Meeting Minutes, 21 June 2022
Addis Ababa, Ethiopia

LOCATION  Addis Ababa, online

DATE  21 June 2022

CHAIR  Ato Tadesse Bekele, Senior Ethiopia Disaster Risk Management Commission (EDRMC) Adviser

Andrea Rosales, Logistics Cluster Coordinator


ACTION POINTS  Partners were requested by WFP Bilateral Service Provision (BSP) to fill out WFP BSP’s monthly fuel survey to inform WFP BSP about fuel requirements for the coming month. The survey is open from the 15th to the 25th of each month in order to assess fuel requirements on a monthly basis.

AGENDA  
1. Situation Updates
2. Humanitarian Logistics Operations
3. Logistics Cluster Concept of Operations (ConOps)
4. Any Other Business (AOB)

https://logcluster.org/ops/eth20a
1. Situation Updates

EDRMC Updates

- EDRMC highlighted it remains available to support in any challenges raised by the humanitarian community in Northern Ethiopia.

WFP Bilateral Service Provision (BSP) Updates

- WFP BSP informed partners of a change in the fuel allocation process for the humanitarian community in Tigray. Previously, fuel was allocated by the Inter-Cluster Coordination Group (ICCG) in Mekelle, and Cluster representatives would aggregate the needs per sector and share fuel requirements with WFP BSP. As recently discussed with OCHA, fuel allocation will now be carried out as per standard WFP BSP procedures. In this respect, fuel is provided to partners based on partner needs expressed in WFP BSP’s monthly fuel survey.

- Fuel allocation will now be completed as per the following steps:
  - Partners must fill WFP BSP’s monthly fuel survey for WFP BSP to assess needs, launch the fuel allocation process and distribute fuel. WFP BSP emphasized that a valid Service Level Agreement (SLA) between WFP and the requesting organisation needs to be signed to enable each organisation to access fuel through WFP BSP. Eligible organisations include UN agencies and International Non-Government Organisations (INGOs).
  - The survey is open until 24th of June, after which the fuel requirements for the coming month shall be reviewed. The survey is open from the 15th to the 25th of each month in order to assess fuel requirements on a monthly basis.
  - Once fuel requests have been assessed by WFP BSP, partners are expected to indicate fuel needs in WFP Service Marketplace, after which WFP BSP will issue a proforma invoice indicating cost of fuel. WFP BSP highlighted that, at present, WFP is using its own funds to advance fuel payments on behalf of the humanitarian community, but partners are now requested to issue advance payments for fuel they request.
  - After the advance payment is completed, a fuel release note in Addis Ababa is shared with the Mekelle team, indicated the amount of fuel allocated and the collection period which is approximately two weeks. Each party will sign a fuel release form.
  - Once the fuel is provided to the partner, WFP BSP requires a fuel report from partners. This is for internal filing purposes, but also to inform donor and government counterparts on the amount of fuel released and the tonnage levels each partner will transport.
The final step consists of a final invoice. If the final invoice amount is lower than the pro-forma invoice (PFI), partners will be reimbursed the difference.

- In case fuel needs indicated by partners in the survey exceed the amount of fuel available, WFP BSP will proportionally reduce fuel allocations to partners. Fuel service provision is subject to availability of fuel and approvals of the relevant authorities.
- Additionally, access to fuel provision is subject to certain conditions partners are required to meet. In case of delayed or missed payments, or the non-submission of monthly utilization reports by partners, WFP BSP will not be able to allocate fuel to the partner in the next month.
- WFP BSP informed partners that, as per the latest fuel survey carried out, partners expressed the need for 1.3 m litres of fuel broken down as follows:
  - 500,000 litres for WFP humanitarian operations
  - 300,000 litres for BSP’s partners
  - 330,000 litres for Joint Emergency Operation Plan (JEOP) / Catholic Relief Services (CRS)
  - 200,000 litres for contracted trucks returning from Mekelle on behalf of the humanitarian community
- WFP BSP emphasized that fuel provision is not part of Logistics Cluster-facilitated services, but is a WFP Supply Chain service charged on full cost recovery basis.
- WFP BSP informed partners that fuel requirements might rise to 2 m litres per month due to the fertilizer season approaching. This will significantly increase the needs for transportation of fertilizers on behalf of the humanitarian community, and correspondingly increase the overall cost of fuel procurement and provision.
- WFP BSP informed partners that the cost attributed to fuel costs is approximately 1.1 million USD for 1.3 million litres of fuel (this includes the fuel costs for WFP’s humanitarian operations, fuel requests for commercially contracted tucks, and partner fuel requests).
- Under the previously used ICCG prioritization mechanism for fuel allocation, a lot of payments had not required advanced payments considering the urgency in fuel disbursements. WFP currently has a high balance of outstanding payments (approximately 0.5 million USD) and WFP BSP will be following up with partners for payments in the coming days.
- Additionally, WFP BSP informed partners that since April 2022, 957,655 litres have been received in Tigray, out of which 855,198 litres of fuel have been released to partners and 102,457 litres remain available for distribution.
- For further information, partners were encouraged to reach out bilaterally to helen.somes@wfp.org, priya.pradhanang@wfp.org or addisababa.serviceprovision@wfp.org

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OCHA Fuel Updates

- OCHA thanked EDRMC and humanitarian partners for their hard work in facilitating access to humanitarian supplies. However, OCHA highlighted that fuel supplies remain limited, and mentioned that, should fuel needs exceed availability of fuel supplies, fuel will be distributed proportionally.
- OCHA strongly encouraged partners to fill in the survey and highlighted that fuel will initially be used to distribute items that are currently present in warehouses in Tigray or that are reaching warehouses with the next convoys.

OCHA Access Working Group Updates

- **Amhara**: According to OCHA, there was a mission in the Waghmera to assess the needs in hard-to-reach areas and partners are preparing their logistics for food distribution in the said areas. The ongoing security operation in the Amhara region remains a concern, with some security signalling in South Wollo which now decreased over the last week.
- **Afar**: There were some access challenges reported along the Gabi Zone. Partners, particularly those operating light vehicles, were advised to take alternate routes.
- For further information, partners are encouraged to contact nicola.wing@un.org

Logistics Services – Operational highlights between the 14th and 21st of June

- **Afar**: The Logistics Cluster received 22.8 mt of food items on behalf of one partner in Semera. Additionally, 11.8 mt of assorted cargo was dispatched on behalf of one partner.
- **Mekelle**: In Mekelle, 28.5 mt of health, protection, and WASH items were retrieved from the warehouse between the 13th and 16th of June. The items were retrieved from the warehouse by the partners and distributed to the different internally displaced persons (IDP) sites across the region.
- **Amhara**: the Logistics Cluster received 2.5 mt of shelter items on behalf of one partner.

Storage Capacity Updates

- As of 21st of June, storage capacity availability rates in Ethiopia are as follows: 45% in Addis Ababa; 39% in Adama; 50% in Gondar; 90% in Kombolcha; 61% in Mekelle; 94% in Shire; 77% in Semera; 100% in Jijiga.

2. Humanitarian Logistics Operations

Humanitarian convoys between Semera and Mekelle

- The Logistics Cluster informed partners that two convoys (Convoy 22 and Convoy 23), representing a total of 483 trucks carrying approximately 20,803 mt of humanitarian cargo, reached Mekelle last week:

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• Partners were also informed that the first batch of Convoy 024/2022 arrived in Mekelle on 20 June with 205 trucks. The second batch was crossed on 21 June with approximately 200 trucks. This convoy is expected to be the largest convoy since July 2021.
• The Logistics Cluster informed partners on how to join humanitarian convoys using their own trucks
  o Partners are requested to send their truck details using the below template to ethiopia.humanitarianconvoys@wfp.org before 16:00 EAT on Tuesdays, Thursdays, and Saturdays, for the request to be included in the next EDRMC clearance request.

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• If the information is received after 16:00 EAT on the day of submission, the trucks will be included in the following submission for EDRMC clearance (two days later). Similarly, clearance requests received on Mondays are submitted on Tuesdays, requests received on Wednesdays are submitted on Thursdays, and requests received on Sundays are submitted on Tuesdays.
• For partners requiring Logistics Cluster-facilitated transportation to join humanitarian convoys, they are requested to submit the Service Request Form (SRF) to ethiopia.logisticsclustercargo@wfp.org
• The Logistics Cluster provided the following humanitarian convoy recommendations with partners:
  • Partners must make sure the cargo is loaded in the trucks;
  • Trucks should only contain enough fuel required for a return trip. All fuel on board should be connected to the main tanker;
  • Partners must specify the type of cargo in advance;
  • Truck drivers are recommended not to travel with cameras, laptops, or any other electronic devices;
  • Truck drivers are asked to bring small amounts of cash, as there is a limit to the amount of cash that can be transported (currently unspecified);
  • Truck drivers are recommended to abide by general security rules;
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- Truck drivers are requested to keep a positive attitude when communicating with checkpoint commanders;
- Truck drivers must carry their ID with them at all times
- Further information on partner trucks joining humanitarian convoys can be found in the SOPs available here.

Airlift operations between Addis Ababa and Mekelle

- Partners were informed that the Logistics Cluster facilitated the airlifting of approximately 19.7 mt of health, and ES/NFI cargo from Addis Ababa to Mekelle on behalf of three partners.
- Partners were also invited to consult the following documents for further information on how to access airlift services through the Logistics Cluster:
  - SOPs: Ethiopia - Airlifts Addis Ababa - Tigray SOPs - April 2022 | Logistics Cluster Website (logcluster.org)

3. Logistics Cluster Concept of Operations (ConOps)

Coordination

- In Addis Ababa, the next national coordination meeting will take place on the 28th of June 2022
- In Mekelle, the next coordination meeting is scheduled for the 21st of June at 15:00 EAT, in-person and online. To receive the link for this meeting, contact abriha.assefa@wfp.org
- Partners were informed that the Logistics Cluster will participate in person to ICCG meeting in Jijiga, Somali Region, on 23rd of June. With limited of requests for services received in the Somali Region, the Logistics Cluster is going to meet partners to understand whether it has a role to play as a logistics service provider of last resort in the region.
- To subscribe to the Logistics Cluster mailing list, partners should contact hannah.bamberger@wfp.org.
- Partners can check the Ethiopia operation webpage here for any information about upcoming meetings, meeting minutes, and any other relevant documentation.

https://logcluster.org/ops/eth20a
4. Any Other Business (AOB)

Fuel Survey
- A partner asked whether fuel can be collected from Shire. WFP BSP replied that this can be studied on a case-by-case basis, but that this will depend on how much fuel is in Shire. The partner was encouraged to follow up bilaterally with WFP BSP by writing to helen.somes@wfp.org. OCHA also encouraged partners to mention if they have needs in Shire, to flag this and reflect it through the fuel survey results.
- A partner asked whether different units within one agency were required to complete the survey on their own. WFP BSP responded that, to acquire accurate numbers, it is more practical if the fuel survey is completed at organisation level.

Convoy Movements
- One partner requested the procedures to send food items to Tigray through the airlift service. The Logistics Cluster encouraged the partner to refer to the SOPs for Airlifts available online, and to contact the Logistics Cluster bilaterally should there be any pending questions.

Somali Region
- A partner highlighted that the fuel limits in the Somali Region hampers partners’ ability to complete last mile deliveries.

The next Coordination Meeting is scheduled for Tuesday 28 June at 11:00 EAT.

Contacts

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