LOCATION: UNMEER Conference Room, Freetown
DATE: 27 January 2015
CHAIR: Logistics Cluster Coordinator
PARTICIPANTS: H.E. Sinead Walsh, Charge d’Affaires, Embassy of Ireland in Sierra Leone

Aspen Medical, DFID/CAIPA, German Federal Agency for Technical Relief (THW), International Medical Corps (IMC), Irishaid, Medair, Mercy Corps, National Ebola Response Centre (NERC), Partners in Health, UNICEF, US Centers for Disease Control and Prevention (CDC), WHO, WFP

ACTION POINTS:
- Organisations were asked to begin considering medium term logistics/operating requirements where possible, including priorities as the rainy season approaches.
- Details on available storage space should be provided to the Logistics Cluster in order to complete a mapping of available surge capacity for future planning.
- Organisations to provide feedback to the Logistics Cluster via the user feedback survey: https://www.surveymonkey.com/s.aspx?sm=TXvU0Dga%2bheE0u4Ir0T6w%3d%3d

AGENDA:
1. Private Sector Ebola Response Trade Exhibition update
2. Follow up to Action Points from previous meeting
3. Logistics Services
4. Western Area Surge – Update from NERC
5. A.O.B.

1. Private Sector Ebola Response Trade Exhibition update
- Her Excellency Sinead Walsh, Charge d’Affaires of the Irish Embassy, opened the meeting with a brief word of thanks to the Logistics Cluster and humanitarian logistics network in Freetown, and emphasized the important opportunity to engage the private sector through the upcoming trade exhibition. An open invitation was extended to organisations, with Procurement and Logistics colleagues encouraged to attend.

- The trade exhibition will be held from 15:00-18:00 on 11 February 2015 at the Radisson Hotel.

2. Follow up to Action Points from previous meeting
- Following the update from the Irish Embassy, the Logistics Cluster Coordinator shared opening remarks and provided follow up information to points raised in the previous meeting.

- The Forward Logistics Base (FLB) setup will remain as is, with five bases in Port Loko, Makeni, Kenema, Kailahun and Freetown. In Port Loko, more than 3,000 m² of space is available, with the possibility to expand. In Makeni, improvements are ongoing at the FLB, and storage capacity can be increased with currently only 50 percent being used. In Freetown, 70 percent of capacity is currently occupied, however the Logistics Cluster is looking at expanding this capacity together with UNICEF and WHO due to an expected increase in requirements.

- One participant requested to add a discussion on fuel prices to the agenda. For most participants, diesel supply does not seem to be a concern. Prices are gradually decreasing, and most commercial suppliers in Freetown have adequate supplies.

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- Participants are asked to share any details on available space so WFP can map available surge capacity for future planning. The Logistics Cluster is also continuing to explore additional storage space with WHO and UNICEF in Freetown, where a gap is anticipated. So far, no sufficient space has been identified, with private warehouse facilities being explored over the coming days.

3. Logistics Services

- WFP informed participants that the Special Operation that has been established to support the provision of WFP-managed services, including the Logistics Cluster, will end on 31 May. Though an extension is likely, WFP will require input on requirements for partners in order to extend the Special Operation and request donor funding.


- The next Logistics Cluster organised flight departs 27 January to Freetown and Conakry, with ETA CKY 27 Jan 13:30 and ETA FNA: 16:15. It is expected to carry cargo for 13 agencies (IMC, THW, MSF-H, IFRC, WHH, CRS, WHO, UNICEF, NOSLINA, IOCC, Medair, MSF-B, PIH).

- The 8th Logistics Cluster organised flight is scheduled for 4 February for Freetown and Conakry. The 9th flight will be a double drop to Freetown/Monrovia and the 10th will go to Freetown/Conakry. Participants are reminded that flights are free of charge to the users. Requirements and bookings for planning of the flights should be sent to the Logistics Cluster as soon as possible.

- Participants were informed that the Mobile Storage Unit (MSU) at the airport should be used only for temporary storage requirements (24-48 hours) to the extent possible. Current facilities are not set up to accommodate longer periods.

- Some participants asked whether stacking could be increased, or whether shelving units could be put in place to maximize horizontal usage in MSUs. The Logistics Cluster agreed to look into stacking and shelving solutions to increase storage capacity where possible.

- Organisations were reminded that they are responsible for their consignment and customs clearance. While transport and storage services can be requested through the Logistics Cluster site using the appropriate request form, handling and clearing are left to each organisation to arrange agents.

- An overview of the Logistics Cluster’s RITA Non Food Item (NFI) tracking system was presented. In Sierra Leone, the largest request for storage came in November, with service requests decreasing overall since then. Members were informed that weight and volume should be as accurate as possible in order to ensure accuracy in processing requests. For cargo received at final destinations (all transported NFIs with WFP), a written confirmation of goods received is required in order to ensure up to date tracking of each request. The Standard Operating Procedures are available on the website, at: http://www.logcluster.org/document/standard-operating-procedures-sops-warehousing-transport-logistics-services-sierra-leone.
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- All 21 donated containers from Maersk had been allocated to organisations and dispatched.
- A limited number of generators are available. Participants were asked to submit requests for generators only if they were essential for operations (for example for Ebola treatment facilities, etc).

4. Western Area Surge – Update from NERC

- There was a general reminder that the letter issued to facilitate customs clearance is valid for both sea and air ports.
- It was further mentioned that road blocks in the Western Area have been minimized, although vehicle passes should be retained to facilitate minor checks.

5. A.O.B.

- An update from UNHAS is planned for the next meeting, including an overview of passengers and cargo services from the regional team visiting from Dakar.
- UNICEF will hold a pipeline meeting at 13:30 on Thursday. An email confirmation will be sent.
- The Logistics Cluster asked participants to fill out the user survey in order to get feedback and improve the services provided. The survey is available at: https://www.surveymonkey.com/s.aspx?sm=TtvU0Dga%2bhE0u4lIr0T6w%3d%3d.

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