LOCATION: Islamic Relief Office Sana’a, Yemen

DATE: 29 October 2014

CHAIR: Logistic Cluster Coordinator

PARTICIPANTS: Islamic Relief, Mercy Corps, Charitable Society for Social Welfare (CSSW), IOM, Society for Humanitarian Solidarity (SHS), Humanitarian Aid Development (HAD), UNDP.

ACTION POINTS:

• The Logistics Cluster to investigate establishing a Logistics Sub-Cluster Coordination at field level.
• Humanitarian organisations advised to work on Logistics contingency plans.
• Partners to inform the Logistics Cluster regarding needs for temporary storage facilities in Haradh and Sana’a.
• Organisations with a remaining fuel balance from 2012 and 2013 to collect it from Logistics Cluster storage.

AGENDA:

1. Introduction and Action Point Status Review
2. Update on the current situation and logistics challenges and gaps
3. End of Year closure
4. WFP Flight booking online application training

1. Introduction and Action Point Status Review

• The Logistics Cluster Coordinator thanked Islamic Relief for hosting the Logistics Cluster meeting in their office, welcomed participants and held a roundtable introduction with partners.

• The main action points from the last Logistics Cluster meeting were reviewed and partners were updated on the progress of the actions taken by Logistics Cluster.

2. Update on the current situation and logistics challenges and gaps

• The Logistics Cluster Coordinator highlighted the current evolving security situation within the country and advised partners to notify the Logistics Cluster of any challenges or constraints.

• The Special Operation (SO) for the Logistics Cluster activities in 2015 has been drafted and submitted for approval, which will be in addition to the Logistics Cluster activities included in the 2015 Humanitarian Response Plan.

• The possibility of establishing a Logistics coordination mechanism at field level to ensure gaps and challenges can be addressed was discussed and the Logistics Cluster will report back on this.

• Humanitarian organisations were advised to have their logistics contingency plan prepared to ensure business continuity, if the security situation will deteriorate and lead to the interruption of the logistics supply chain.
• Partners were kindly requested to inform the Logistics Cluster with sufficient time in advance regarding of needs for temporary storage facilities in Haradh and Sana’a. Currently the total storage capacity available in Sana’a is 320m².

• Representatives from 23 organisations took part in the WFP online booking training and have since requested to use the online booking for flights.

• Some agencies still have a fuel balance remaining from 2012 and 2013. The Logistics Cluster kindly requested that organisations collect their fuel from the Logistics Cluster fuel storage in Sana’a, Aden and Haradh.

• Due to the evolving security situation, the importance of regular coordination and information sharing was emphasised. It was advised that storing fuel at offices will allow running generators and vehicles in case of a sudden deterioration of the security situation.

3. End of Year Closure

• The Logistics Cluster Coordinator reminded partners to process any pending payments for flights and fuel allocated within the last month.

• The Logistics Cluster Coordinator advised that payments for fuel allocated to organisations which has not yet been paid for must be processed due to the end of year closure. For detailed instructions, organisations can contact the Logistics Cluster.

• Flight bookings should be provided 48 hours before to the UN Humanitarian Air Service staff. The focal points of each organisation have provided with a user name for the flight booking system.

4. WFP Flight Booking Online Application Training

• From 19 to 22 of October, WFP provided flight application training for online bookings to 23 organizations in Sana’a.

• A user name and password has been provided to the focal points from the relevant organisations and encouraged to use the booking system for flights.

• Organizations who were unable to participate in the training should contact the WFP Aviation team in Sana’a who can provide guidance on using the system.

Contacts:

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