

GUIDANCE NOTE FOR USING THE CYPRUS MARITIME CORRIDOR¹

Disclaimer: The Logistics Cluster through the World Food Programme is **NOT** responsible for coordinating the movement of cargo through the Cyprus Maritime Corridor and does not take responsibility for any damage or loss of cargo while using the Joint Logistics Over-the-Shore (JLOTS) services.

All information contained in this document is aggregated from the JLOTS and EU Civil Protection team running the corridor on behalf of the humanitarian community. This document is for information purposes only. The contents of this document are subject to change and can be updated as operations on the ground evolve.

Prior to Shipping Cargo to Cyprus

1. Aid must have a pre-identified consignee and recipient inside of Gaza, and all associated documentation for donation must be approved and finalised prior to shipments being sent to Cyprus.

Obtain clearance through the UN2720 Mechanism for Gaza Database:

2. Senders must register and submit all clearance requests through the UN2720 Mechanism for Gaza Database:

- Website: www.UN2720.org
- Before requests are submitted, users must first ask to register. Registration is usually granted in less than 24 hours.
- Requestors must select the desired “Shipment Route” option as “Cyprus”.

Shipment Route *

- The requestor must upload all required documents and provide the mandatory cargo details as required.
- Users using the JLOTS service must select “Yes”.

Do you want to use JLOTS? *

- NOTE: All shipments using JLOTS must also submit a Request for Assistance (RFA) through USAID and obtain an RFA Reference Number. RFAs cannot be submitted before requesting

¹ This document is not intended to replace, but rather to complement UNOPS Standard Operation Procedures that are available on the UN2720 Mechanism for Gaza Database (www.UN2720.org)

clearance through the UN2720 website. Requestors should indicate “No” and obtain an RFA through the appropriate steps outlined below.

Have you recieved an RFA? *

Obtain an RFA Reference Number:

3. For all users, the RFA form and RFA reference number will be sent to the same email address as indicated in the UN2720 website by the requestor.
 - After the UN2720 request is submitted and all clearances are obtained, the RFA process will be automatically initiated from the system.
 - After the RFA process is started, a representative from USAID will contact the requestor and provide a blank RFA form via email after the UN2720 request is submitted.
 - The requestor must fill in the RFA form and return it to USAID.
 - Once the RFA is approved, the USAID representative will issue an RFA reference number to the requesting entity.
 - Once the RFA process has been completed and the RFA reference number generated, the UN2720 system will issue a QR code to the requestor once the RFA is approved.

Packing, palletisation and labelling:

4. All cargo must adhere to pallet packaging requirements for shipping through Cyprus, including:
 - Under normal conditions, pallets should not be larger than 1.2 meter long by 1 meter wide and cannot exceed 0.8 meters in height. Oversized pallets and cargo can be shipped, but requestors should check with the Cyprus Maritime Corridor focal points prior to sending to verify what is possible.
 - Pallet weight cannot exceed 1.5 metric tons.
 - Print and attach the system-generated QR code and RFA reference number on all four sides of each pallet.
 - Pallets must be properly wrapped and come with the appropriate plastic/polyester binding cord strapping wrapped **inside the pallet wrapping**.
 - Detailed packaging instructions can be found as an annex to this document.

Identifying a Consignee in Cyprus:

5. Shippers must consign goods to a registered Cypriot entity while goods transit through Cyprus to be screened and loaded. Sending entities should **NOT** put the final Gaza consignee on the shipping documents. Alternatives may include:
 - Sending entities may consign to their freight forwarder, using the forwarder as their Importer/Exporter of Record.
 - The use of freight forwarders as a Consignee is recommended for non-EU registered senders.
 - The process for arranging for a local Consignee using a private company is the responsibility of the entity/organisation sending cargo.
 - Sending entity/organisation may consign to Cyprus Civil Defense (CCD) to utilise the EU Civil Protection Team (EUCPT) Logistics Hub services:
 - If the sending entity/organisation is registered in a EU-member state, all clearance and logistics services up to loading will be provided at no cost to the user.
 - If the Consignor is from a third country (non-EU), they may use the EUCPT Logistics Hub services and utilise CCD as a Consignee, but the sending entity will be invoiced directly by the CCD's contracted logistics service provider.

- Arrangements for sending cargo using the CCD as a Consignee must be **made prior to shipping cargo**. The use of CCD must be agreed in advance by the CCD. To arrange for use of CCD as a Consignee, and to receive any and all information related to the consignment process, please contact: zenon_amalthea@jrcc.org.cy.

Shipping Cargo to Cyprus

6. Senders of cargo are responsible for:
 - Making all arrangements for cargo to reach Larnaca port.
 - Pallet preparation and labelling should be done prior to shipping cargo to Cyprus. The CCD and/or other authorities cannot facilitate the labeling or re-packing of cargo at this time. Loose, unpalletised cargo will not be shipped.
 - All customs clearance of cargo, if cargo is cleared into Cyprus.
 - In transit transfers of cargo between ports of entry, and bonded storage inside the port if cargo is not cleared. Goods must remain inside the port once delivered and cannot be removed for consolidation or kitting.
 - If the sender of cargo wants to store cargo inside of Cyprus but outside Larnaca port, they are responsible for identifying and renting their own storage arrangements, including any bonded storage space as may be required.
7. Additional charges for activities inside Larnaca Port may apply on a case-by-case basis.

Goods Transited to Gaza

8. Goods in Larnaca will be screened in Cyprus, organised by the UN2720 team.
9. The sending entity or the sending entity's freight forwarder must conduct full export clearances before cargo is loaded onto any vessel. Vessel details needed for export clearances may be obtained from the UN2720 team.
10. Goods will be loaded onto JLOTS-organised vessels in line with the prioritisation determined by the Inter-cluster Coordination Group (ICCG), and as space allows.
11. Cargo movement will be tracked through the UN2720 Mechanism Database and will automatically be imported into the Logistics Cluster cargo tracking system, and therefore the submission of a Logistics Cluster Service Request Form (SRF) will **NOT** be needed. If users of Logistics Cluster services in Gaza are in need of storage services provided under the Concept of Operations (ConOps), they do **NOT** need to submit an additional SRF for storage. Please contact Palestine.logcluster@wfp.org for more information on the service request process.

For questions on the Cyprus Maritime Corridor, contact zenon_amalthea@jrcc.org.cy

For questions on the UN2720 Mechanism Database, contact UN2720@unops.org

Annex

Cyprus Maritime Corridor Pallet Packaging Requirements

Pallet type: Pallets should be EU/international standard, heat-treated wooden pallets, fumigated as per ISPM 15 standards--stamped/marked as such. Block or stringer style. The palletised goods must not exceed the length and width of the pallet (packages must be stable and not hang over the pallet sides).

Pallet dimensions: Pallet sizes larger than standard/euro pallet (1.2 x 1.0 x 0.8 meters) are acceptable for vessels currently being used for Cyprus Maritime Corridor; oversized pallets are also able to be handled for pick-up and delivery into Gaza, at this point in time (as of May 2024). Different vessel types and loading/offloading methods may change this requirement. Please ensure to check with the Cyprus Maritime Corridor point of contact to verify. zenon_amalthea@jrcc.org.cy and UN2720@unops.org

Pallet weight: Pallet weight must not exceed 1.5 mt.

Pallet Construction:

- Cargo should be braced on the pallet using heat-sealed plastic/polyester binding cord strapping.
- Use pallet edge protectors if the pallet height is greater than 152 cm.
- The entire pallet should be wrapped in plastic pallet wrap. Pallet wrapping must be clear – opaque wrapping interferes with scanning and inspection.
- Cargo items will be deck-mounted on a vessel:
 - Pallets should be double-wrapped in plastic where possible, and pallets should also be wrapped on the top to avoid water damage from sea spray.
 - Pallets will be crane-loaded multiple times and should be strong enough to withstand at least 2 or 3 crane movements.

Pallet labels:

- The 3 labels listed further below must be attached/inserted on/near the top layer of stretch wrap, so that labels are prominent and easy to read. Labels should either be inserted in between the top layers of shrink wrap or attached on the top layer of shrink wrap and covered entirely by clear plastic tape to protect from sea spray.
 - Use Microsoft Word offline, as Google Documents has a maximum font size of 400, and font sizes larger than 400 are required to minimise white space on an A4 sheet.
 - All incoming cargo, both to Cyprus and to Gaza, must be clearly marked, to ensure cargo can be identified quickly to distribute to the intended recipient.
 - Users can attach any other pallet labels it requires, but the above 3 labels must be attached/inserted after straps are wrapped, so that labels are prominent.
 - Entities may wish to attach their own visibility stickers to enable rapid identification.
1. **Pallet Label 1:** Receiving organisation (final consignee in Gaza). Recipient's name should be large and prominent. Minimum A4/8.5x11" size printing paper. Font must be in large, bold, black ink, and fill up the entire sheet of paper. Use narrow/no margins, single space, minimise white space. Attach/insert 4 labels, one on each of 4 sides. You can include SKU or any short item description needed for your tracking, as long as the organisation name is prominent. See Annex 1.
 2. **Pallet Label 2:** RFA number—just the number, fill the entire sheet with the #. Minimum A4/8.5x11" size printing paper. Font must be in large, bold, black ink, and fill up the entire sheet of paper. Use narrow/no margins, single space, minimise white space. Attach/insert 5 labels, one on each of 4 sides, plus the top. See Annex 2.
 3. **Pallet Label 3:** QR code generated from UNOPS system. Minimum A4/8.5x11" size printing paper. Attach/insert minimum 2 labels, on 2 of 4 sides.

Cargo Loss and Damage: Cyprus Maritime Corridor user accepts risks of cargo loss and damage. The service provider assumes no responsibility for any loss or damage to the goods transported or stored.

**USE MICROSOFT WORD OFFLINE TO FORMAT, NOT GOOGLE DOCUMENTS. FIT ALL TEXT ON ONE PAGE AND
DELETE THIS LINE. FILL UP THE PAGE; MINIMISE WHITE SPACE**

NGO

**(OPTIONAL REF/
DESCRIPTION)**

**USE MICROSOFT WORD OFFLINE TO FORMAT, NOT GOOGLE DOCUMENTS. FIT ALL TEXT ON ONE PAGE AND
DELETE THIS LINE. FILL UP THE PAGE; MINIMISE WHITE SPACE**

USE MICROSOFT WORD OFFLINE TO FORMAT, NOT GOOGLE DOCUMENTS. FIT ALL TEXT ON ONE PAGE AND DELETE THIS LINE. FILL UP THE PAGE; MINIMISE WHITE SPACE

NGGO

(OPTIONAL REF/ DESCRIPTION)

NGO

(Ensure the Receiving Organization's Name is prominently visible. Delete this highlighted line)

Cargo Short Description



UN 2720 Mechanism for Gaza
2720-REQ-17
Category: Health

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