



LOGISTICS PILLAR MEETING MINUTES

- LOCATION:** NDMA office and On-line meeting
- DATE:** 14 October 2021
- LEADS:** NDMA and WFP
- PARTICIPANTS:** NRA, IFRC, CWW, Emergency, OBT logistics, UNDP, MoH, Crown Agents, FCC, WFP, NDMA,
- AGENDA:**
1. UPDATES: NDMA prepositioning strategy, partner preparedness
 2. Logistics lessons learnt wet season
 3. Kroo bay fire debrief, what worked well, improvements?
 4. Import Clearance issues.
 5. Inter-Pillar meeting outcomes
 6. AOB
 7. Next meeting
- OUTCOMES/ ACTIONS**
- Working group to be established to develop road access constraints notification and map road issues during wet season
 - SLRCS to share information on road network access.
 - Crown Agent/DSTI to provide commercial logistics transporters mapping document
 - Freetown City Council to report on storage facility within urban areas.
 - A simple SOP developed to document Logistics relief item receipt and distribution
 - Partners to meet with National Revenue Authority and ITS scanning facility to review the import clearance process.
 - Working Group to set up to discuss current process at Customs and road access.
- USEFUL LINKS**
- Logistics pillar Google link [here](#)
 - Inter-pillar google link [here](#)
 - Sierra Leone Log.ie site <https://logie.logcluster.org/?op=sle>
 - Logistics Cluster – online basic logistics training registration [here](#)

Welcome and Action items

Deputy Director General of National Disaster Management Agency, John Vandy Rogers welcomed the group to the meeting followed by introductions by all present.

The meeting was facilitated by World Food Programme Logistics Preparedness specialist, Patricia Thornhill, who went through last meetings action items:

She gave an overview of what has been achieved so far through the logistics pillar meetings and what is still pending that support is critically needed. Members are encouraged to use the Google drive link above to find all the logistics information.

1. UPDATES: NDMA prepositioning strategy, partner preparedness

- The strategy was developed through a pillar coordination meeting led by the Logistics Pillar to preposition relief items in four locations in the North, South East and West to be able to respond timely to the affected people.



LOGISTICS PILLAR MEETING MINUTES

- A mobile storage unit has been assembled in Kenema using real time training. Warehouse management training was also included in the activity and relief Items have been prepositioned awaiting distribution.
- A suitable land space has been identified in Bo Brigade for MSU erection to preposition relief items when needed.
- Relief items are to be prepositioned in Port Loko warehouse. Real time warehouse management training will be provided next week for the NDMA logistics hub manager.
- The RSLAF Joint Logistics Unit Storage Facility situated at Murray Town in Freetown and Macdonald Warehouse situated at Waterloo are used for storage of Freetown disaster response items.
- The Sierra Leone Government has approved the purchase of 5,000 HH worth of relief items to be prepositioned I the four sites, awaiting finance release and procurement.
- Major Prince Sesay finished the prepositioning update by urging partners to continue to give their support to enable NDMA to achieve its goal.



LOGISTICS PILLAR MEETING MINUTES

2. Logistics lessons learnt wet season

The major issues highlighted were:

- Access to appropriate trucks for the terrain during the wet season.
- Road Accessibility – Poor road network often impassable by trucks for the last mile. The road network needs to be mapped to give prior knowledge to road users -Wet/Dry Season
- Emergency storage in districts / west urban.

Recommended preparedness activities

- Partners need to know who is working where to call on for assistance with vehicles or information (3W)
- Topographical base mapping relating to flooding and windstorm occurrences to be done.
- Agencies/partners road assessment survey documents should be compiled and shared.
- Agencies should partner with local council on road access networks and type of vehicle to use to go to the villages.
- Mapping of potential warehouses – NGO, DDC, MCO, UNDP, SLRCS
- Road access and notification system to be set up to be able to notify when roads are done and optional routes to be used.

ACTION ITEMS:

- 1) **Set up a working group session to work on the road constraint notification system, and mapping of potential warehouse space in districts using the warehouse assessment guidelines developed for the pillar.**
- 2) **Agencies to update the transport assets and service providers document and warehouse mapping document.**

3. Kroo bay fire debrief, what worked well, improvements?

- Proper planning and coordination by all parties involved in storing and distributing of relief items.
- There was no duplication of efforts from partners due to teamwork.
- Warehouse facility was available for storage of items received.
- A sensitization meeting should be embarked on with the paramount chiefs as a standard procedure.

ACTION:

- 1) **the improved process should be documented in a simple SOP for NDMA and partners for continuity and sustainability.**

4. Import Clearance issues.

Some partners raised issues of import clearance delays and costs and requested it be discussed at the Pillar meeting.



LOGISTICS PILLAR MEETING MINUTES

The NRA provided a process map to show the steps that are required at each stage of preclearance, clearance, and post clearance and each of the parties responsible for the steps.

Some participants remarked that the process was not always implemented as it is written.

Some issues raised by participants were:

- Some NGOs stated they used to get a waiver from the 1% charges, but they are now being applied to them.
- Too many layers in the customs clearance and duty waiver approval system – causing delays.
- The online ASYCUDA system takes longer in some cases than the face-to-face approval system. This was due to poor IT and internet facilities/connection and the need for the highest level of Ministries to log-in and sign off exemption approvals.
- The import clearance process is not well understood by some players in the flow chart.
- Delay caused by clearing agents and consignees due to incomplete documentation.

Some suggestions were

- Complete roll out/training of import clearance process to be done by NRA to partners & MDAs
- Time frame for each step in the process flow chart to be mapped with an aim to improve efficiencies if all documentation complete so entire clearance to be completed before demurrage penalties.
- A focus group meeting with all players be held where there was sufficient time to understand the issues and the underlying causes and a collaborative effort could be made to try to find solutions to create efficiencies for humanitarian agencies allowing the increased savings to be directed to beneficiaries.

ACTION:

1) There was insufficient time to discuss the issues in detail. NRA graciously offered to host a meeting in their office on Thursday 21 October at 9:30am. NDMA will coordinate and clearing agent representatives, interested humanitarians and ITS will be encouraged to attend.

5. Inter-Pillar meeting outcomes

- The mission of the inter pillar coordination group is to bring all humanitarian agencies and partners together to share vital information and develop strategies for development in relation to preparedness in response for emergencies and disasters
- The pillar members agreed to use the last Thursday of every month for their monthly pillar meetings.
- Inter pillar is emulating the Cluster System in their approach but specific to the Sierra Leone context.
- NDMA has now created an organogram with contact details of focal points on the chart.
- The link to the inter-pillar documents on the Google drive will be included always on the Logistics Pillar minutes heading.

6. AOB

- James Houghton from Crown Agents/ DSTI advised they will have drone technology arriving next month. The drones are especially designed for medical delivery to remote locations but can also be used for disaster assessment imagery and calculations.



LOGISTICS PILLAR MEETING MINUTES

ACTION: Crown Agents to be added to the Logistics Pillar and Technical Pillar, and a presentation to be conducted at a future meeting.

Contacts:

Major Prince Sesay	<i>Logistics officer NDMA</i>	princesesay942@gmail.com 076786270
Patricia Thornhill	<i>Logistics Preparedness Expert, WFP</i>	patricia.thornhill@wfp.org 030952625
Duraman Kargbo	<i>Port Loko Logs hub manager, NDMA</i>	duramankargbo2020@gmail.com 076684181
Nathaniel Kelly	<i>National Logistics Preparedness officer, WFP</i>	nathaniel.kelly@wfp.org 030008326