
Meeting Minutes, 16 July 2019

Sana'a, Yemen



LOCATION	Sana'a, Yemen, WFP Offices
DATE	16 July 2019
CHAIR	Logistics Cluster
PARTICIPANTS	ACF, ACTED, Care International, CYF, FAO, IFRC, IMC, Intersos, IRC, MDM, MSF, NAMCHA, OCHA, Oxfam, PU AMI, SCI, SHS, UNICEF, War Child UK.
ACTION POINTS	<ul style="list-style-type: none">• Partners to provide the Logistics Cluster with their incoming pipelines through Djibouti for air or sea cargo.• Logistics Cluster to share information on transport from the south to the north when updates are available.• Logistics Cluster partners to complete the Logistics Cluster six-month user survey.• Logistics Cluster partners asked to familiarize themselves with Logistics Cluster SOPs.
AGENDA	<ol style="list-style-type: none">1. Logistics Cluster Operations Update2. Review of Standard Operating Procedures3. South – North Movement & Access Constraints4. Supplier Database – presented by ACTED5. AOB and Closing Remarks

1. Logistics Cluster Operations Update

- The Logistics Cluster reminded partners about sending their upstream pipelines to the Logistics Cluster for better planning and provision of adequate logistics solutions.
- The Logistics Cluster is conducting a six-month user survey on Logistics Cluster Coordination, Information Management and Service Provision. The survey is 12 questions and should take less than 10 minutes to complete. Partners are asked to complete the survey by 31 July: <https://www.surveymonkey.com/r/Yemen-midyear-2019-satisfaction-survey>

Airlifts

- To mitigate the risk of last minute changes in connection with airlifts and their potential long-term impact on the operation, the Logistics Cluster will be implementing the following requirements to maximise the use of available resources:
 - Partners are asked to provide approval from the Ministry of Health when sending requests for air cargo transport of medical supplies and equipment;

- Partners are asked to provide customs clearance documentation in advance of the Logistics Cluster arranging for prepositioning of planes for air lifts.
- Organisations planning to send cargo via air lift are kindly reminded to review the Air Transport SOP available [here](#) to ensure that they comply with required processes.

Sea Transport

- Partners were informed that VOS Theia is currently awaiting EHOc clearance to depart anchorage in Djibouti to travel to Hodeidah.
- VOS Apollo is currently in Aden.
- Partners were reminded of the Sea Passenger SOP which can be found [here](#) and of the importance of following booking procedures.
- Partners were requested to send pipelines of planned use of Sea Cargo transport for the remainder of the vessel contracts – VOS Theia contract extends until 8 September; VOS Apollo extends until 10 October.
- The Sea cargo transport SOP can be found on the Yemen Logistics Cluster webpage [here](#) and the current schedule for sea cargo transport can be found [here](#).

Land Transport

- Transportation of partner cargo from the south to the north continues to be affected by crossing point procedures. The Logistics Cluster is currently planning to send a truck with humanitarian cargo through Ibb and will keep partners up to date on the progress of the transport of the cargo.
- The Logistics Cluster indicated that the requirement for the “double customs clearance” remains when transporting cargo between the south and the north. Additionally, customs clearance agents, organized by partners, should be arranged to handle the clearance of cargo at each checkpoint and to communicate with the Logistics Cluster during the transport of the cargo.

Storage

- Construction of the Cold Storage facility in Aden should be completed by the end of July. Partners will be updated when cold storage, temperature-controlled storage and valuable item storage become available for use in Aden.

Fuel

- Fuel Provision services in Aden are in the process of being transferred to Bilateral Service Provision (BSP) in Aden.

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- Approval of the BSP Fuel Provision SOPs and Fuel Request Form (FRF) was received from NAMCHA on 16 July. Once the Logistics Cluster fuel stock is consumed in Sana'a and Bajil, fuel provision in the north will also be transferred to BSP. Partners will be informed in advance of the transfer of fuel provision in the north from Logistics Cluster to BSP.
 - Any organisation with a current Service Level Agreement (SLA) with the Logistics Cluster for Fuel Provision will not be required to sign a new SLA to request fuel from BSP.
 - A contingency stock of fuel will be rotated through Sana'a and Aden fuel locations should a fuel shortage impact humanitarian activities in the future.

Training

- The four-day Warehouse Management Training is currently ongoing in Aden.
- The week-long SPHERE training in Sana'a will run from 21 – 25 July.
- Partners requested an update on the status of the proposed Logistics Response Team (LRT) training which had been tentatively scheduled to take place in Jordan during September 2019.
 - The LRT will most likely occur at the end of November 2019 due to scheduling of the training facility.
 - Partners will be kept up to date on the progress of the LRT planning and informed when nominations are open for both participants and facilitators for the week-long training.
- Partners were reminded of the Logistics Cluster online training platform which is accessible through the Logistics Cluster webpage [here](#).

2. Standard Operating Procedures (SOPs)

- The Logistics Cluster reviewed the [Air Transport Services](#), [Sea Transport Services](#), [Road Transport & Temporary Storage](#), [Fuel Provision](#), [Sea Passenger Transport](#) and [Vessel Accommodation](#) SOPs with the meeting participants.
- All organizations are requested to re-familiarize themselves with the Logistics Cluster SOPs due to the recent issues arising from lack of understanding of Logistics Cluster SOPs.

3. South – North Movement and Access Constraints

- Access Constraints were covered during the Logistics Cluster Operations Update – Land Transport section above.

4. ACTED Suppliers Database

- A member of the ACTED Logistics team shared their organization's supplier database with meeting participants.
- ACTED invited all Yemen suppliers to register their companies for future business opportunities through an online registration process. This database is intended to allow for companies which provide specific services to be able to be contacted directly for future opportunities and to start the transition to a digital platform for registration of suppliers.
- Over 400 Yemen suppliers registered their company information, tax identifications, registration cards and owner information in the Supplier Database.
- Logistics Cluster partners interested in receiving a copy of this database are invited to send an email to Yemen.tender@acted.org

5. AOB and Closing Remarks

- Meeting participants indicated that they would prefer monthly Coordination meetings rather than bi-weekly Coordination meetings.
- The representative from NAMCHA discussed conducting Logistics Cluster Coordination Meetings at the NAMCHA offices due to their role in Sana'a as lead government agency.

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