Humanitarian Cargo Movement Notifications

OVERVIEW

The scaling-up of the emergency humanitarian response as well as ongoing security risks to humanitarian cargo in northeast Nigeria (Borno, Yobe and Adamawa states), require that humanitarian cargo movement is closely coordinated between the humanitarian community and the Nigeria Armed Forces (NAF).

This document details the process for notifying NAF of planned humanitarian cargo movement in northeast Nigeria and coordinating military escorts and/or mobile military patrols where required. It also explains the support available through the Logistics Sector in Nigeria to assist humanitarian organisations with this process.

The objective of this support is to assist with the cargo movement notification and escort coordination process for responding organisations to maintain the delivery of humanitarian relief items to the affected population, based on requests from partners. This process and the support offered are not binding, some organisations may have established their own mechanisms with the relevant authorities.

This document will be updated, and support provided may change as the situation evolves and operational requirements develop. Updated versions will be shared on the Logistics Sector Nigeria Operations webpage (http://www.logcluster.org/sector/ngr16a) and shared via the Logistics Sector Nigeria mailing list.

KEY NOTES TO USERS

Any communications, requests, and all documentation related to these services should be sent to: to niroj.panta@wfp.org; cc muhsin.mufti@wfp.org.

Support with the cargo movement notifications process may be prioritised based on the operational priorities set by the Humanitarian Country Team. As a guiding principle, priority will be given to supporting those requests related to lifesaving and emergency response activities.

The movement of humanitarian cargo is dependent on the prevailing security situation and the availability of escorts (where required), either or both of which will affect planned movements.
Overview of Support

HUMANITARIAN CARGO MOVEMENT

- All humanitarian cargo movements within northeast Nigeria bound for locations outside the state capitals of Borno (Maiduguri), Yobe (Damaturu) and Adamawa (Yola) should be notified to NAF, using the Humanitarian Movement Notification Form (HMNF).
- Should a humanitarian organisation require a military escort or a mobile military patrol, this should be indicated on the HMNF.
- HMNFs should be submitted to the Logistics Sector office in Maiduguri; they will then be consolidated into a Weekly Load Plan and submitted to NAF. HMNFs should be submitted to the Logistics Sector Office (WFP premises) in two hard copies (per HMNF) duly stamped and signed by the requesting organisation, as well as electronically through the following link.

**NOTE:** Submission deadline to Logistics Sector office in Maiduguri is Wednesday by 14:00

- The Logistics Sector office in Maiduguri will pass the submitted HMNFS on to NAF for processing.

**NOTE:** Submission to NAF is usually done at 14:00 on Thursday.

- NAF will process and sign receipt of the HMNFs and will subsequently give notification when the HMNFs are ready for collection.
- The Logistics Sector office in Maiduguri will collect the HMNFs after they have been processed by NAF, and will notify the relevant organisations within 3 hours regarding the status of the HMNFs and the availability of military escorts and/or mobile patrols.
- Vehicles and trucks transporting humanitarian cargo should not deviate from the routes, volumes and days specified on the HMNF and/or Weekly Load Plan. All trucks must carry copies of waybills, packing lists and the HMNF.
- Any changes in the routes, volumes and days for planned cargo movement should be notified to the Logistics Sector office in Maiduguri at least 14 hours in advance of planned cargo movement.

EMERGENCY NOTIFICATION PROCEDURES

- In the event of a specific emergency situation (e.g. new displacements or disease outbreaks), NAF will allow immediate NMHF submissions and processing, or for immediate movement with post-facto NMHF submissions, depending on prevailing circumstances.

SPECIFIC TYPES OF COMMODITIES

- Food, shelter/construction material, non-food items (NFI) as well as water-sanitation-hygiene related materials will be indicated as such on the HMNF and do not require further clearance.
- Transport of fuel (diesel, petrol, gas cylinders), communication equipment or fertiliser requires special clearance by NAF. For this Special Commodities Dispatch Forms will be filled and attached to the HMNF.
CROSS-BORDER MOVEMENTS

- The movement of humanitarian cargo from neighbouring countries into Borno State (e.g. from Cameroon or Niger to locations such as Banki, Gambaru, Ngala, Rann and Damasak) also require submission of the HMNF to NAF.
- Such cross-border movements might also require different authorisation procedures with the respective national authorities. Such authorisations need to be coordinated by the transporting organisation with the relevant authorities in the neighbouring country’s relevant authorities.

LIMITATIONS AND CONDITIONS OF SERVICES

- Only UN Entities, International Humanitarian Organisations, and International or National Non-Governmental Organisations (NGOs) operating in Nigeria are eligible to use this support.
- This support is planned to be available until 31 December 2020, with the possibility of further extension. The support may be withdrawn before this date for any of the following reasons:
  - Changes in the situation on the ground;
  - No longer an agreed upon/identified need;
  - Funding constraints.

ANNEXES

- Annex 1_Humanitarian Cargo Notification Form
- Annex 2_Humanitarian Cargo Movement Notification Process Flow Chart
- Logistics Access and Planning Map

*Annexes will be provided upon request to partners eligible to use this service*