

DATE: 21 April 2015

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: ADRA, CARE, USAID, Department for International Development (DfID), National Ebola Response Centre (NERC), Partners in Health (PiH), German Federal Agency for Technical Relief (THW), Handicap International, Team and Team Sierra Leone, Emergency, United Nations Mission for Ebola Emergency Response (UNMEER), African Union (AU), International Medical Corps (IMC), World Health Organization (WHO), WFP, MedAir, Crown Agents Japan, National Pharmaceutical Procurement Unit (NPPU)

ACTION POINTS:

- The Logistics Cluster to brief organizations on the development of an access constraints map, ahead of the rainy season

AGENDA:

1. Follow up action points from previous meeting
2. Updates from NERC
3. Crane service update
4. Brief review of how to request services (SRF form)
5. Brief Port Loko update
6. Updates from organizations
7. A.O.B.

1. Follow Up on Action Points from Previous Meeting

- It was advised that for those interested in attending, the next Emergency Telecommunications Cluster (ETC) meeting will take place on 8 May at 10:30 at WFP, in the main conference room.
- Regarding UNHAS' takeover of air services from UNMEER, effective 15 April, the existing flight schedule will remain the unchanged. If any changes occur, organisations will be advised in advance. Monday 27 April is a holiday in Sierra Leone, and as such, there will be no commercial or humanitarian (UNHAS) domestic flights that day. However, all international flights will operate as scheduled from Lungi airport.

2. Follow Up on Action Points from Previous Meeting

- The NERC provided updates on four main points:
 - The NERC is assessing transition plans for what will happen when UNMEER leaves in June. An executive meeting will take place on Wednesday 22 April to plan.
 - Regarding the “Getting to Zero” campaign, the NERC is now focusing on the social mobilization pillar (information on NERC social mobilisation pillar activities can be found here: <http://www.nerc.sl/?q=nercpillartexo/socialmobilization>)
 - Operationally, criminal activity and movement in Freetown is a growing concern, including the unauthorised movement of suspected Ebola cases from slum areas to Aberdeen. Several arrests have been made and the NERC continues to monitor the situation.

3. Crane Service Update

- For organisations wishing to arrange crane services, they should now start doing so directly with crane service providers, not through WFP, as had been done in the past.
- To help facilitate this change, WFP is working with service providers to establish a standard competitive rate for organisations requesting crane services (via an RFQ). WFP will also be sharing the names and contact details of service providers with partners soon.

- WFP will continue to manage any agreed-on crane service requests made by organisations in the past, and that are yet to be completed. WFP will also continue to move containers in Freetown and Port Loko.
- This change of approach follows an increase of ease in access to local crane and other services. This approach will help both organisations and local providers to normalize activity. Previously WFP had supported these activities when access had become difficult, at the height of the Ebola crisis.

4. Brief Review of how to request services & SRFs

- To help provide the best service for partners, and for the Logistics Cluster to have the most accurate information possible to facilitate services for organisations, the Logistics Cluster briefly reviewed how organisations should request transportation or storage requests, and with what information, using a standard service request form (SRF). The form is available online here: <http://www.logcluster.org/document/sierra-leone-service-request-form>
- If staff from organizations would like a brief refresher on how to utilise the SRF, or a brief training for new staff handling requests, they are welcome to visit WFP, and should email sierraleone.cargo@logcluster.org to setup an appointment in advance.
- The Logistics Cluster also advised the following:
 - It does not carry out clearance of items for organisations; the Logistics Cluster only facilitates the transportation of items once they are cleared. For reference, the latest Fast Track Customs Procedures were shared at the last Logistics Cluster meeting and are available online here: <http://www.logcluster.org/document/sierra-leone-customs-procedure-snapshot-07-april-2015>.
 - When there is a loan request in addition to a transportation request, for example, then both the SRF and loan forms need to be filled out separately.
 - Of particular importance on the SRF, is providing accurate volume and weight information of item(s) – this will help the Cluster provide organizations the right type of truck/transportation from the start, and will prevent any delays of service. Guidance for requesting services in Sierra Leone is available on the Logistics Cluster website at <http://logcluster.org/document/standard-operating-procedures-sops-warehousing-transport-logistics-services-sierra-leone> and <http://logcluster.org/document/guidelines-transport-and-storage-services-sierra-leone>

5. Brief Port Loko Update

- The Logistics Cluster provided a short visual presentation of the extension works at Port Loko, from where it started, and showing progress up to its current day status.
- Organisations are again welcome to visit Port Loko, and can email sierraleone.cargo@logcluster.org to arrange a visit.

6. Updates from Organisations

- No other updates

7. AoB

- The Logistics Cluster proposed to focus next week's meeting on developing an access constraints map for Sierra Leone. DfID also noted that it would be useful to identify the many road works occurring in the country, which are causing constraints such as traffic blocks, ahead of the rainy season.
The next Coordination Meeting is scheduled to take place on 28 April at 10:30 at UNMEER Compound (Block 3 Conference Room, Special Court, Jomo Kenyatta Road, Freetown, Sierra Leone).



Sierra Leone Ebola Response – Meeting Minutes

Contacts:

Alberto Zerboni	<i>Logistics Cluster Coordinator</i>	alberto.zerboni@wfp.org
Devin Gangi	<i>Information Management Officer</i>	devin.gangi@wfp.org
Claudia Romiti	<i>RITA/ Information Management Officer</i>	claudia.romiti@wfp.org