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# Meeting Minutes, 10 April 2019

Zimbabwe



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<b>LOCATION</b>	Plan International – Mutare, Zimbabwe
<b>DATE</b>	10 April, 2019
<b>CHAIR</b>	Logistics Cluster
<b>PARTICIPANTS</b>	CARE, Department of Civil Protection (DCP), Mercy Corps, OCHA, Plan International, UNFPA, UNICEF, WHO, WFP
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• Partners to share any access constraints with the Logistics Cluster</li><li>• Partners to share pipeline information with the Logistics Cluster</li><li>• Logistics Cluster to share details for DCP, Provincial and District Administrators with partners</li><li>• Partners requiring training on completing Service Request Forms to contact the Logistics Cluster</li></ul>
<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Situation Update/Access Constraints</li><li>2. Partner Updates</li><li>3. Air Transport</li><li>4. Cargo Tracking System</li><li>5. AOB</li></ol>

## 1. Situation Update/Access Constraints

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- Roads are being repaired quickly and new roads are being reopened daily. Partners were encouraged to regularly check the dedicated [Logistics Cluster operations page](#) for the latest version of the [access constraints map](#).
- Partners were requested to encourage their teams operating in the field to share road condition information with the Logistics Cluster.
- Only four wards remain inaccessible by road – wards 22, 23, 10 and 11. It is expected that road access to ward 21 may take some time due to its mountainous terrain.
- An additional helicopter landing zone in ward 22 is being assessed today.
- There are unconfirmed reports that ward 23 may be accessible by 7 mt truck.

## 2. Partner Updates

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- UNICEF advised that they are still in the process of bringing in relief items. They currently possess a warehouse in Harare but will be looking to utilise the common storage space in Mutare. Goods are currently being transported both by road and helicopter.

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- Mercy Corps advised that they are currently utilising the shared government storage space in Silverstream and are distributing goods by road.
  - UNFPA advised that they currently have no storage capacity in the affected areas and are transporting goods by road directly from Harare into these areas. They are currently awaiting a shipment of dignity kits and emergency reproductive kits. Given that all clinics they are servicing are now accessible by road this will be the method of transport for these goods.
  - WHO advised that they are expecting a large delivery of Oral Cholera Vaccine next week, with the consignment landing in Harare today. The Provincial Medical Doctor will be in touch with the Logistics Cluster regarding the storage and distribution plan for these goods
  - Plan International advised that they currently don't have their own warehouses but have been using the World Vision facility in Mutare and the shared government space at Silverstream. To date, they have been moving goods by road. They advised they are still procuring goods for distribution and may need to utilise the helicopter for deliveries next week.
  - WFP advised that they currently have one Mobile Storage Unit (MSU) in Mutare and are in the process of procuring storage space in Chipinge which will be managed by GOAL. They are partnering with Red Cross Zimbabwe for distribution of food and will be looking to utilise the helicopter to reach cut-off areas with food assistance.
  - CARE advised that they have a storage facility in Chipinge, arranged through the District Administrator but may need to secure additional space based on their expected incoming stocks. They advised that they've also been using the shared government space in Silverstream.
  - The DCP advised that they currently have a warehouse at provincial level where all donated goods are being stored. This is the World Vision warehouse that has been seconded to the government for the response.
  - There are forwarding distribution points in Chipinge, Silverstream, Zingiri and Ngangu where goods are handed to staff to distribute to communities who will in turn pass on to registered individuals.
  - The DCP are utilising three military helicopters for delivery, but only one to two are normally operational at one time. They have also made use of the Logistics Cluster helicopter.
  - Partners were encouraged to ensure that they register their activities with the DCP to allow for all parties to work together to ensure that all communities are well served. Contact details for the DCP, the Provincial Administrator and the District Administrator will be shared with partners.
  - Some issues were raised regarding the mixing of food and Non-Food Items and the lack of clear procedures for storing and retrieving goods in the shared government space. The DCP encouraged partners to share their knowledge on warehousing to aid those managing the government facility to ensure that goods are stored correctly.
  - Partners were requested to continue to share information on their pipelines with the Logistics Cluster.

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## 3. Air Transport

- The Logistics Cluster advised partners that the helicopter is currently contracted until 28 April and that it is currently being under-utilised. Roads have opened much quicker than expected and this has impacted the need for the helicopter.
- Partners were reminded that the helicopter should be utilised primarily for lifesaving items.
- There is the possibility of using the helicopter for inter-agency/inter-cluster assessment missions but this will be discussed in more detail at Friday's inter-cluster meeting.
- Prioritisation of items for air transport should be done within each respective cluster by the cluster lead, with the Logistics Cluster determining overall prioritisation of items based on the priorities given by the Humanitarian Country Team.
- The current helicopter landing zones map can be found [here](#).

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## 4. Cargo Tracking System

- The Logistics Cluster highlighted the importance of partners following the procedures for utilising the common services, especially the submission of [Service Request Forms \(SRFs\)](#) and [Release Order Forms](#). Standard Operating Procedures for [air cargo transport](#) and [storage](#) should be observed. Instructions on how to complete the SRF can be found [here](#).
- Partners requiring additional training on completing SRFs should contact the Logistics Cluster to arrange.

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## 5. AOB

- Partners were reminded to regularly check the dedicated [operation webpage](#) for information related to the response.

**The next Logistics Cluster Coordination meeting will be held Wednesday 17 April at 10:00 at Plan International.**

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### Contacts

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