

Humanitarian Road Convoys Operational Guidelines

The Logistics Cluster supports humanitarian actors in South Sudan with road convoy coordination throughout the dry season. This document outlines operational procedures that convoy participants must follow.

1. **Deadlines** – Organisations must strictly adhere to deadlines provided by the Logistics Cluster. All humanitarian road convoy plans and the respective deadlines will be communicated via the Logistics Cluster mailing list.
2. **Clearances** – Organisations must apply for and obtain clearances from the South Sudan Relief and Rehabilitation Commission (RRC) and the Joint Border Verification and Monitoring Mechanism (JBVMM) prior to having vehicles depart with the convoy. Clearances can take up to two weeks to obtain, and should be sought as soon as a planned convoy is known. The duration of the clearance should be for at least six weeks, from the date of the start of the convoy.
3. **Vehicle condition** – Each truck should be in a good mechanical condition. Organisations are responsible for checking for significant wear and tear, tyre pressure, etc. It is highly advisable that vehicles in the convoy travel with a full complement of spare parts (filters, belts, spare tyres, motor oil, etc.) wherever possible.
4. **Visibility** – Organisations must ensure that each truck is well branded with organisation logos. It is suggested to use at least one of the following items: flags, banners or large stickers. Visibility items must be recovered once the mission has been completed. Transport vehicles cannot display humanitarian logos for return trips for any reason, unless that trip is also in transport of humanitarian cargo.
5. **Cargo** – Cargo transported in the convoy must be on the behalf of recognized humanitarian organisations only, and must only be humanitarian relief supplies. No commercial cargo is allowed at any point of the convoy. What the transport vehicles do after the convoy should be agreed up on between the sponsoring organisation and the transport company.
6. **Transporter briefings**
 - Organisations are responsible for conducting detailed briefings with transporters/drivers on all the guidelines outlined below.
 - Organisations are responsible for ensuring driver details (including phone numbers) are accurate – this information is critical for the various transporters to be able to communicate prior to departure and coordinate movements.
 - Maximum two passengers are allowed on board on each truck, and all passengers should be seated at the front.

- All convoy vehicles should have an alternate driver. The driver's alternate should legally be able to drive, and have experience with long-haul trucking.
 - Drivers or convoy vehicles should not pick up hitch hikers or other persons not originally indicated during the convoy planning process.
 - Drivers or convoy vehicles are strictly prohibited from transporting soldiers or non-state armed actors under any circumstances. Any instance of this will be raised with organisation's convoy focal point and in repeated or major cases of non-compliance may impact partner participation in convoys in the future.
 - Organisations must remind transporters that the trucks should remain together for the duration of the convoy.
 - Drivers must travel with AT LEAST SIX COPIES of the JBVMM and RRC clearances and must present them to authorities when asked.
7. **Meeting times** – All trucks must meet at 6:30 am on the scheduled convoy departure date, unless otherwise stated by the Logistics Cluster. The exact convoy departure location, with a map highlighting the assembly point, will be shared on the day before the departure. Trucks should be fully fueled and ready to depart upon reaching the assembly point. Onward movement is normally expected to begin at 7:00 am. Where possible, the Logistics Cluster will be present at the convoy meeting point to coordinate movement and steer drivers out of departure location. If drivers are late the convoy cannot be held up.
8. **Checkpoints** – Depending on the final destination, drivers will pass a high number of checkpoints. Estimated checkpoints costs vary by route and destination, and change over time. The Logistics Cluster can be contacted bilaterally before-hand to advise on estimated associated costs, however transport companies should also be consulted for the most up to date cost information. Following each trip, organisations are requested to report the number of checkpoints encountered and the total cost of the trip. The Logistics Cluster will pass on this information to the Access Working Group.
9. **Breakdowns** – In the event that a single vehicle in the convoy breaks down while in transit, all convoy vehicles must stop. The convoy leader must contact the designated Logistics Cluster focal point immediately to confirm further instructions. As a risk control factor, partner organisations and transport companies are encouraged to have a repair and recovery plan (spare parts, a chase vehicle, easy access to a recovery vehicle, etc.). Convoy vehicles can only resume after it is determined that a repair/recovery effort is underway, or the Logistics Cluster focal point determines that it is safe to leave a vehicle behind.
10. **Curfew** – For safety purposes participants in the Logistics Cluster coordinated convoys are prohibited from driving at night, during which all vehicles must be parked.

11. **Focal points** – Each organisation should appoint a focal point amongst its drivers. Organisations are requested to make contact with the focal point twice a day to ensure movements are going as planned. All liaison/contact with the drivers/transporters remain the responsibility of the organisation during the duration of the convoy. The Logistics Cluster will contact organisations' focal points on a daily basis, however for any urgent communication, organisations should contact the Logistics Cluster immediately.

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