Sierra Leone Ebola Response – Meeting Minutes

LOCATION: UNMEER Conference Room, Freetown
DATE: 23 December 2014
CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: Save the Children, Christian Aid, Aspen Medical, German Federal Agency for Technical Relief (THW), National Pharmaceutical Procurement Unit (NPPU), National Ebola Response Centre (NERC), Emergency Telecommunications Cluster (ETC), CAIPA, DfID, Oxfam, MSF, ACF, WFP, UNHAS, UNICEF, UNMEER

ACTION POINTS:

- NERC will continue to follow up regarding customs opening hours during the holidays and raise it with the NERC Chief Executive Officer; once information is available it will be circulated to the Logistics Cluster mailing list.
- The Logistics Cluster has drafted a detailed Standard Operating Procedures (SOPs) and will circulate it to participants for review this week. Participants were reminded that abbreviated guidance on accessing services is available online at: http://www.logcluster.org/document/guidelines-transport-and-storage-services-sierra-leone.
- The Logistics Cluster to follow up with UNMEER regarding guidance related to vehicle clearance, licensing, and insurance; once available it will be circulated to the mailing list.
- Participants are requested to send Service Request Forms (SRFs) to Ebola.ACC@logcluster.org if they wish to book cargo on the Logistics Cluster funded (free to user) flight from Cologne to Freetown.
- All vehicles traveling between districts are required to have a pass for official movements until 3 January; all participants were requested to contact the NERC Situation Room if organisations need assistance in getting passes.
- WFP and Logistics Cluster requested participants to review their storage and transport requirements in relation to the current locations of the Forward Logistics Bases (FLBs) for discussion during the next meeting; a reminder will be sent to the mailing list.
- The Logistics Cluster will circulate the UNHAS schedule, booking forms, and user guidance to the mailing list. All contacts and documents related to booking flights utilizing DKPO/UNMEER and UNHAS assets are available on the Logistics Cluster website: http://www.logcluster.org/ops/ebola14.

AGENDA:

1. Follow up on Action Points from Previous Meeting
2. Western Area Surge – Update from NERC
3. Logistics Services
4. UNHAS Update
5. Emergency Telecommunications Cluster Update
6. A.O.B.

1. Follow up on Action Points from Previous Meeting

- The National Ebola Response Centre (NERC) has followed up regarding customs offices opening schedule during the holiday season and on weekends. NERC has received information from the government that customs offices at both Freetown
Port and Lungi Airport will remain open during the holidays, however conflicting information has been received from WFP staff at the airport and port. NERC will continue to follow up regarding customs opening hours during the holidays and raise it with the NERC Chief Executive Officer; once information is available it will be circulated to the Logistics Cluster mailing list.

- The Logistics Cluster has drafted a detailed Standard Operating Procedures (SOPs) and will circulate it to participants for review this week. Participants were reminded that abbreviated guidance on accessing services is available online: [http://www.logcluster.org/document/guidelines-transport-and-storage-services-sierra-leone](http://www.logcluster.org/document/guidelines-transport-and-storage-services-sierra-leone)

- 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 (contacts updated on website). They will be ordered from the regional office in Dakar and therefore will take approximately 48 hours to be fulfilled.

- The Logistics Cluster is following up with UNMEER regarding guidance related to vehicle clearance, licensing, and insurance; once available it will be circulated to the mailing list.

### 2. Western Area Surge – Update from NERC

- Initial reports following the Western Area Surge indicate that there is a 10% increase in key indicators across all areas. More teams have been deployed to support the teams including a large increase in social mobilization activities. There has been a marked increase in the collection of laboratory samples and of the additional swabs taken for laboratory testing, there has been a decrease in Ebola Virus Disease (EVD) positive results.

- The Western Area Surge is scheduled to continue until 31 December, however, the CEO of NERC will decide if that is sufficient time or if the surge will be extended. The CEO of NERC will announce the decision next week.

- The Surge model is likely be extended to other districts within Sierra Leone, utilizing lessons learned from the Western Area Surge, to increase the response in hotspot areas. If the surge is extended to other areas, it is probable that the next district surge will be in Port Loko. The NERC representative informed participants that if the surge is extended to other districts, equipment, staffing, and supplies will be shifted to the next district and additional logistical support will be needed.

- The NERC representative informed participants that current stock levels of items required for the surge are still insufficient and additional shipments are incoming, including additional ambulances, vehicles, motorbikes, and consumables.

- Participants were informed that as the holidays are approaching, some local communities in the Western Area have begun implementing voluntary checkpoints which may cause delays on transport. The NERC representative encouraged the development and requested all participants to inform their staff and to be patient and follow the hand washing and temperature checks.

- Following the announcement of the Western Area Surge by the President of Sierra Leone on Wednesday 17 December, restrictions on celebrations and non-essential movements have been put in place in Freetown. Movement between districts is also restricted and civilians have been notified that travel between districts is not permitted over the holidays.
Within Freetown and the Western Area, all shops and markets have been instructed to close by 1800 Mon-Friday, 1200 on Saturday, and to be closed on Sundays. All vehicles traveling between districts are required to have a pass for official movements until 3 January; all participants were requested to contact the NERC Situation Room if passes are required.

### 3. Logistics Services

- The Logistics Cluster provided a detailed brief on services available during the last meeting and guidance has been circulated to the mailing list. If additional information regarding services available is needed, participants were requested to contact the Logistics Cluster Information Management Officer or Logistics Cluster Coordinator directly. Information is also available on the Logistics Cluster website: [http://www.logcluster.org/ops/ebola14](http://www.logcluster.org/ops/ebola14).

- The Logistics Cluster Air Coordination Cell (ACC) based in Cologne, Germany has also announced a Logistics Cluster funded flight (free to user) which will be departing to Freetown and Monrovia between 30 December – 5 January; the departure date will be based on participant requests and once cargo consolidation is complete and the flight is full. Participants are requested to send SRF to [Ebola.ACC@logcluster.org](mailto:Ebola.ACC@logcluster.org) if they wish to book cargo on the flight from Cologne to Freetown.

- The Dutch vessel Karel Doorman arrived in Freetown Port on 23 December and was scheduled to begin offloading at 0800, however was delayed due to another ship blocking the berth. WFP Port Captain is liaising with the port authorities as well as the other shipping company to free up space. At the time of the meeting, the ship was due to berth momentarily and begin offloading. Offloading of the vessel will take approximately 24 hours and the vessel should depart Freetown Port for Conakry in the afternoon of 24 December.

- All organisations with cargo on board the Karel Doorman were contacted by the Logistics Cluster and sent reminders regarding customs clearance of the cargo. A meeting was held on Saturday 20 December at the WFP offices in Freetown with all consignees to discuss the arrival of the ship and key points were mailed to consignees following the meeting.

- Once the cargo is offloaded and into Freetown Port, it is the responsibility of the consignee to clear the cargo through customs and follow normal procedures for requesting transport or storage services from the Logistics Cluster.

- WFP engineering support for the fleet decontamination centre being provided at Hastings airfield should be finalized on 23 December.

- WFP has also deployed a Logistics Officer to Kambia to support WHO with the refurbishment of a hospital which will be used for the treatment of EVD patients; support works are ongoing.

- Two Mobile Storage Units (MSUs) which will be used as a convalescence centre at the Republic of Sierra Leone Armed Forces (RSLAF) military hospital are being erected today; ablution units are also being installed at the facility. Additional works are still needed to convert the MSUs into a suitable place for patients and works will be ongoing throughout next week.
• WFP and the Logistics Cluster requested participants to review their storage and transport requirements in relation to the current locations of the Forward Logistics Bases (FLBs) for discussion during the next meeting; a reminder will be sent to the mailing list.

• Participants noted that response efforts in Kono are a priority as the number of cases is high and additional capacity is needed. The NERC representative commented that although the current request for support in Kailahun is low, the capacity is likely to be needed in the future and some storage may be needed.

• WFP announced that a Workshop Manager will be coming to Sierra Leone and be based in Makeni at the beginning of January. Once the Workshop Manager has arrived and the facilities are available to share, participants will be notified.

4. UNHAS Update

• UNHAS is operating in response to the Ebola crisis in West Africa as a joint mission between DPKO/UNMEER and UNHAS to increase capacity and ensure that humanitarian staff are provided sufficient resources to reach destinations of humanitarian response.

• A regional fleet comprised of fixed wing assets from DPKO/UNMEER and UNHAS operates from Dakar and Accra, transporting passengers to Conakry, Freetown, and Monrovia.


• Additionally, within Sierra Leone two DPKO/UNMEER rotary aircraft (helicopters) are available to connect deep field destinations. The helicopters are based at Lungi Airport and operate a Northern and Southern route within Sierra Leone six days per week.

• The DPKO/UNMEER helicopters are also available for special flight missions if required.

• All bookings (both regional and helicopter) to utilize DPKO/UNMEER or UNHAS assets are consolidated through the UNHAS booking office in Dakar which can be contacted by emailing UNHAS.WAC@wfp.org.

• All flight plans are managed through the UNHAS office in Accra which is scheduled jointly with UNMEER representatives in the HQ office of the mission, also based in Accra.

• The Logistics Cluster will circulate the UNHAS schedule, booking forms, and user guidance to the mailing list. All contacts and documents related to booking flights utilizing DPKO/UNMEER and UNHAS assets are available on the Logistics Cluster website: [http://www.logcluster.org/ops/ebola14](http://www.logcluster.org/ops/ebola14).

5. Emergency Telecommunications Cluster Update

• The Emergency Telecommunications Cluster provided a detailed update on operations and plans to support the humanitarian community in Sierra Leone on the Ebola response and distributed hard copies of an update. Main highlights include:
  
  o Shared internet provided in Port Loko to six office/accommodation facilities;
- Internet provided to two Ebola care facilities (Government Hospital and Maforki ETU);
- Work ongoing in Bo to extend connectivity to Ebola care facilities;
- Assessments taking place in Moyamba and Kono;
- Service Requests can be sent to WestAfrica.ETC@wfp.org and will be posted on www.ETCluster.org.

- The Logistics Cluster will circulate the ET Cluster Updates to the mailing list with the minutes.

6. A.O.B.

- One partner requested the Logistics Cluster to invite UNDSS representative to the Logistics Coordination meeting.
  Logistics Cluster reminded partners that a Civil Military Liaison Officer is normally present at the UNDSS meetings as well as other briefings with the military and reports back to participants during the regular meetings; he will be in attendance next week.

- Save the Children is offering, as a donation, Land Rover 110 parts to any organisation who needs them as the vehicle is no longer included in their fleet. The list will be circulated to the mailing list.

- The next meeting will be held on 30 December 2014 at 1030am in the UNMEER Block 3 Conference Room. A reminder will be sent to participants prior to the meeting.

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