at Lungi Airport do not clear customs during Sundays, as it is considered as holiday. The Logistics Cluster expressed concern regarding the upcoming holiday season and possible

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short staffing at customs. The NERC representative present will follow up and share information with the Logistics Cluster for dissemination to partners.

2. Western Area Surge – Update from NERC

- The NERC representative provided a brief overview of the increase in staffing, bed capacity, and supplies for the Western Area Surge which is being implemented by UNMEER; the official launch of the Surge will be announced by the President of Sierra Leone on Wednesday 17 December 2014.

- The NERC representative noted that clarity is needed regarding the 150 motorbikes which WFP has procured on behalf of UNMEER as ten are required for the transport of lab samples for the Surge teams which will begin to operate in the Western Area. WFP noted that they have been delivered to UNMEER and Head of Operations/UNMEER will provide clarity.

- The NERC representative also announced that additional cold storage boxes and refrigerators are needed for transport of lab samples and NERC is currently looking for funding to allow for local procurement.

- A surge in social mobilization activities, utilizing youth groups and municipal leaders, has begun today in the Western Area to increase awareness and reporting of suspected Ebola Virus Disease (EVD) cases.

- The national hotline, which can be accessed by dialling 117 from a local Sierra Leone telephone, has increased capacity to include additional operators and a return call service to better support those requesting assistance.

3. Logistics Services

- The Logistics Cluster in Sierra Leone is providing facilitation of access to logistics services on behalf of the humanitarian community operating in response to the Ebola crisis; the following services are currently available:
  - One main hub in Port Loko with 2,880m² storage, ground handling equipment, and a helicopter landing site near the hub;
  - Four Forward Logistics Bases (FLBs) in: Freetown (871m²), Makeni (1,440m²), Kenema (1,000m²), and Kailahun (720m²);
  - UNHAS regularly scheduled international transport from Freetown to Conakry, Liberia, Accra, and Dakar;
  - UNHAS/UNMEER regularly scheduled internal flights (utilizing UNMEER helicopter assets) to: Cockeril (Freetown), Moyamba, Bo, Kenema, Kailahun, Makeni, Kalala, and Kumala
  - Special helicopter flights utilizing UNMEER assets, as requested;
  - Logistics Cluster European Staging Area in Cologne, Germany for international humanitarian cargo consolidation and air freight;
  - Primary and secondary road transport provided by WFP utilizing existing commercial transport capacity;
  - Tertiary and “last mile” transport provided by WFP dedicated fleet of 8-10mt and pickup trucks stationed at FLBs.
The Logistics Cluster is unable to clear participants’ cargo through customs in Sierra Leone however; it can facilitate access to information and contacts of clearing agents.

The Logistics Cluster provided an overview of how to access logistics services such as transport and short-term warehousing. All requests for transport and storage need to be channelled to the Logistics Cluster via submission of a Service Request Form (SRF) to sierraleone.cargo@logcluster.org, at least 48 hours in advance of the requested service. Supporting documentation, such as packing lists, should be provided along with the SRF, if available.

A Release Order Form (RLO) is to be submitted to sierraleone.cargo@logcluster.org only if the request is for collection of cargo from a FLB or hub. Requests for release of cargo from a FLB or hub which the Logistics Cluster is expected to provide transport to a forwarding location, should be submitted in the form of a SRF.

The Logistics Cluster reminded participants that, how their cargo is described on the SRF is how it will be handled; i.e., if the Cluster is requested to move a 40’ container or 10 pallets, upon releasing the cargo to the customer it will be released in a 40’ container or pallets. The Logistics Cluster is unable to break consignments and/or packaging for partial release unless arrangements have been made prior to the Logistics Cluster accepting the request and executing the service.

Any ad-hoc requests for engineering support, requests for loan of logistics equipment (such as mobile storage units, pallets, or containers), and telecommunications support should be channelled through the Logistics Cluster Coordinator. Participants are reminded that the contacts for the Logistics Cluster staff are updated on the website: http://www.logcluster.org/ops/ebola14.

Organisations utilizing the Logistics Cluster Air Coordination Cell (ACC) services ex-Cologne, Germany, should not assume that in country transport and warehousing services will be provided. To request services in Sierra Leone, organisations should contact the Logistics Cluster directly by submitting a SRF to sierraleone.cargo@logcluster.org.

Additional guidance regarding Standard Operating Procedures (SOPs) for accessing logistics services will be provided at the next meeting.

The Dutch Vessel, the Karel Doorman, has been loaded with inter-agency cargo in the Netherlands and has departed for West Africa. It is expected to arrive on 22 December in Freetown Port carrying cargo on behalf of 16 organisations. The Logistics Cluster has sent out a pre-advisory to all organisations whom have cargo on board along with any supporting documentation available. The Logistics Cluster will not clear the cargo on behalf of participants. Guidance on clearance procedures is available; participants were informed to contact the Logistics Cluster should they need additional information on clearance procedures.

The Logistics Cluster has published over 65 information products specifically on Sierra Leone on the dedicated website: http://www.logcluster.org/ops/ebola14. Information products include mapping, meeting minutes, request forms, booking guidance, instructions, operational overview, and situation reports. Participants were requested to provide
feedback on the current information available and inform the Logistics Cluster if more information on specific topics is missing and required.

- GIS mapping capacity is available and hard copies of maps can be produced for participants, if requested. A list of current mapping products available will be sent to the mailing list. Participants are requested to contact the Information Management Officer if printed maps are required.

4. A.O.B.

- UNMEER representative from the Situation Room provided a brief regarding additional support to organisations importing vehicles; UNMEER has reached an agreement with national authorities to expedite customs clearance, licensing, and insurance issuance. UNMEER will send out guidance regarding vehicle clearance, licensing, and insurance support to the Logistics Cluster who will share the information with partners via the mailing list. UNMEER will not be responsible for paying any fees related to licensing and insurance but will support humanitarian organisations by facilitating the fast tracking of issuance.

- One participant noted that the vehicle decontamination centre, which is currently being installed at Hastings, is in need of fencing. WFP advised that an Engineer has been deployed to Hastings today to conduct an assessment of installation needs regarding the vehicle decontamination area.

- The Logistics Cluster will request that UNHAS provide a presentation for the next Logistics Coordination meeting which is scheduled for Tuesday 23 December 2014 at 10:30 in the UNMEER Block 3 Conference Room in Freetown.

- One Non-Governmental Organisation (NGO) participant requested information regarding how to clear cargo if the organisation is not yet registered with the Government of Sierra Leone; the NERC representative present will liaise directly with the NGO.

- The Logistics Capacity Assessment (LCA) is currently being updated and will provide partners with a list of contacts for transport companies, clearing and handling agents, as well as suppliers currently operating in Sierra Leone. If any participant has an urgent request for specific contacts they are to contact the Logistics Cluster who will prioritise the request.

Contacts:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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