

## **GUIDANCE NOTE FOR**

### **SEA CARGO TRANSPORT FROM PORT OF ORIGIN TO PORT HUDAYDAH (YEMEN)**

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This document provides an overview of the logistics services to be made available by WFP, how humanitarian actors responding to the crisis in the Republic of Yemen may access these services, and the conditions under which these services are to be provided.

The objective of these services is to enable responding humanitarian organisations to establish an uninterrupted supply chain that supports the delivery of relief items to the affected population. These services are not intended to replace the logistics capacities of other organisations, nor are they meant to compete with the commercial market. Rather, they are intended to fill identified gaps and provide a last resort option in case other service providers are not able to fulfil requirements.

These services will be made available until 31 December 2020, contingent on funding availability, with the possibility of further extension. The services may be withdrawn before this date in part or in full, for any of the following reasons:

- Changes in the situation on the ground
- No longer an agreed upon/identified need
- Funding constraints

#### **KEY NOTES TO USERS**

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- A valid Service Level Agreement (SLA) will need to be in effect prior to availing the services mentioned in this document.
- Customs clearances required for Yemen will remain the responsibility of the Service Users in all cases.
- Cargo owners must submit proof to WFP that all pre-arrival approvals from the relevant authorities of the Yemeni entry point of Hudaydah have been granted, to facilitate the booking and shipping of their cargo. Applicable shipping documents for cargo (Invoice, Packing List, Certificate of Origin, Certificate of Analysis, Dangerous Goods Certificate, Material Safety Data Sheets etc.) need to be provided.
- Service Users need to provide detailed packing list and distribution plan in Yemen of their stated cargo to facilitate EHOC clearance process.
- WFP will refer to the International Maritime Organisation's rules and regulation concerning dangerous goods.
- Armoured vehicles, a variety of Information and Communication Technology (ICT) equipment/hardware and certain security personal protective equipment (doesn't apply

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to medical PPEs) are not eligible for cargo transport to Yemen without an official authorisation from authorities. Service Users interested in transporting this type of cargo should liaise with the relevant authorities to obtain an official import authorization as well as cargo clearance from Yemen and Evacuation and Humanitarian Operations Committee (EHOC) before the cargo may be accepted.

- Insurance for the cargo will remain the responsibility of the Service User in all cases.
- Implementation of all services is dependent on the security situation, as this will affect schedules and access.
- Services will be provided in accordance with the priorities set by the Humanitarian Country Team. As a guiding principle, priority will be given to requests related to lifesaving and emergency response activities.
- Any communications, requests, and all documentation related to these services should be sent to both: [yemen.clustercargo@wfp.org](mailto:yemen.clustercargo@wfp.org) and [yemen.bsp@wfp.org](mailto:yemen.bsp@wfp.org).

## **SERVICE ACCESSIBLE TO HUMANITARIAN ORGANISATIONS**

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The Sea Cargo Transport Service from Port of Origin to Hudaydah (Yemen) is made available by WFP to all humanitarian organisations operating in Yemen.

For the Jeddah-Hudaydah leg, organisations will be sharing space on the WFP-chartered vessel MV EF Elena. The vessel operates between Jeddah and Hudaydah Port and can accommodate 20' and 40' dry and reefer containers and special equipment.

Service Users must contact WFP for specific configuration for containerised cargo at least one week in advance of requested loading date. Availability of space to partner organisations will vary by rotation based on WFP loading plans that also include food.

## **SERVICE COSTS**

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While the entire transport journey will be managed end to end by WFP Shipping, the costs of the two legs will be applied as follows:

**From Port of Origin to Jeddah Port:** this leg is rendered on a full cost recovery basis (actual cost + 4.5% Management Cost Recovery fee + 1.73% Adjusted Direct Support Cost).

The requesting organisation will receive a Pro Forma Invoice (PFI) with a cost breakdown, that will need to be paid in full before services can be rendered.

**From Jeddah Port to Hudaydah Port:** this leg is rendered cost-free to the user, as it will be covered by the Logistics Cluster budget in support to the humanitarian community.

## HOW TO ACCESS THE SERVICE

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**Note:** Planning for dispatch and booking of cargo is dependent on consolidated needs, customs clearance status, and security situation.

### Procedure

- Service Users fill out a [Service Request Form](#) (SRF) and send it in excel format to [yemen.clustercargo@wfp.org](mailto:yemen.clustercargo@wfp.org) and [yemen.bsp@wfp.org](mailto:yemen.bsp@wfp.org). General instructions for completing the SRF can be found [here](#).
- **For cargo requiring shipment from Origin;** a Proforma Invoice will be sent to the Service User which will require countersignature to confirm acceptance and full payment for services to be rendered.
- Documents required to complete the service include:
  - Packing list
  - Invoice
  - Certificate of Origin (CoO)
  - Certificate of Analysis (CoA)
  - Dangerous Goods Certificate (if applicable)
  - Material Safety Data Sheets (if applicable)
- Service Users who have had their request for Sea Transport “accepted” will be informed of the **estimated time of service completion** and are required to obtain export authorisation, complete customs declaration formalities.
- All Service Users will be updated in case of any changes to the tentative schedule, and of the time of berthing in Yemen.
- It is the full responsibility of the Service Users / cargo owners to liaise and inform their respective **Clearing Agent**. WFP bears no legal, financial and operational accountability for not delivered cargo, which remains at receivers’ risk, account and responsibility. Any demurrage charge or related cost due to lack of compliance with the national import regulations, issues with customs authorities, delays on collecting the cargo or analogue circumstances will be invoiced to the partner.

**Note:** shipping documents (Non-Negotiable Cargo Receipt) will be shared only upon the safe loading of stated container on board in Jeddah port.

In case Service Users require cargo shunting and warehousing in Yemen, the service can be requested to the Logistics Cluster by filling out a [Service Request Form](#) (SRF). Please consult the [Logistics Cluster Road Transport and Temporary Storage Standard Operating Procedures](#).