LOCATION: Maiduguri, Borno State
DATE: 29 November 2016
CHAIR: Logistics Coordinator

PARTICIPANTS: Action Against Hunger (ACF), Danish Refugee Council (DRC), IOM, MSF-Belgium, MSF-Holland, MSF-Spain, Norwegian Refugee Council (NRC), Plan International, Première Urgence Internationale (PUI), UNFPA, UNHCR, WFP and WHO.

ACTION POINTS:
- Circulate invitation for customs workshop on 15 December in Abuja (Logistics Sector).
- Circulate invitation for RITA training in Maiduguri (Logistics Sector).
- Share transport rates for analysis (ALL).

Ongoing:
- Identify an INGO co-lead and send nomination to OCHA (WFP/INGO FORUM).
- Share road condition information when returning from mission (ALL).
- Share suppliers list for consolidation and dissemination (ALL).
- Share pipeline info (mt, m³) for better planning of the overall Sector response (ALL).

AGENDA:
1. Introduction
2. Common Storage
3. Access, cargo movement and civ-mil coordination
4. AOB

1. Introduction

- Roundtable introductions and agreement on proposed agenda.
- Follow up of Action Points from the last meeting held on 15 November 2016:
  - Circulate the latest access map (OCHA/Logistics Sector) – done.
  - Provide pallets supplier contacts for the PUI-managed common storage site (ALL) – done.
  - Organise a ‘Customs & Importation’ briefing for partners in Abuja (Logistics Sector) – done.
  - Circulate the updated Logistics Working Group contact list (Logistics Sector) – done.
  - Finalise input to the 2017 Humanitarian Response Plan (Logistics Sector) – done.
  - Identify an INGO co-lead and send nomination to OCHA (WFP/INGO FORUM) – pending.
- Share pipeline info (mt, m³) for better planning of the overall Sector response (ALL) – pending.

2. Common Storage

- The Field Level Agreement between WFP and Première Urgence Internationale (PUI) has been signed on 24 November 2016.
• The document outlines that PUI will manage the common warehouse in Maiduguri on behalf of the Logistics Sector, as agreed by partners. The warehouse management will entail for PUI to provide casual labour for truck on/offloading and registration for all incoming and outgoing goods.

• There is sufficient space in the warehouse compound to set up Mobile Storage Units (MSUs) as/if required.

• The site is expected to be operational in December 2016.

• Organisations were reminded that the use of the site is for temporary/transit storage only, and not for any long-term use. The facility shall also serve cargo consolidation base. The Logistics Sector will share the Standard Operating Procedures (SOPs) later this week.

• The Logistics Sector is organising a training on the use of the Relief Item Tracking Application (RITA), which will take place in Maiduguri on Saturday, 3 December 2016. Organisations planning to make use of the common storage facility are invited to participate.

3. Access, cargo movement and civ-mil coordination

• The Access Constraints map produced and shared by OCHA on 1 November 2016 has not changed.

• The SOPs for cargo movement notification are being well received by organisations and almost all follow the established procedures, which have been set up together with the military for escorts.

• The deadline for submission of cargo movement requests to the Logistics Sector remains Thursday morning, because the consolidation of all requests is being presented to the Military Theatre of Command in the afternoon, for their weekly planning purposes.

• All organisations are requested to communicate any cargo movements to the Logistics Sector for consolidation and notification to the military; this also includes movement to areas where no escorts are required.

• For any movement of personnel either INSO (for NGOs) or UNDSS (for UN) have to be informed.

• The Logistics Sector is looking to recruit a Civil-Military Liaison Officer to support the overall Civil-Military coordination, which is becoming more and more critical with new accessible areas. Terms of Reference (ToR) are being finalised together with OCHA.

4. Transport

• At the “2017 Logistics Sector Strategy Workshop” held in Maiduguri on 12 November 2016, participants highlighted the recent increase of transport rates. To address this issue, the Logistics Sector is requesting all organisations to share their transport rates for analysis. WFP and UNICEF have already shared their rates for comparison.
• The Logistics Sector will then work on a commitment by a pool of transporters for a fixed rate for all organisations.

5. AOB

• The Logistics Sector mission to Mubi had to be postponed due to unavailability of security staff who are required to accompany the team. The mission is now scheduled for the week of 19 December 2016. The aim is to assess the feasibility of a common storage facility with easier access to Gwoza.

• Maps are available and print outs can be requested through the Logistics Sector. The map list contains Nigeria country maps, Borno State map, Yobe State map, Maiduguri City & Surroundings, as well as various OCHA-produced LGA reference maps. A3 format can be printed at OCHA Maiduguri; any bigger size, up to A0, can be printed at OCHA Abuja (delivery to Maiduguri organised by the Logistics Sector).

The next Logistics Sector meeting is scheduled to take place on Tuesday, 13 December 2016, at 10:00 in the IOM/OCHA office, Maiduguri

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