
Meeting Minutes, 28 September 2021

Mekele, Ethiopia



LOCATION	Mekele
DATE	28 September 2021
CHAIR	Logistics Cluster
PARTICIPANTS	Action for Social Development and Environmental Protection Organization (ASDEPO), Catholic Relief Services (CRS), CAFOD, SCIAF and Trócaire (CST), Concern Ethiopia, Family Health International (FHI 360), Food for the Hungry Ethiopia (FHE) Good Neighbours (GN), Imagine 1 day (I1D), Innovative Humanitarian Solutions (IHS), International Medical Corps (IMC), International Organization for Migration (IOM), Lutheran World Federation (LWF), Oxford Committee for Famine Relief (OXFAM), Save the Children (SCI), United Nations Development Programme (UNDP), United Nations Office for the Coordination of Humanitarian Affairs (OCHA), World Food Programme (WFP), World Health Organization (WHO), ZOA from Relief to Recovery
ACTION POINTS	<ul style="list-style-type: none">• Logistics Cluster to share updates on all truck arrivals with the respective partners.• Partners wishing to access transport and storage services to submit the Service Request Form (SRF) via ethiopia.logisticsclustercargo@wfp.org• Logistics Cluster to continue to conduct bilateral meetings with partners to identify current needs, gaps and challenges.
AGENDA	<ol style="list-style-type: none">1. Welcome and Introduction2. OCHA update3. Logistics Cluster Services4. Operational Updates5. Humanitarian convoys6. UNHAS Updates7. Airlifts8. WFP Cost Recovery Fuel Service9. Training Opportunities & MSUs requests10. FAQs and Partner Discussion

1. Welcome and Introductions

- Partners were welcomed and encouraged to participate in all Logistics Cluster hubs meetings as they are critical for sharing information and for timely coordination of common services.

2. OCHA update

- OCHA provided update on humanitarian access within Tigray and access restrictions.
- Ongoing discussions with NDRMC are underway to increase the amount of cash allowed on UNHAS flights and to improve communication and fuel services.
- OCHA working with NDRMC on drafting Standard Operating Procedures (SOP) for smooth convoy movement from Semera to Mekelle.

3. Logistics Cluster Services

- Partners were informed of the services that can be accessed through the Logistics Cluster in Ethiopia: transportation and storage services, information management services, coordination and training sessions.
- Partners were reminded of the two ways to access the convoys:
 - For partners wishing to dispatch their cargo **accessing transport services facilitated by the Logistics Cluster**, they are requested to submit the [Service Request Form](#) (SRF) to ethiopia.logisticsclustercargo@wfp.org
 - For partners wanting to **join the convoy with their transportation**, they are requested to submit the following information 48 hours in advance to ethiopia.logisticsclustercargo@wfp.org:

NUMBER	AGENCY	DRIVER NAME / ALTERNATE	PHONE NUMBER(S)	VEHICLE NUMBER / TRAILER NUMBER	CARGO TYPE	WEIGHT OF CARGO
1						
2						
3						
4						
5						
6						

- It is essential to receive the information on time since the convoys need the approval of NDRMC and the trucks' details must be submitted in advance.
- The Logistics Cluster highlighted the importance of abiding to the following recommendations:
 - Make sure that drivers carry their ID and do not travel with substantial amounts of cash.
 - Not to travel with cameras, laptops or any electronic or communication devices. Generators are not allowed in the convoys either.

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- Not following the indications will affect other partners and trucks in the same convoy causing unnecessary delays in delivering humanitarian cargo.

4. Operational updates

- The Logistics Cluster provided an update of the activities carried out in the last week.
- From 21 September - 27 September, 241.6 mt of goods have been transported on behalf of 4 partners. Total of 9 trucks have departed from Mekele to dispatch items (WASH and Protection items) within Tigray.
- Partners were also informed about the current warehouse information for Mekele. The total size of the warehouse is 1,600 m². Total weight of 46.4 mt goods from 6 partners using only 96 m², thus only 6% of the total warehouse space is being used.

5. Humanitarian convoys updates

- Between 17 and 25 September, 19 Logistics Cluster coordinated/facilitated trucks on behalf of 3 partners arrived from the convoy movements between Semera and Mekele. The items transported in the convoys were Food (wheat), and Shelter items.

6. UNHAS Updates

- Partners were informed that UNHAS flights (Addis Ababa - Mekele - Addis Ababa) are scheduled for every Tuesday and Thursday. Partners are required to book at least four working days before travel. To book the flights, partners must send their passports or national ID -only nationals- and organisation's ID to UNHAS.Ethiopia@wfp.org and Addis.Alemayehu@wfp.org.
- Partners were also reminded that their organisation's ID must have an end/expiry date for the purposes of approvals by the government authorities.
- Partners were informed of additional information for Non-Ethiopian nationals i.e.
 - Non-Ethiopians working in International agencies/organizations require diplomatic ID issued by Ministry of Foreign Affairs (MoFA)
 - Non-Ethiopians who are temporarily assigned to work in Ethiopia and do not have a resident ID, are required to get a supporting/approval letter from Ministry of Peace (MOP).

7. Airlift Update

- Partners were also informed of the possibility of using airlift service to move life-saving critical cargo into Tigray via Mekele airport.
- As agreed with the Inter Cluster Coordination Group (ICCG), the Health Cluster coordinator has prioritised 50.3 mt of medicines and medical supplies from 11 partners.

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- Partners were also informed that the capacity of the Aircraft is 5 mt.
 - Partners need to request clearance from both the Ministry of Foreign Affairs and the Ministry of Health as well as bring the cargo to the airport in Addis Ababa and pick it up at Mekele airport. Further clarification over the clearance process is pending.

8. WFP Cost Recovery Fuel Service

- Partners were informed that WFP also provides fuel provision services to partners (UN agencies and International NGOs) to facilitate humanitarian operations. So far, 27 agencies have finalized the Service Level Agreement (SLA), and 24 agencies have already submitted their requests on the service marketplace platform.
- WFP shared that the expected monthly requirements were currently 233,140 Litres and 16 partners had finalized the Bilateral Service Provision (BSP) processes.
- Partners were also informed that advocacy for the movement of fuel tankers into Tigray continues, but currently no improvement regarding the import of fuel that can be reported.

9. Training opportunities & Mobile Storage Units (MSU) requests

- Partners were informed that the Logistics Cluster also makes Mobile Storage Units (MSU) available for installation in different locations in Tigray. Currently, there are 122 MSUs in stock that partners can request for their storage needs. The Logistics Cluster also facilitates support with transport and assembly of the MSUs upon request and approvals. MSU enquiries and requests can be sent to ethiopia.logisticsclustermdu@wfp.org.
- Partners were informed that the Logistics Cluster offers basic logistics trainings on-demand, aiming to provide helpful and practical knowledge to partners. The training session focuses on transport management, warehouse management, how to fill a Service Request Form (SRF), volume (m3) and weight (kg) calculation, and how to use the online platform for tracking cargo (Relief Item Tracking Application, RITA).

10. FAQs and partner discussion

- Partners flagged their concern regarding the low fuel levels that hinder the movement of trucks and vehicles within Tigray.

The next Mekele Logistics Cluster Coordination Meeting is scheduled for 5 October 2021 at WFP Conference Room 15:00 EAT.

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