
Meeting Minutes, 14 September 2021

Mekele, Ethiopia



LOCATION	Mekele
DATE	14 September 2021
CHAIR	Logistics Cluster
PARTICIPANTS	Catholic Relief Services (CRS), Concern Ethiopia, Family Health International (FHI 360), Food for the Hungry International (FH), GOAL, Good Neighbours, International Committee of the Red Cross (ICRC), International Medical Corps (IMC), International Organization for Migration (IOM), Lutheran World Federation (LWF), Samaritan's Purse (SP), Save the Children (SCI), SNV Netherlands Development Organisation (SNV), United Nations Development Programme (UNDP), United Nations High Commissioner for Refugees (UNHCR), United Nations Office for the Coordination of Humanitarian Affairs (OCHA), World Food Programme (WFP), World Health Organization (WHO), ZOA from Relief to Recovery
ACTION POINTS	<ul style="list-style-type: none">• Logistics Cluster to share updates on all truck arrivals with the respective partners.• Partners wishing to access transport and storage services to submit the Service Request Form (SRF) via ethiopia.logisticsclustercargo@wfp.org• Logistics Cluster to continue to conduct bilateral meetings with partners to explain how to access logistics services
AGENDA	<ol style="list-style-type: none">1. Welcome and introduction2. OCHA update3. Logistics Cluster Services4. Operational Updates5. Humanitarian convoys6. UNHAS Updates7. Airlifts for humanitarian cargo8. WFP Cost Recovery Fuel Service9. Training Opportunities & MSUs requests10. FAQs and Partner Discussion11. AOB

1. Welcome and introductions

- Partners were welcomed and encouraged to participate in all Logistics Cluster Hubs meetings as they are critical for sharing information and for timely coordination of common services.

2. OCHA update

- OCHA provided update on humanitarian access within Tigray and access restrictions

3. Logistics Cluster Services

Partners were reminded of the two ways to access the convoys:

- For partners wishing to dispatch their cargo **accessing transport services facilitated by the Logistics Cluster**, they are requested to submit the [Service Request Form](#) (SRF) to ethiopia.logisticsclustercargo@wfp.org
- For partners wanting to **join the convoy with their transportation**, they are requested to submit the following information 48 hours in advance to ethiopia.logisticsclustercargo@wfp.org:

NUMBER	AGENCY	DRIVER NAME / ALTERNATE	PHONE NUMBER(S)	VEHICLE NUMBER / TRAILER NUMBER	CARGO TYPE	WEIGHT OF CARGO
1						
2						
3						
4						
5						
6						

- It is essential to receive the information on time since the convoys need the approval of NDRMC and the trucks' details must be submitted in advance.
- The Logistics Cluster highlighted the importance of abiding by the following recommendations:
 - Make sure that drivers carry their ID and do not travel with substantial amounts of cash.
 - Not to travel with cameras, laptops or any electronic or communication devices. Generators are not allowed in the convoys either.
 - Not following the indications will affect other partners and trucks in the same convoy, causing unnecessary delays in delivering humanitarian cargo.

4. Operational Updates

- From 6 to 13 September, 270 mt of goods have been transported on behalf of two partners. A total of 9 trucks have departed from Mekele to dispatch items (WASH items) within Tigray.
- The total size of the warehouse is 1,600 m³ and 14% of the space is occupied (66.3 mt of stock). This means that 1,376 m³ are available.

5. Humanitarian convoys updates

- Partners were informed of the total number of trucks that arrived in Mekele in the humanitarian convoys from Semera since 5 September: 92 Logistics Cluster-coordinated or facilitated trucks on behalf of 10 partners:
 - 16 trucks facilitated by the Logistics Cluster to 8 partners
 - 76 trucks were organised by two partners
- The category of items transported were food security, NFIs, WASH and Nutrition.

6. UNHAS Updates

- Partners were informed that UNHAS flights (Addis Ababa - Mekele - Addis Ababa) are scheduled for every Tuesday and Thursday. Partners are required to book at least four working days before travel. To book the flights, partners must send their passports or national ID -only nationals- and organisation's ID to UNHAS.Ethiopia@wfp.org and Addis.Alemayehu@wfp.org.
- Partners were also reminded that their organisation's ID must have an end/expiry date for the purposes of approvals by the government authorities.

7. Airlifts of humanitarian cargo

- Partners were also informed of the possibility of using airlift service to move life-saving critical cargo into Tigray via Mekele Airport. So far, 11 partners have shared with the Logistics Cluster their most urgent needs to mobilise cargo into Tigray: approximately 1,400 mt, mostly medicines and NFIs.
- As agreed with Inter Cluster Coordination Group (ICCG), the Health Cluster will prioritise the needs already submitted since the capacity of the aircraft is 5 mt.

8. WFP Cost Recovery Fuel Service

- Partners were informed that WFP provides fuel services to partners (UN agencies and International NGOs) to facilitate humanitarian operations. As of 13 September, the expected monthly fuel requirement is

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219,000 Liters. So far, 25 agencies have signed the Service Level Agreement (SLA), 21 have already submitted their requests on the service marketplace platform, and 15 have finalised the Pro Forma Invoice (PFI).

- Based on the finalised PFIs, a total of 123,140 Litres have been requested by partners and 43,502 litres have been prioritised to be delivered. Last week, 32,438 Litres were dispatched for 11 partners.
- Partners were also informed that the fuel availability is very low. Advocacy for the movement of fuel tankers into Tigray is currently being conducted.

9. Training opportunities & Mobile Storage Units (MSU) requests

- Partners were informed that the Logistics Cluster also makes Mobile Storage Units (MSU) available in different locations in Tigray. Currently, there are 122 MSUs in stock that partners can request for their storage needs. The Logistics Cluster also facilitates support with transport and assembly of the MSUs upon request and approvals. MSU enquiries and requests can be sent to ethiopia.logisticsclustermdu@wfp.org.
- Partners were informed that the Logistics Cluster offers basic logistics trainings on-demand, aiming to provide helpful and practical knowledge to partners. A training session focused on transport management, warehouse management, how to fill a Service Request Form (SRF), volume (m3) and weight (kg) calculation, and how to use the online platform for tracking cargo (Relief Item Tracking Application, RITA).
- Partners were informed that the next training will be on Thursday, 23 September. Interested partners are encouraged to reach out to Abriha.assefa@wfp.org.

10. FAQs and Partner Discussion

- Participants raised the security concerns of truck drivers about returning from Tigray.

The next Mekele Logistics Cluster Coordination Meeting is scheduled for 21 September 2021 at WFP Conference Room 15:00 EAT.

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