

**DATE:** 10 February 2015

**CHAIR:** Logistics Cluster Coordinator

**PARTICIPANTS:** Aspen Medical, Care International, Chinese Center For Disease Control And Prevention (CDC), US Centers for Disease Control and Prevention (CDC), Department for International Development (DfID), International Medical Corps, Mercy Corps, National Ebola Response Centre (NERC), Medair, UNOPS, CASL, Oxfam, German Federal Agency for Technical Relief (THW), UNICEF, Save the Children, Partners in Health.

**ACTION POINTS:**

- Logistics Cluster to update on extension of Port Loko Main Logistics Hub.
- NERC to follow up on overland border crossings and share information via Logistics Cluster Coordinator.

**AGENDA:**

1. Follow up on Action Points from previous meeting
2. Logistics Services
3. Cross border transport and Western Area Surge
4. A.O.B./ Service Requests Forms and Procedures

### 1. Follow up on Action points from previous meeting

- The Logistics Cluster Coordinator shared that based on the feedback received from participants in the previous meeting, the extension of the Main Logistics Hub in Port would proceed. A tender has been prepared, with a site assessment ongoing to determine the scope of work needed. The extension of the storage space will be adjacent to the current hub.
  - In response to the currently limited storage space available at Port Loko, participants were asked to move their items if possible, and in particular items that had remained in storage for longer than expected periods. The Logistics Cluster Coordinator also advised that the Forward Logistics Bases (FLBs) in Makeni and Kenema have sufficient space available and free transport from Port Loko can be provided.
  - The FLB in Kailahun has seen limited activity in recent weeks and participants were asked to provide information if they were planning to use it in the coming months.
- Participants were informed that the Central Medical Stores (CMS) had experienced shortages of storage space in Freetown, creating difficulty to unload trucks. During the previous week, WFP met with CMS and agreed to build an extended Mobile Storage Unit (MSU) at the CMS site, across UNMEER (Special Court). The work includes removing the remnants of a building that burned down last year and erecting and fencing an MSU. Work at the site commenced already and is expected to be completed by the end of the week. Shelving options to increase storage space will also be explored at the site.
- The Logistics Cluster noted that the contract for the Ferry Junction Forward Logistics Base in Freetown will end in March and with the extension of additional storage space at Port Loko, the warehouse contract may not be extended. Participants interested in taking over the 871m<sup>2</sup> storage space, should contact the Logistics Cluster Coordinator.
- The NERC representative enquired if the warehouse had been offered to CMS. The Logistics Cluster Coordinator responded that dedicated storage space for CMS at Port Loko had been offered.

- It was enquired if the extension of the Port Loko hub would operate the same way as the Main Logistics Hub. The Logistics Cluster Coordinator confirmed that the same procedures would be followed for the extension.
- The Logistics Cluster Coordinator informed participants that a short introduction to the Services offered by the Logistics Cluster and the procedures for requesting services would be provided at the end of the meeting.

### 2. Logistics Services

- Participants were informed that the 9<sup>th</sup> funded flight was due to arrive in the afternoon of 10 February. The next and final funded flight will serve Conakry and Freetown on 18 February. Participants were informed to contact [ebola.acc@logcluster.org](mailto:ebola.acc@logcluster.org) to provide information about their flights, space available or their requirements after 18 February.
- An updated flight schedule of flights in Sierra Leone and in the region has been published at: <http://www.logcluster.org/document/regional-flight-schedule-unhas-unmil-unmeer>.
- In regard to customs clearance and transport, Medair noted that some protection equipment had not been received by the consignee, IFRC. Organisations are to inform Medair, should they have received 700 goggles. The Logistics Cluster offered to follow up and share the information it had available with Medair.
- DfID enquired as to how many refrigerated containers are currently available in Sierra Leone. The Logistics Cluster Coordinator advised that one container was stationed at Port Loko, belonging to DfID, but not currently connected. Twenty-one donated containers by Maersk have been allocated, transported and dispatched to those organisations that had requested them. All distribution had been shared during the weekly meetings. The Logistics Cluster also shared that temperature controlled chain storage existed at the FLBs or the main logistics hub in Port Loko.
- The Logistics Cluster shared information on the transport and storage services provided to the humanitarian community. More than 30 organisations have requested transport or storage. For them and since the Ebola Response operation was launched on 4 September, the Logistics Cluster has facilitated the transportation of 9.790m<sup>3</sup> of cargo on behalf of 21 organisations. Since 04 September, the Logistics Cluster has facilitated the storage of 8.760m<sup>3</sup> on behalf of 17 organisations.
- Oxfam asked if empty containers were still available. The Logistics Cluster noted that all containers had been allocated and dispatched in the period from December to early February to CDC, Handicap International, IMC, MoH, NERC, Plan International, Police Training School, THW, UNMEER, WHO and Holy Spirit Hospital for use in Ebola Treatment Units (ETUs), in a Decontamination Centre, as offices, and for temporary storage of valuable cargo.
- The ten largest users of Logistics Cluster transport services since the beginning of the operation have been WHO, UNMEER, IHP, WFP, UNICEF, THW, IFRC, MSF Belgium, IMC and the Health Association Sierra Leone. The organisations from which most cargo was received into storage have been DfID, WHO, UNICEF, UNMEER, WFP, IHP, IMC and THW.

- In the past week, from 2-8 February, the Logistics Cluster facilitated the transportation of 697m<sup>3</sup> of behalf of IMC, Oxfam, THW, UNMEER, WFP and WHO. In the same period, the Logistics Cluster facilitated the storage of 1050m<sup>3</sup> of behalf of Oxfam, THW, WHO, UNICEF, UNOPS, WFP and UNMEER.

### 3. Cross border transport and Western Area Surge

- The NERC representative outlined that work was ongoing to enquire which overland border crossing points from Guinea and Liberia are open to humanitarian organisations and that procedures would be drawn up with the required documentation. Information will be shared with participants via the Logistics Cluster, once available.
- The Western area surge continues, with increased activities since Monday, 9 February. The civic and media response had been positive.
- The NERC representative noted that one shortcoming for the Western Area surge was the number of vehicles available. UNMEER offers vehicles upon an application procedure.

### 4. A.O.B. / Service Requests Forms and Procedures

- The Logistics Cluster Coordinator clarified that organisations are responsible for their own cargo handling and clearance at the air- and seaports. Transport services can be requested once cargo has been cleared.
- Organisations were reminded to follow the Standard Operating Procedures (SOPs) for requesting services and in particular, to pay attention to weight, volume and packaging of cargo to ensure timely and efficient transport and storage services.
  - The Standard Operating Procedures (SOPs) to request services are published at: <http://www.logcluster.org/document/standard-operating-procedures-sops-warehousing-transport-logistics-services-sierra-leone>;
  - The Service Request Form (SRF) is available at: <http://www.logcluster.org/document/sierra-leone-service-request-form>;
  - The Release Order Form (ROF) to release items from storage is available at: <http://www.logcluster.org/Ebola-release-order-form>.
- The Logistics Cluster invited all organisations to attend the Private Sector Ebola Response Trade Exhibition on 11 February from 3-6pm. The exhibition will showcase the many Sierra Leone based business and individuals with goods or services relevant to the Ebola response and will be opened by the head of the National Ebola Response Centre and UNMEER
- The Logistics Cluster requested 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=TXvUODga%2bheE0u4IriOT6w%3d%3d>.



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## Sierra Leone Ebola Response – Meeting Minutes

### Contacts:

Thierry Vandenborre

*Logistics Cluster Coordinator*

[thierry.vandenborre@wfp.org](mailto:thierry.vandenborre@wfp.org)

Hubertus Jurgenliemk

*Information Management Officer*

[Hubertus.jurgenliemk@wfp.org](mailto:Hubertus.jurgenliemk@wfp.org)