
Meeting Minutes, 12 October 2021

Mekele, Ethiopia



LOCATION	Mekele
DATE	12 October 2021
CHAIR	Logistics Cluster
PARTICIPANTS	Alight, Catholic Relief Services (CRS), CAFOD, SCIAF and Trócaire (CST), Family Health International (FHI 360), Food for the Hungry (FHE), GOAL, Good Neighbours (GN), Imagine 1 Day (I1D), Innovative Humanitarian Solutions (IHS), International Committee of the Red Cross (ICRC), International Medical Corps (IMC), International Organization for Migration (IOM), Lutheran World Federation (LWF), Save The Children (SCI), SNV Netherlands Development Organisation (SNV), United Nations Development Programme (UNDP), United Nations Office for the Coordination of Humanitarian Affairs (OCHA), World Food Programme (WFP)
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
AGENDA	<ol style="list-style-type: none">1. Welcome and Introduction2. OCHA update3. Logistics Cluster Services4. Operational Updates5. Humanitarian convoys6. UNHAS Updates7. WFP Cost Recovery Fuel Service8. Training Opportunities & MSUs requests9. FAQs and Partner Discussion10. AOB

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 reminded that access along the Eritrean border remains limited.
- A big increase of convoy movements has been observed this week and more truck drivers are returning to Semera.

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 by 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.
- 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 reporting period.
- From 5 October – 12 October, 960 mt of goods have been transported on behalf of 4 partners.

- Total of 20 trucks have departed from Mekele to dispatch items (WASH, protection and NFIs) 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 148.3 mt goods from 7 partners using only 94 m², thus 6% of the total warehouse space is being used.

5. Humanitarian convoys updates

- On 9 October, 35 Logistics Cluster coordinated or facilitated trucks on behalf of three partners arrived from the convoy movements between Semera and Mekele.
- On 11 October, 6 Logistics Cluster coordinated/facilitated trucks on behalf of one partner arrived from the convoy movements between Semera and Mekele.
- Category of items being transported were food, hygiene kits, and pesticide items.
- Logistics Cluster encouraged partners to join the convoys from Mekele to Semera. The convoys leaving Mekele are planned to depart after 48 hours of truck arrivals.

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 the 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).
- Partners were also informed of additional information due to the Mawlid holiday (Monday 18 October 2021) i.e. as there is no scheduled flight to Mekele on the 18th, the flight and cancellation request deadlines for the week will be adjusted to allow one more working day to process the permit.
- Partners were reminded of COVID-19 information upon arrival at the airport as below
 - All visitors should travel with a COVID-19 testing result within 72 hrs interval before arriving to Mekele.
 - Visitors with no testing certificate will take a mandatory test at the airport upon their arrival.

7. WFP Cost Recovery Fuel Service

- Fuel tankers remain in Semera, and 10 fuel tankers have been cleared by NDRMC. However, movement of the fuel tankers into Tigray is to be confirmed.

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

- Partners were informed that the Logistics Cluster also makes Mobile Storage Units (MSU) available 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).

9. 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 Logistics Cluster Coordination Meeting in Mekele is scheduled for 19 October 2021 at WFP Conference Room 15:00 EAT.

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