Location: Vanuatu, EOC room  
Date: 14 April 2015  
Chair: NDMO Logistics Cluster Coordinator  
Participants: NDMO, WFP, UNICEF, Save the Children, New Zealand High Commission (NZHC), CARE, WHO, World Vision, Oxfam, Caritas, AmeriCares, VCC

New Action Points:  
- NDMO to share information on agreed distribution points per island  
- Logistics Cluster to organise a meeting with Vanuatu Terminal Services (VTS) to clarify rates  
- Logistics Cluster to share links to OCHA’s ‘consolidated stock and dispatch’ maps;

Agenda:  
1. Action Points from Previous Meeting  
2. Storage  
3. Transport  
4. Any other Business

1. Action Points from Previous Meeting  

Meeting to discuss pipeline, stock and dispatch data being collected by NDMO ODI team  
- A presentation will be given at the end of the meeting.

NDMO to share information on agreed distribution points per island  
- The list of Extended and Final Distribution Points (EDPs/FDPs) is being discussed in a separate meeting attended by the government and Non-Governmental Organisations (NGOs). Updates from the meeting are expected to be received within one day and will be shared as required.

Logistics Cluster to share shipping schedule for inter-island cargo transport  
- A shortlist of shipping organisations with Vanuatu-flagged vessels will be invited to participate in a Request for Quotation (RfQ) process, which is expected to be complete in early May 2015.  
- Following the decision, excess capacity will be made available to partners (on a commercial basis).  
- In the interim, vessels will continue to be booked on an ad-hoc basis. Organisations will be notified when capacity is available and can be booked bilaterally through the vessels operator.

2. Storage  

- The Port Vila airport Mobile Storage Unit (MSU) was closed on Monday 13 April, and is in the process of being dismantled. Common-storage facilities are no longer provided by the Logistics Cluster in Port Vila.  
- Only at the Provincial Disaster Committees (PDC) office in Tanna, is a common storage facility provided by the Logistics Cluster.  
- Organisations are requested to inform the Logistics Cluster in the event that they require storage in the future.  
- UNICEF reminded organisations that they have warehouse storage available near the airport in Port Vila:  
  o The warehouse space can be shared on a cost-recovery basis (costs cover staff and fork-lift costs);  
  o Organisations will need to sign a Memorandum of Understanding (MoU) with UNICEF. Interested organisations can contact the Logistics Cluster for more information and contact details.  
  o Organisations currently using this facility include CARE and Act for Peace.  
  o The warehouse facilities include one forklift and one 15 mt truck, on standby for the transport of supplies locally.  
- The Logistics Cluster has obtained 100 pallets from the convention centre in Tanna, bringing the total to 175.

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3. Transport

**Trucking Capacity in Tanna**
- Existing truck assets in Tanna should be made available for humanitarian relief distributions, following the delivery of two new trucks scheduled to arrive in Tanna on 15 April via the vessel, MV Sarafenua.

**Billing by Vanuatu Terminal Services (VTS)**
- Details on rates for handling services provided by Vanuatu Terminal Services (VTS) will be investigated and the information shared with partners once confirmed.
- The Logistics Cluster will arrange a meeting with relevant parties and VTS to discuss handling rates for humanitarian relief goods.

4. Any Other Business

**Presentation by NDMO data-collection team on pipeline, stock and dispatch data**
- The NDMO data-collection team gave a presentation on the purpose and assumptions behind the stock information being gathered twice-weekly from members of the humanitarian community.
- The team clarified that “dispatch” was being used as a proxy for “distribution”, as this provided a much quicker way of measuring logistics gaps. It was clarified that organisations should not report cargo dispatches to other agencies, or dispatches to extended delivery points. Only dispatches destined for beneficiaries should be included for this exercise.
- Organisations were asked whether they wished to split ‘in stock’ figures into separate values for ‘committed stock’ and ‘uncommitted stock’.
  - This will require no extra work for agencies, who only purchase stock in response to a requirement (and therefore only need to report stocks as ‘committed’)
  - Providing the ability to highlight ‘uncommitted’ stock would allow agencies to ‘advertise’ stocks in country, which may be of direct use to other organisations.
- It was advised that links to OCHA maps of consolidated stock and dispatch data will be shared.

**Next Logistics Cluster Meeting will be held at 11am on Tuesday, 21 April in the UNICEF tent, NDMO compound.**

**Contacts:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport &amp; Storage requests</td>
<td>Should be submitted to <a href="mailto:vanuatu.cargo@logcluster.org">vanuatu.cargo@logcluster.org</a></td>
</tr>
<tr>
<td>Logistics Cluster Updates</td>
<td>Are received from <a href="mailto:vanuatu.logs@logcluster.org">vanuatu.logs@logcluster.org</a></td>
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