



## Logistics Cluster Meeting Minutes

10am Friday 20 April 2018 | NEOC, NDMO

LEAD	Jimmy Naura, Logistics Officer	NOTES	Janette Smith
ATTENDEES / REPRESENTATION	JICA x 2 Ports & Harbours Oxfam ADRA Dept. of Finance Save the Children Police Maritime Wing	Ocean Logistics x 2 World Vision Vanuatu Red Cross Society RRU / FSAC Office of Maritime Regulator x 2 Church of Jesus Christ of Latter Day Saints	
AGENDA	<ol style="list-style-type: none"> <li>1) Situation update &amp; proposed plan</li> <li>2) Current activities of Cluster members</li> <li>3) Requests for assistance procedure</li> <li>4) Shipping/storage/transport options at potential evacuation/relocation sites</li> <li>5) UBD messaging</li> <li>6) Partner Resources – e.g. Sat Phones, volunteers on the ground</li> <li>7) Logs Cluster member support NDMO Logistics Officer</li> <li>8) AOB</li> </ol>		

DISCUSSION	Situation update & proposed plan
<ul style="list-style-type: none"> <li>– Currently 11 evacuation sites on Ambae. Assessment team from Port Vila could only visit 1 camp because of the rain and poor road conditions. Truck access okay.</li> <li>– Tukoro will help move assessment team and medical evacuations. Same team in Ambae will go to the evacuation sites to assess suitability there.</li> <li>– Police Force on the ground: 14 from Vila and 19 from Santo.</li> <li>– Ambae airports presenting big challenge. Air Vanuatu flights unable to land, so using smaller airlines.</li> <li>– Still identifying off-island evacuation/relocation sites (likely to Pentecost &amp; Maewo). Yesterday was reconciliation meetings between Sanma &amp; Penama Provincial Govts occurred yesterday. This weekend Tukoro will collect Chiefs from Pentecost &amp; Maewo to go to Ambae for discussions.</li> <li>– VMGD briefing this afternoon with surveillance to Ambae tomorrow morning (21/4)</li> </ul>	

DISCUSSION	Current activities of Cluster members
<p><b>Office of Maritime Regulator:</b></p> <ul style="list-style-type: none"> <li>– Already alerted ships to assist with evacuations/relocations.</li> <li>– Will also provide 4 officers at Port of Departure and Arrival to supervise safe loading/unloading of passengers.</li> </ul> <p><b>Save the Children:</b></p>	



- Already sent 1000 Hygiene kits on Kiwi Trader (17/4/18)
- Preparing to send 600 Hygiene Kits to send from Vila to Ambae

**ADRA:**

- 500 x hygiene kits on Ambae already
- NFIs in stock waiting for request to send

**JICA comment:** Need to plan for when people have actually been relocated, so need to know approximately when/where. They will coordinate with Japanese Govt. as necessary.

**Jimmy comments:**

- Suggestion that JICA check if they can provide large tarps (50x50m?) which will be very useful in 2-3 weeks time for schools/community centres.
- This time we had more time to negotiate with shipping companies. Flat rate from Santo to Ambae – 950,000 VUV and Pentecost to Ambae 650,000 VUV
- Ship capacity last time was approx. 150-300 people

ACTIONS	RESPONSIBILITY	DEADLINE
Check with HQ if have any big tarps	JICA	ASAP
Provide list of ships, capacities and availabilities to NDMO Logs	OMR	ASAP
NDMO to share more information on planned evac/relocation sites as it comes to hand	NDMO Logs	As available

DISCUSSION	Requests for assistance procedure	
<p>Members were given hard copy of a draft Request for Assistance form to help NDMO plan for required shipping, land transport &amp; storage.            Feedback on the form is welcome.            An electronic version will be sent to members to complete and submit as required. A procedure for timeframes still needs to be developed.</p>		
ACTIONS	RESPONSIBILITY	DEADLINE
Logs to circulate RFA form via email	NDMO Logs	ASAP
Further develop RFA procedure and advise the Cluster	NDMO Logs	ASAP

DISCUSSION	Shipping/storage/transport options at potential evacuation/relocation sites	
<p><b>Office of Maritime Regulator:</b> Providing list of available vessels, capacities, availabilities. Will know more details next 24/4, once evacuation plans are finalised.</p> <p><b>Ocean Logistics:</b> Have 1 x barge available, located in Vila: 1000 MT capacity for livestock only            2 x war ships can ship cargo (not passengers)</p> <p><b>Food Security &amp; Agriculture:</b> Using extension staff on-island to distribute items</p> <ul style="list-style-type: none"> <li>- Members were advised that the NDMO is collating what information it has on logistics assets and facilities and will provide to members when available, noting that more information will come through once the assessments are complete.</li> </ul>		



- Members were asked to check with their own networks on islands (Pentecost, Maewo & Santo) of logistics resources (vehicles, storage, communications equip, volunteers) and advise to NDMO. This can be done through a live online document to be developed and circulated by NDMO.

ACTIONS	RESPONSIBILITY	DEADLINE
Advise NDMO of any spare lifejackets for transport evacuees (quantities, locations, contact)	ALL	ASAP
NMDO to develop template for collecting Logistics capacity information and circulate via email	NDMO Logs	ASAP
Collect information from own networks regarding logistics capacity assessments & input into online template provided by NDMO	ALL	Once provided by NDMO

DISCUSSION	UBD messaging	
Members were reminded of the importance of preventing Unsolicited Bilateral Donations to avoid congestion of the supply chain. This can be done through the 'Cash is Best' messaging, particularly for International NGOs. The NDMO has images and text that can be shared on social media sites and other methods of communication.		
ACTIONS	RESPONSIBILITY	DEADLINE
Circulate new UBD material that can be published by INGOs and other members	NDMO Logs	ASAP

DISCUSSION	Partner Resources – e.g. Sat Phones, volunteers on the ground	
Members were asked to provide details of their communications equipment on islands and volunteers who can assist with off-loading/loading of relief supplies etc. This can be input into LCA online document being developed by NDMO.		
ACTIONS	RESPONSIBILITY	DEADLINE
Circulate LCA online document once developed	NDMO Logs	ASAP
Input into LCA online document with details of volunteers and communications equipment	NDMO Logs	ASAP

DISCUSSION	Logs Cluster member support NDMO Logistics Officer	
Members were reminded that the NDMO may be the lead of the Logistics Cluster, but the Logistics Cluster is a network of people who can work on solutions together. Let's be proactive in sharing information and plans so that Cluster members can coordinate and consolidate our shipping, storage and labour needs etc.		
ACTIONS	RESPONSIBILITY	DEADLINE
Member organisations to advise if they can step into the role of Co-Lead of Logs Cluster	ALL	ASAP



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DISCUSSION	AOB	
VRCS and ADRA requested copy of NDMO forms for shipment of cargo, e.g. way-bill.		
ACTIONS	RESPONSIBILITY	DEADLINE
Way-bill and others forms to be sourced/developed and circulated to group	NDMO	ASAP