LOCATION: National Ebola Command Centre (NECC), Monrovia, Liberia

DATE: 11 December 2014

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: British Military Forces, German Armed Forces, USAID/OFDA, ACF, German Red Cross, China Medical Team, UNMIL, Last Mile Health, WHO, Partners in Health, MSF Belgium, Clinton Health Foundation, John Snow Inc (JSI), ARC, US Joint Forces Command (JFC), USAID Disaster Assistance Response Team (DART), DOD, MSB, UNICEF, UNMEER, International Medical Corps, Concern Worldwide, IFRC, Ministry of Health, Swiss Development Cooperation (SDC), Swiss Embassy, Global Communities, UNHAS, IOM, WFP

ACTION POINTS:

- The Logistics Cluster to follow up with the distribution of the allocated Maersk containers.
- The Logistics Cluster to enquire if any additional containers can be donated.
- The Logistics Cluster to follow up with the Swiss government on the allocation plan for the donated generators.
- The Logistics Cluster to publish the MEDEVAC/CASEVAC procedure on the Logistics Cluster website.
- Participants to contact Airlink regarding the postponement of the free cargo flight from Luxembourg to Monrovia.
- Participants to provide more detailed dispatch plans to the Logistics Cluster.
- Participants interested in OFDA stock on hand to contact: DARTEbola_Logs@ofda.gov
- Participants to share with the Logistics Cluster their storage locations and capacities across the country.
- Participants to share any valuable county and country level information for GIS mapping purposes.

AGENDA:

1. Donations
2. MEDEVAC/CASEVAC
3. Air Operations
4. Stock and Dispatches
5. Sea Operations
6. Storage Capacity
7. Forward Logistics Base Update
8. GIS Mapping
9. A.O.B.

1. Donations

- The Logistics Cluster Coordinator outlined the ongoing donations process for the Swiss generators and Maersk containers.

- The Logistics Cluster Coordinator reported that a number of requests were received regarding the donation from the Swiss government for different types of generators, lighting and handling equipment.

- The Logistics Cluster Coordinator reported that three organisations had missing information in their requests and advised that this information should be submitted as soon as possible.
Regarding the Maersk containers, the following was shared by the Logistics Cluster Coordinator:

- A total of 35 requests was received for only 20 available containers.
- The Logistics Cluster Coordinator emphasized that the containers do not belong to WFP nor to the Logistics Cluster, but that the Logistics Cluster was there to support and coordinate the allocation plan.
- The Logistics Cluster Coordinator advised a discussion of the proposed allocation and re-allocate plan for the containers if necessary.
- It was approved by the partners that one container would move from one organisation to the other.
- The Logistics Cluster Coordinator stated the possibility that additional containers may be donated by Maersk in the near future. If so, a new allocation plan would be proposed in a future meeting.

**OUTSTANDING ACTION:** The Logistics Cluster to follow up with Maersk on any additional donations, and outcome to be shared with participants.

**OUTSTANDING ACTION:** Participants and Maersk representative to sign transfer of ownership letter for each donated container.

**OUTSTANDING ACTION:** Participants to send Service Request Forms (SRFs), if needed, to request movement of allocated container to preferred location.

### 2. MEDEVAC/CASEVAC

- The Logistics Cluster has received many requests regarding MEDEVAC/CASEVAC procedures for non-Ebola related situations for Non-Governmental Organisations (NGOs). The Logistics Cluster Coordinator reported that this information had been consolidated; the non-Ebola evacuation procedures were presented and explained in detail by Kevin Koerner from UNMIL.
- The MEDEVAC/CASEVAC procedure can be found on the Logistics Cluster website (http://www.logcluster.org/ops/ebola14), with all the necessary forms. The following was emphasized by the UNMIL representative: There are no medical capabilities on the flight, UNMIL does not fly at night, and the responsibility of UNMIL ends at the airfield.

**COMPLETED ACTIONS:** Procedures, forms and sample letters to be available on http://www.logcluster.org/ops/ebola14

**COMPLETED ACTIONS:** Detailed explanation of evacuation procedure for non-Ebola related situations
3. Air Operations

- The Logistics Cluster Coordinator updated the last information regarding a free cargo flight departing from Luxembourg and destined for Monrovia. The Logistics Cluster Coordinator noted that follow up would be needed to obtain precise information regarding the flight status and its cargo.

- The free cargo flight was scheduled to depart 12 December, but it was postponed until 16 December.

- One participant reported that they had been informed that the flight was cancelled instead of postponed. The Logistics Cluster Coordinator clarified that the flight was only postponed to the above dates.

- The Logistics Cluster Coordinator advised participants to continue to send their requests for transport of cargo, since it was not clear how much space was still available.

4. Stock and Dispatches

- The Logistics Cluster Coordinator provided updates on currently available stocks at the main hub and on monthly dispatch plans; the Logistics Cluster Coordinator emphasized, as was the case last week, that the main hub is 91% full and the need for clear and more dispatch plans is high.

- The Logistics Cluster Coordinator advised participation in the Monday dispatch meetings, as a large amount of information on dispatches is shared during these meetings.

- The Logistics Cluster Coordinator reported that Harper and Buchanan FLBs are operational but currently contain no stock. Kevin Koerner (UNMIL) advised that even though the final destination might be not operational, cargo should still be moved in that direction. The Logistics Cluster Coordinator agreed, as long as the cargo is linked with a clear dispatch plan.

- OFDA shared with participants their current stock on hand and reported that several available items were available for participants. These items include cots, rolls of plastic sheeting and fencing equipment.

OUTSTANDING ACTIONS: Participants to share more dispatch plans with the Logistics Cluster in order to get cargo moving to the counties.

OUTSTANDING ACTIONS: Participants interested in OFDA items should email: DARTEbola_Logs@ofda.gov
5. Sea Operations

- The Dutch Royal Navy ship “Karel Doorman” is going for its second voyage and the vessel is now fully booked. The following information was shared with the attendees:
  
  - CONSIGNEES: Save The Children, Liberians in Action, United Liberia Inland Church, Netlib Foundation, Liberia Red Cross, WFP
  
  - CONTENT: Treatment beds, protective gear, Ambulances, Disinfectant equipment, Toyota Landcruisers
  
  - Departure Date: 16 December from Vlissingen, Netherlands - Estimated Arrival: 25 or 26 December
  
  - The Karel Doorman will stop in Gibraltar, Guinea, Sierra Leone and Liberia.

OUTSTANDING ACTION: Participants advised to contact Martine van der Does: martine-vander.does@minbuza.nl to enquire about anything related to the second voyage of the Karel Doorman vessel.

6. Storage Capacity

- The Logistics Cluster Coordinator provided attendees with the current storage capacities at the five WFP FLBs in Liberia. It was reported that combined, only 7% of the total storage capacity is in use. The Logistics Cluster Coordinator highlighted the need to continue to accelerate the dispatch of cargo to these FLBs.

- The Logistics Cluster Coordinator requested that participants assess their storage capacities wherever they have ongoing activities in the country.

OUTSTANDING ACTIONS: Participants to share with the Logistics Cluster their storage locations and capacities across the country.

7. Forward Logistics Base Update

- The Logistics Cluster Coordinator updated participants on the current status of the five FLBs. An increased number of MSUs are operational at Buchanan and Harper. This means that both Harper and Buchanan are ready to receive cargo.

8. GIS Mapping

- The Logistics Cluster Coordinator closed the meeting by showing a detailed map of Maryland county to introduce the fact that new maps are available on the county level. For the maps to be more relevant, information from participants is welcome.

OUTSTANDING ACTION: Participants to share any valuable information on county and country level to update GIS data for mapping purposes.
9. A.O.B.

- Franck Aynes introduced his replacement Cameron Higgins.

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