

## Standard Operating Procedures (SOPs) Humanitarian Cargo Movement Notifications

26 October 2017

### 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 services the Logistics Sector in Nigeria can provide to support humanitarian partners with this process.*

The objective of this service is to facilitate 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 service provided are not binding on organisations that have established their own mechanisms with the relevant authorities.

These SOPs will be periodically reviewed and updated as security conditions and operational requirements develop. Updated versions will be shared through the Nigeria Logistics Working Group via the mailing list, and can also be found on the Logistics Sector Nigeria website: <http://www.logcluster.org/sector/ngr16a>

### KEY NOTES TO USERS

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- i) Any communications, requests, and **all documentation** related to these services should be sent to [stephen.mcgrory@wfp.org](mailto:stephen.mcgrory@wfp.org); cc [katja.hildebrand@wfp.org](mailto:katja.hildebrand@wfp.org).
- ii) Cargo movements will be facilitated in accordance with the priorities set by the Humanitarian Country Team. As a guiding principle, priority will be given to requests related to lifesaving and emergency response activities.
- iii) The movement of humanitarian cargo is dependent on the prevailing security situation and the availability of escorts (were required), either or both of which will affect planned movements.

### HUMANITARIAN CARGO MOVEMENT

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1. 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).
2. Should a humanitarian organisation require a military escort or a mobile military patrol, this should be indicated on the NMNF.
3. HMNFs should be submitted to the Logistics Sector. The Logistics Sector will consolidate and combine cargo notification and escort requests into a Weekly Load Plan and will submit both documents to NAF. **NMNFs should be submitted to the Logistics Sector Office (WFP premises) in four hard copies (per HMNF) duly stamped and signed by the requesting organisation, as well as electronically.** Submission deadline is Thursday by 12:00 (for submission to NAF at 14:00).
4. NAF will process and sign receipt of the HMNFs in approximately 48 hours of receipt and notify the Logistics Sector when they are ready for collection.
5. The Logistics Sector will notify the relevant organisations within 3 hours regarding the status of the HMNFs and the availability of military escorts and/or mobile patrols.

6. 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 have to carry copies of waybills, packing lists and the NMHF.
7. Any changes in the routes, volumes and days for planned cargo movement should be notified to the Logistics Sector at least 14 hours in advance of planned cargo movement.

## EMERGENCY NOTIFICATION PROCEDURES

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8. 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

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9. 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.
10. 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

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11. 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
12. 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

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- Only UN Entities, International Humanitarian Organisations, and International or National Non-Governmental Organisations (NGOs) operating in Nigeria are eligible to use this service.
- This service is planned to be available until 31 December 2017, with the possibility of further extension. The service 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

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- 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***