Liberia – Meeting Minutes

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

DATE: 13 November 2014

CHAIR: Logistics Cluster, Ministry of Health and UNMIL

PARTICIPANTS: IOM, WFP, British Military Forces, German Armed Forces, USAID, ACF, German Red Cross, China Medical Team, UNMIL, Last Mile Health, IFRC, WHO, Partners in Health

ACTION POINTS:

- Logistics Cluster to share the map of Forward Logistics Bases (FLBs) and counties covered by each FLB.
- Participants to share information on Road Access Constraints from all counties.
- Participants to share feedback on the integrated schedule for humanitarian passenger air movement.
- Logistics Cluster to provide contact details of focal points for air movement of personnel and cargo.
- Participants to share information on needs for fleet management services.

AGENDA:

1. Strategic Supply Chain Committee Update
2. Kitting
3. Aviation Update
4. Cross Border Requests
5. Update on Forward Logistics Bases (FLBs)
6. Bong County
7. Update on Action Points
8. Service Request Form (SRF) Tutorial

1. Strategic Supply Chain Committee Update

- It was reported that a follow up Strategic Supply Chain Committee Meeting had taken place with key actors.
  - Revised allocation and dispatch plans would be created based on new information that had been received.
  - The plan is to move supplies to the county level by pre-positioning them at the 5 FLBs.
  - Standard Operating Procedures (SOPs) are currently being developed to outline the process for organisations to call-forward supplies from any Ministry of Health, the Main Logistics Hub, or the Forward Logistics Bases.

2. Kitting

- The Strategic Supply Chain Committee has agreed to create kits based on facility type requirements.

- Supply kits will be created for Ebola Treatment Units (ETUs), Community Care Centres (CCCs), and Rapid Isolation and Treatment of Ebola (RITE) teams.
- A kitting exercise has been completed at the Common Logistics Hub with key organisations and a "Re-Supply" kit has been created with the required supplies for 10 days, and for a facility with 10 beds. The packing list has been shared with participants.

3. Aviation Update

- Participants were advised that at least 36 hours' notice is required to request cargo transport by air.
- A new integrated schedule is available which outlines all assets available to the humanitarian community (UNHAS, UNMIL, UNMEER). Participants are requested to provide feedback on any locations or frequency not covered by the integrated schedule.
- The regular movement of blood samples will soon be possible once dedicated assets are secured for this activity, as specific security procedures are required.
- The Logistics Cluster to provide contact details for air transport, both for cargo and personnel.

4. Cross Border Requests

- The Logistics Cluster has received two requests for cross border transport (between Ebola affected countries). It was advised that this is not an activity which the Logistics Cluster has the capacity for at this time.
- For transport required out of Liberia, the Logistics Cluster can support participants by linking them with the Air Coordination Cell in Copenhagen.

5. Update on Forward Logistics Bases (FLBs)

- An update of all five Forward Logistics Bases (FLBs) was provided as follows:
  - Gbarnga: All six planned Mobile Storage Units (MSUs) have been erected, with other construction work continuing.
  - Zwedru: All six planned Mobile Storage Units (MSUs) have been erected, with other construction work continuing.
  - Voinjama: All six planned Mobile Storage Units (MSUs) have been erected, with other construction work continuing.
  - Harper: A site has been allocated and a contractor mobilized (to be operational by 27 November).
  - Buchanan: A site has been allocated and contractor mobilized (to be operational by 29 November).

- While basic construction works continue at Gbarnga, Zwedru and Voinjama, they can receive and preposition cargo.
- The Logistics Cluster will circulate a map of the Forward Logistics Bases and the counties which will be covered by each.

6. Bong County

- It was reported that there had been a new outbreak of Ebola in Bong county.
- Rapid Response teams have been deployed and the Logistics Cluster is ready to support where needed.

7. Update on Action Points

- An updated Access Constraints map is now available on the Logistics Cluster website; organisations should continue to send inputs to the Logistics Cluster should they receive information from any of the 15 counties about road conditions or the condition of infrastructure.
- The Logistics Cluster continues to share regular reports regarding the stock on hand at the main logistics hub in Monrovia.
- The Logistics Cluster shared details of known providers of construction machinery available in Liberia.
- If participants should require this service, they are to contact the Logistics Cluster with requirements by location and the Logistics Cluster will consolidate requests to find the best solution.
- The Logistics Cluster shared the latest incoming flight schedule with participants and reminded participants to share information on any known flights to arrive at Monrovia's International Airport.

8. Service Request Form Tutorial

- It was advised that full guidelines on service requests and cargo tracking are published on the Logistics Cluster website, at: http://www.logcluster.org/document/how-access-logistics-common-services.
- A brief introduction was provided on the Relief Item Tracking Application (RITA), an online system that allows for consignment tracking. RITA also monitors performance of the Logistics Cluster Storage and Transport services
- The following guidance was provided on filling out Service Request Forms (SRFs):
  - It was advised that the Logistics Cluster is neither the consignee nor consignor (not owner of supplies).
  - The SRF must include origin and destination.
  - The SRF must include storage request, if applicable.

- When filling in cargo details, organisations must include item details, as well as packaging (e.g. Gloves 100 pcs x 10 boxes x 1 carton)
- The SRF must be submitted to Liberia.cargo@logcluster.org

- The following guidance was provided on certification of Requests:
  - The Logistics Cluster will review the request and will seek any clarification on the same day and prior to approval.
- The following guidance was provided on acceptance of Requests:
  - Participants should expect confirmation of the request, which will include a consignment and tracking number.
- It was advised that the Release Order Form (ROF) must include the original consignment number
- Participants can track their consignment with the consignment number, by accessing: http://rita.logcluster.org/rita/public/login.htm;jsessionid=89DCF5848213DF0E540E8AC65EA1758C

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