LOCATION
Online

DATE
07 July 2022

CHAIR
Logistics Cluster

PARTICIPANTS
Community Initiative for Development Organization (CIDO), Catholic Relief Services (CRS), Joint Aid Management, Peace Corps South Sudan (PCO), Norwegian Church Aid (NCA), Oxfam

ACTION POINTS
• Organizations to request common storage support services if required.
• Organizations to follow standard operating procedures (SOPs) defined by the partner managing common storage space.
• Organizations to join the upcoming WFP UNHAS Airfield Focal Points (AFPs) Online Training on 20 July 2022.

AGENDA
1. Common Storage Services
2. Partner Presentation: Catholic Relief Services Common Storage Procedures
3. Air Operations Updates
4. AOB/Discussion

1. Common Storage Services

• Currently there is approximately 20,000 m² of common storage capacity available to the humanitarian community across 30 locations in the country. Mobile Storage Units (MSUs) can be provided upon request only if there is insufficient storage capacity in key locations, and if there is stock availability.

• MSUs are made available to partners which are willing to manage MSUs as common storage facilities and keep them in key locations. Precedence is given to locations identified as priority by the Needs Analysis Working Group / Inter-Cluster Coordination Group (ICCG).

• Organizations are responsible for developing their own Standard Operating Procedures (SOPs) to manage the warehouse, in accordance with their resources and internal policies.

• Organisations can apply for lending of an MSU by contacting southsudan.clustercargo@wfp.org.

• The Concept of Operations map showing all the locations with common storage can be found on the webpage.

https://logcluster.org/ops/ssid11a
2. Partner Presentation: Catholic Relief Services Common Storage Procedures

- CRS presented their updated standard approach for partners to access the MSU which CRS is currently managing as common storage facility in Pibor. The SOP outlines the process that partners must follow while delivering, storing, and collecting items from the warehouse.

Requesting storage space

- In order to access CRS-managed MSU storage space, partners must submit a written request to CRS to request space in the MSU one week ahead of the planned movement. The request must contain the following information:
  - Description of the item
  - Name of partner
  - Date of arrival
  - Quantity of material to be delivered
  - Volume of space required
- This information must be sent by email to the following CRS staff:
  1. fasil.tefera@crs.org
  2. fashion.mawere@crs.org
  3. sunday.gukuma@crs.org
  4. abraham.mau@crs.org
- CRS will not store any items in the MSU if the provided information is not complete.

Receiving, storing, and collecting cargo at the warehouse

- CRS will become the custodian of the goods received and shall sign the waybill/delivery note.
- Loses and damages that occur during delivery are partners’ responsibility.
- The partner must bring a copy of the waybill clearly indicating the quantity and type of items to be stored in the warehouse.
- Goods must be at all times stored in an orderly and countable manner. Cargo from each partner will be stacked separately.
- Partners should send their dispatch plan to CRS two days in advance.
- During dispatching of items, the partner must provide a pre-numbered waybill authorized by the partner’s head of office clearly indicating the type and quantity of items to be dispatched from the warehouse.
- A waybill/delivery note will record what has been released from the warehouse to the partner.
- Items will be stored or dispatched per box and not per single item.
- The partner staff is responsible for being present at the warehouse for receipt and collection of items.
- It is the reasonability of the partners to mobilize porters for loading and offloading of items.

Record keeping

- Stack cards must be updated after each transaction and supported with a waybill/delivery note.

https://logcluster.org/ops/ssp11a
Meeting Minutes, 07 July 2022
Pibor, South Sudan

- Partner staff must reconcile all transactions with the designated warehouse keeper or commodity accountant monthly. If there is a need for reconciliation prior to the designated time, the partner may submit a written request to CRS.
- CRS warehouse keepers will update the stack card in the warehouse following the receiving or dispatching of the items.

**Length of storage**
- To give equal chance to all partners, the maximum time allowed for storing of the items in the warehouse should not exceed one month, with the exception for some specified items that need storing for prepositioning.

### 3. Air Operations Updates

The list of Tier 1 and 2 Inter-Cluster Coordination Group (ICCG) prioritised locations is as follows:

**By air:**
- Unity – Leer
- Unity – Mayendit
- Jonglei – Greater Pibor Administrative Area
- Jonglei – Duks
- Jonglei – Ayod (depending on location)
- Jonglei – Uror

**By road:**
- Lakes – Cueibet
- Lakes – Rumbek East
- Warrap – Tonj East & Tonj North
- Western Equatoria – Tambura & Nagero

**By river:**
- Jonglei – Fangak
- Jonglei – Canal/Pigi
- Jonglei – Ayod (depending on location)

Transport modalities for these locations may change depending on the latest assessments and weather conditions.

- Participants were reminded that the Logistics Cluster follows ICCG prioritisation modalities and does not determine priorities when planning the flights.
- The current Logistics Cluster-facilitated air fleet consists of one fixed wing aircraft serving destinations from Juba, one helicopter positioned in Bor to reach destinations not accessible otherwise, and ad hoc support from Rumbek using the Bor-based helicopter. The Logistics Cluster will advise where the cargo should be prepositioned upon submission of an SRF.

[https://logcluster.org/ops/sss11a](https://logcluster.org/ops/sss11a)
Air operations are generally reserved for locations not reachable by road or river, rapid missions/emergencies, or extreme life-saving priorities. The air operations cannot be expanded further due to budget constraints.

UNHAS retains the right to remain flexible in its operations to ensure maximum efficiency.

Partners should note that UNHAS determines the most efficient modality, aircraft, and dispatch location for each cargo requests. Furthermore, cargo from multiple organisations can be combined on the same aircraft to maximise payload.

UNHAS does not fly cargo to locations served by commercial options (Bentiu, Bor, Malakal, Rumbek, Wau, etc.) unless for exceptional cases.

Explosives, non-collapsible jerry cans, and items with dimensions larger than the aircraft cannot be transported.

During the rainy season, less locations will be accessible by fixed wing and the reliance on costly helicopter transport will likely become a bottleneck for humanitarian operations. Organisations are requested to support the effective use of limited resources by submitting requests for air transport for only the most essential and immediately required cargo.

The Logistics Cluster does not facilitate any refugee movements (such as in Maban, Yida, etc).

Process and Responsibilities

The Logistics Cluster explained the process from the stage of SRF submission to the moment that the cargo is received at destination.

It is the partner’s responsibility to submit an accurate SRF, pre-position the cargo at the correct location, follow packaging and dangerous goods guidelines, obtain, and share the necessary clearances, and support the offloading of the cargo and provide the last mile transport. Organisations are also requested to remain flexible and available to receive cargo, as flights can change last-minute, particularly during the rainy season.

Rainy Season Aviation Guidelines

The Fixed-wing (Buffalo) Aircraft needs at least 3 days with a dry airstrip (7-10 in some locations like Pibor).

A light drizzle is considered rain.

The airstrip needs to be physically checked. The partner receiving the cargo must drive and walk on it.

The partner must submit a weather/security report by 07:30 EAT at the UNHAS radio room.

Repeated failure of accurate reporting will be reported back to the organisation’s management and the Cluster Coordinator.
4. AOB/Discussion

- The announcement of an upcoming WFP UNHAS Airfield Focal Points (AFPs) Online Training on 20 July 2022 was made for partners to join. Those interested to join must contact hellen.alex@wfp.org.
- The focal point for the Logistics Cluster in Pibor will be appointed on a rotational basis, with one partner leading the coordination meeting each month. CRS will lead the next meeting in August.
- The next coordination meeting will take place online on Thursday 4th, 2022 at 10:00 am.

Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiona Lithgow</td>
<td>Logistics Cluster Coordinator</td>
<td><a href="mailto:southsudan.clustercargo@wfp.org">southsudan.clustercargo@wfp.org</a></td>
</tr>
<tr>
<td>Blessing Dzambo</td>
<td>Deputy Logistics Cluster Coordinator - Operations</td>
<td><a href="mailto:fiona.lithgow@wfp.org">fiona.lithgow@wfp.org</a></td>
</tr>
<tr>
<td>Natalie Emery</td>
<td>Logistics Officer</td>
<td><a href="mailto:blessing.dzambo@wfp.org">blessing.dzambo@wfp.org</a></td>
</tr>
<tr>
<td>Issam Abdo</td>
<td>Logistics Officer – Bor</td>
<td><a href="mailto:issam.abdo@wfp.org">issam.abdo@wfp.org</a></td>
</tr>
<tr>
<td>Lemi Angelo John</td>
<td>Logistics Associate – Juba Hub</td>
<td><a href="mailto:lemi.john@wfp.org">lemi.john@wfp.org</a></td>
</tr>
<tr>
<td>Jolien Dekker</td>
<td>Information Management Officer</td>
<td><a href="mailto:jolien.dekker@wfp.org">jolien.dekker@wfp.org</a></td>
</tr>
<tr>
<td>Richard Izakare</td>
<td>Administrative Assistant</td>
<td><a href="mailto:richard.izakare@wfp.org">richard.izakare@wfp.org</a></td>
</tr>
</tbody>
</table>