Meeting Minutes
Khartoum, Sudan 07 August 2018

Location: WFP Conference Room, Khartoum
Date: 7 August 2018
Chair: WFP Sudan Supply Chain/Logistics
Participants: AFRICAN HUMANITARIAN ACTION (AHA), AMERICAN REFUGEE COMMITTEE (ARC), CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD), CONCERN WORLWIDE, MEDICINES SANS FRONTIERES (MSF-CH), UN WOMEN, WORLD VISION (WV)

Action Points:

• WFP to make fuel available in all field offices with fuel depots.
• Interested organizations to follow fuel acquisition process as outlined in meeting.
• Participants to share information regarding access constraints with WFP.
• WFP to confirm if smaller agencies can refuel directly from the depot.
• WFP to explore possibility of obtaining approval from the Humanitarian Aid Commission (HAC) in Khartoum, which agencies can then use for applications with local HACs.

Agenda:

1. Update on WFP fuel availability
2. Fuel acquisition process and total agency fuel requirements received
3. Services provided by WFP
4. Access Constraints
5. AOB

1. Update on WFP fuel availability

• Participants were informed that fuel is now available for access by humanitarian agencies in possession of a valid Fuel Service Level Agreement (SLA) with WFP. The fuel is primarily for the use of office generators and light vehicles as per the programmes agencies are mandated to carry out in Sudan.
• WFP will make fuel available in all field offices with fuel depots for approved agencies to access.

2. Fuel acquisition process and agency fuel requirements received

• Participants were provided with an overview of the fuel acquisition process. They were advised that the process begins with the signing of a Fuel SLA by an interested organization.
• The chair advised that to date a total of 14 SLAs have been completed by the following agencies: AHA, CAFOD, NCA, World Vision, Relief International, WHO, MSF-CH, ARC, FAO, UN Women, UNICEF, Concern Worldwide, UNFPA, and CRS.
• Participants were then advised that an Indicative Monthly Fuel Requirement (IMFR) is to be completed by each participating agency and sent to the WFP Logistics Sector. The current total monthly requirement of participating agencies is 50,278 litres.
Participants were also advised that a Focal Assignment Form is to be completed by the agency.

When all the above-mentioned requirements are met, WFP will send a Pro Forma Invoice (PFI) to approved agencies.

Participating INGOs/UN agencies will then be required to provide a 50% deposit of the total value of the PFI to WFP. Only one agency has done this to date - AHA.

Once the deposit has been paid, the agency will then need to raise a Fuel Requisition Form (FRF).

WFP will issue a Fuel Release Order (FRO) once confirmation of payment is received.

3. Services provided by WFP

- Humanitarian agencies can access storage services at WFP warehouses across the country on a cost-recovery basis.
- WFP can facilitate the transportation of humanitarian cargo on behalf of humanitarian agencies on a cost-recovery basis.

4. Access Constraints

- Transport has been disrupted in the following areas due to heavy rains which have cut off roads:
  - West and South Kordofan around Mujlad and El Mariam
  - West and Central Darfur to Wadisala, Umdukum
  - North Darfur to Kurtum

- Participants were requested to share information regarding access constraints with WFP.

5. AOB

- Participants enquired whether smaller agencies who may not have fuel storage facilities could have their vehicles refueled directly from the depot. WFP will confirm whether this is possible and provide an answer as soon as possible.
- WFP advised that they will explore the possibility of obtaining written approval from the HAC Khartoum stating that the HAC is aware of the agreement for fuel access for agencies. It is hoped that this approval will then be able to be presented by agencies when applying for clearance with local HAC offices in their operational locations.
- Allocation of fuel depends on availability and on the submission of the correct request by each organization.
- Participants agreed that coordination meetings should be held on the first Tuesday of every month.

The next meeting will be 4 September 2018, in the WFP Conference Room at 10:30am.

CONTACT

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