LOCATION: Suva, Fiji
DATE: 1 March 2016
CHAIR: Head of Pacific Office, World Food Programme (WFP)
PARTICIPANTS: All Hands, Australian Department of Foreign and Trade (DFAT), DHL, Americares, UNICEF, IFRC, Ola Fou Fiji, Oxfam, OCHA, Fiji National Disaster Management Office (NDMO), Fiji Financial Procurement Office (FPO), Save the Children, ADRA, World Food Programme (WFP), UNFPA, World Vision, Habitat for Humanity Fiji,

AGENDA:
1. Situation Update
2. National Cluster Update
3. Import procedures
4. Requests for Assistance (RFA) System
5. Agency Needs and Gaps
6. AOB

1. Situation Update

- The agenda for the meeting and a general update of the situation was presented to participants.

- All airports are reported to be open and operating, however reports suggest congestion at Nausori Airport in Suva. An update on the impact of the congestion on operations will be shared once confirmed.

- The latest Access Constraints map as of 29 February and further updates on the general situation are available on the Logistics Cluster website: http://www.logcluster.org/ops/fiji16

- The Fiji Logistics Capacity Assessment (LCA) has been updated with information for two major shipping company schedules, which can be found in the following links:
  - http://dlca.logcluster.org/display/DLCA/2.1.1+Fiji+Port+of+Suva
  - http://dlca.logcluster.org/display/DLCA/4.2.3+Fiji+Port+and+Waterways+Company+Contact+List

- In support of the National Disaster Management Office (NDMO) who is leading the response, the New Zealand Ministry of Foreign Affairs (MFAT) and the Australian Department of Foreign Affairs and Trade (DFAT) have sent civil military assets to assist in the response.

- The HMNZS Wellington, HMNZS Canterbury and HMAS Canberra vessels have arrived in Fiji and are expected to sail to the northern Lau Group, an area badly affected by the cyclone.

- Participants were introduced to the new Information Management (IM) Officer (Lucy Styles) and Logistics Officer (Jurgen Hulst) who have arrived to augment capacity in support the government led response. Additional staff are due to arrive today, 1 March.

2. Update from the National Cluster

- A hangar at Nasau Airport in Suva is currently being cleared as staging area for Non Food Items (NFIs). However, the limited availability of forklifts and pallets at the NDMO warehouses and airports could affect operations and relief item distributions. Various solutions will be explored.
The NDMO will hold discussions with the DHL Disaster Response Team (DRT) to investigate their potential engagement and support they can provide.

Due to an increased demand for food, the NDMO advised that in some areas, a shortage of food stocks has been reported. They are currently working with suppliers to ensure stocks are replenished accordingly.

### 3. Import Procedures

- Participants were given an update on the customs procedures for importation of humanitarian relief items. The two options for importation were explained, the first option consigning all cargo directly to the NDMO and the second option consigning cargo to the organisations themselves.

- Although the updated customs process has been approved, it awaits final authorisation by the relevant government authorities before being shared. Participants were reminded that if relief items are consigned to organisations, they are responsible for all stages of the customs clearance process and storage, transport and distribution.

- To support the NDMO with logistics planning and to maintain visibility on incoming cargo, all requests must be sent to the relevant government authority focal point and include the Logistics Cluster (request.fijilogs@wfp.org) in copy.

- Organisations were reminded that the WFP, as lead agency of the Logistics Cluster is not facilitating service provision as no logistics gaps have been identified that could not be filled by either the government leading the response considering the military assets present and/or through the availability of a strong commercial sector.

### 4. Requests for Assistance System

- Participants were updated on a system being implemented to consolidate and streamline requests from the humanitarian community for use of military assets in country. The new system, developed by OCHA and WFP in support of the NDMO is key for maintaining the strong information sharing and effective coordination of the government led response.

- For information on the process and to download the Request for Assistance (RFA) Form, see: [https://www.humanitarianresponse.info/en/operations/fiji/humanitarian-civil-military-coordination](https://www.humanitarianresponse.info/en/operations/fiji/humanitarian-civil-military-coordination)

- Two requests have been received since the roll out of the system on 29 February, both of which were requests for relief item transportation support to Koro Island. One request has been completed today 1 March and one has been tasked for 6 March.

- Organisations were reminded that the request approval process requires 72 hours advanced notice and should only be used for the transportation of items that cannot be transported by alternative means.

- Participants were reminded that they should liaise with the relevant cluster leads to validate that their request is in accordance to priorities as agreed by the cluster. Exceptions however will be assessed on a case by case basis and should be specified in the form.
• Tasking and accessing capacity of vessels of the Government Shipping Services (non-military assets) was discussed. To maintain consistency, the RFA system is used for military and non-military assets. The tasking of private sector company assets such as the Sea Mercy is managed by the private companies who will inform the government bilaterally.

• Organisations who are unwilling to use military assets should make this clear when submitting the form. However, considering the process is based on tasking assets as efficiently as possible, there is no guarantee as to what asset the cargo will be tasked to.

5. Agency Needs and Gaps

• Habitat for Humanity advised they require information on storage and transportation services in Latoka to support the distribution of approximately 2000 shelter kits.

• Requests received for the Qatar Airways offer for free transportation capacity from Doha to Fiji via B747 on behalf of the humanitarian community have been forwarded however, feedback has not yet been received from Qatar Airways and organisations were advised to identify alternative options.

• Virgin Australia, through the Australian Council for International Development (ACFID) has offered free air transportation to organisations registered with ACFID and who have NDMO approval. The schedule from Brisbane, Melbourne and Sydney to Fiji has been shared with participants.

• Information was requested for customs procedures for cargo already in-transit considering the customs process is currently being finalised. The Logistics Cluster will confirm and update accordingly.

6. A.O.B

• Information on options for mapping support was requested. It was advised that the Logistics Cluster is liaising with the WFP GIS Unit in Rome who can support with logistics mapping requests. In addition, Map Action are also able to meet requests, for more information please contact the IM Officer.

• The next logistics coordination meeting will be held on Friday 4 March at 11am. Agenda and invitations will be shared in the coming days.

Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florent Chane</td>
<td>Head of Office</td>
<td><a href="mailto:Florent.chane@wfp.org">Florent.chane@wfp.org</a></td>
<td>(+6799275 550)</td>
</tr>
<tr>
<td>Jurgen Hulst</td>
<td>Logistics Officer</td>
<td><a href="mailto:Jurgen.hulst@gmail.com">Jurgen.hulst@gmail.com</a></td>
<td>(+6791724 1714)</td>
</tr>
<tr>
<td>Lucy Styles</td>
<td>IM Officer</td>
<td><a href="mailto:Lucy.styles@wfp.org">Lucy.styles@wfp.org</a></td>
<td>(+679800 9379)</td>
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