Meeting Minutes, 27 July 2022
Ukraine, Dnipro

LOCATION
Dnipro, Ukraine (online and in person)

DATE
27 July 2022

CHAIR
Logistics Cluster

PARTICIPANTS
ACAPS, ACTED, Caritas, Diaspora Emergency Action and Coordination (DEMAC), Danish Refugee Council (DRC), DTGruelle, FHI360, Frontier Operations, Humanity & Inclusion, International Medical Corps (IMC), International Organization of Migration (IOM), IsraAID, Maersk, MEBS Global, Medical Teams International, MENTOR Initiative, Norwegian Refugee Council (NRC), People in Need (PIN), Polish Medical Mission, Save the Children, ShelterBox, Solidarités International, Sovana Logistics, Swiss Red Cross, UK-Med, United Nations Office for the Coordination of Humanitarian Affairs (OCHA), USAID, World Food Programme (WFP), World Health Organization (WHO).

ACTION POINTS
- Partners interested in sourcing fuel through WFP’s Bilateral Service Provision to contact katja.hildebrand@wfp.org.
- Partners are asked to share their incoming pipelines and logistics needs with the Logistics Cluster to support operational planning, particularly for winterisation.
- Partners interested in receiving a training on the Humanitarian Notification System (HNS) to contact grander@un.org.
- To improve information management, partners are requested to share what kind of information they would like to receive from the cluster.

AGENDA
1. OCHA – Humanitarian Notification System (HNS)
2. WFP – Fuel Update
3. HI/Atlas Logistique – Services Update
4. Logistics Cluster – How to access common services
5. Information sharing
6. AOB & Discussion

1. OCHA - Humanitarian Notification System (HNS)

- OCHA provided an overview of Humanitarian Notification System (HNS), which was established at the request of the humanitarian community in Ukraine to inform the parties of the conflict of humanitarian movements and static locations for protection against attacks and incidental effects of attacks.

https://logcluster.org/ops/ukr22a
Meeting Minutes, 27 July 2022
Ukraine, Dnipro

- It was noted that using the HNS by humanitarian organisations is voluntary and its non-use does not remove protection under international humanitarian law.
- The HNS aims to notify the parties to the conflict of humanitarian static locations or overland humanitarian mission movements in Ukraine to mitigate, to the best extent possible, the risks of being targeted/hit by an airstrike or any other military kinetic action.
- The online HNS portal has been launched recently, therefore, the system is still being improved.
- Organisations interested in attending a training session on the Humanitarian Notification System (HNS) can contact Renzo Grande at grander@un.org.

2. WFP – Fuel Update

- WFP provided a fuel update, noting that fuel shortages are remaining high within Ukraine.
- WFP is working with national suppliers to meet the organisation’s fuel needs, as well as those outlined by the humanitarian community. Fuel cards have been successfully procured from a second national supplier.
- An international supplier was selected to set up a supply line into Ukraine with dedicated fuelling station for humanitarian actors in Dnipro.
- Partners in need of fuel can obtain this on a full cost-recovery basis via WFP. To access the service, humanitarian organisations will be required to sign a Service Level Agreement (SLA) and pay the full amount upfront. Interested organisations can contact katja.hildebrand@wfp.org. Humanitarian organisations requiring a small amount per month are recommended to procure the fuel commercially.
- It is anticipated that the need of fuel will raise within the country in relation to the winterisation scale-up.

3. HI/Atlas Logistique Update

- HI/Atlas Logistique provided a brief presentation of their operations, noting that they plan to focus on last mile deliveries.
- A new storage space in Kharkiv of 1500 m², with two refrigerated containers (2°C to 8°C/15°C to 25°C), is now operational.
- The organisation has made last-mile deliveries to Kharkiv, Zaporizhia, Ivanivske and for the first time to Mykolaiv.
- Interested partners can contact HI/Atlas Logistique directly: mo.houche@hi.org / b.michon@hi.org.

4. Logistics Cluster - How to access common services

Inter-agency convoys

- The Logistics Cluster supports with cargo consolidation and transport for inter-agency convoys that are planned and coordinated in the Humanitarian Operation Planning Cell (HOPC) led by OCHA to reach the cross-contact line destinations.

https://logcluster.org/ops/ukr22a
• The Logistics Cluster uses a dedicated fleet available in Dnipro to support inter-agency convoys to hard-to-reach areas.
• The decisions on inter-agency convoys are made by the HOPC. Therefore, partners interested to participate in inter-agency convoys should contact Ukraine.logisticscluster@wfp.org, and the Logistics Cluster will forward your request to be included in HOPC meetings.

Cargo transport
• The Logistics Cluster facilitates access to a dedicated fleet or commercial forwarders to transport cargo between Logistics Cluster warehouses or to final destinations/prepositioning locations.
• Partners were reminded that common services are facilitated through the Logistics Cluster according to the SOP, available on the website.
• The Service Request Form (SRF) should be submitted to the following email: Ukraine.clustercargo@wfp.org. Instructions on how to submit an SRF can be found here.
• While according to the SOP, common services should be submitted at least 72 hours in advance, the Logistics Cluster will consider urgent requests on a case-by-case basis.

Storage
• The Logistics Cluster facilitates the access to storage space in:
  o Dnipro – 5 000 m2;
  o Odesa – 10 000 m2;
  o Kropyvnytskyi – 1 000 m2;
  o Kyiv – 2000 m2.
• To use the storage service provided by the Logistics Cluster partners should also submit the Service Request Forms (SRFs) to the following email: Ukraine.clustercargo@wfp.org.
• Temporary storage will be provided, subject to availability, to humanitarian organisations up to 30 days.
• Based on the findings of the Gaps and Needs Analysis, the Logistics Cluster phases out the storage services in following locations:
  o Chernivtsi (by 31 July)
  o Ternopil (by 31 July)
  o Lviv (by 31 August)
  o Rzeszow (by 31 August).
• If partners have an urgent request to store the cargo under the Logistics Cluster services before the closure of these warehouse locations, it may be considered on a case-to-case basis.
• Partners with cargo which has been stored for a long time were reminded that the common storage is for the entire humanitarian community and asked to remove their goods within the allocated time. Extensions can be granted on a case-by-case basis dependent on space availability, please contact the Logistics Cluster: Ukraine.logisticscluster@wfp.org to discuss.
• Partners are encouraged to share with the Logistics Cluster on where the gaps in storage space are or if they have different requirements for storage needs than currently provided.

https://logcluster.org/ops/ukr22a
5. Information Exchange

Warehouse mapping

- The Logistics Cluster provided an overview of humanitarian storage capacity. Information has been collected through a pilot warehouse survey launched as part of the Logistics Information Exchange (LogIE) platform. The survey collects information on current storage capacities of humanitarian organisations responding to the Ukraine crisis, and complements efforts related to the GNA exercise.
- According to the survey, a total of 30 humanitarian partners have reported on 89 warehouses. The highest capacities are reported in Dnipro and Lviv regions (16,300 – 27,146 m²). Warehouse capacity in Odesa region has increased and now is at the same level as in Dnipro and Lviv (16,300 – 27,146 m²).
- Partners are invited to continue filling in the survey. The Logistics Cluster is planning to launch a public interface (with agreement of inputting agencies), displaying partner warehouses which are available for sharing to support the efficient use of resources.
- If you have already submitted inputs, but details have since changed please send an email to Ukraine.logisticscluster@wfp.org.

Logistics needs

- To support operational planning, the Logistics Cluster asked partners to share incoming pipelines and storage and transport needs, including information on final destinations, volumes and timeframes. This is particularly important for the winterisation scale-up, especially if requiring additional storage/transport services. For more information, please contact Ukraine.logisticscluster@wfp.org.
- To improve information management, partners are requested to share what kind of information they would like to receive from the cluster.

6. AOB & Discussion

- Partners reported the need of storage space in Mykolaiv to fill the gap and also the lack of cold-chain facilities. The Logistics Cluster informed partners that transport services to Mykolaiv region can be provided on a case-by-case basis.
- Partners shared their experience on medical logistics and the solutions to transport and store medical cargo that require special license or cold-chain services.
- Partners interested to participate in a training session on how to access the Logistics Cluster common services are encouraged to reach out: Ukraine.logisticscluster@wfp.org.
- The Logistics Cluster has set up a Dnipro coordination group WhatsApp. To join the group, please forward your request to: Ukraine.logisticscluster@wfp.org.
- The next General Coordination Meeting will be held on 3 August (online and in-person in Kyiv); an invite will be sent via the mailing list.

The next coordination meeting in Dnipro will take place on 10 August 2022 at 16:00 (Kyiv time), online and in-person.

https://logcluster.org/ops/ukr22a
## Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tania Regan</td>
<td>Logistics Cluster Coordinator</td>
<td><a href="mailto:tania.regan@wfp.org">tania.regan@wfp.org</a></td>
</tr>
<tr>
<td>Patrick Baudry</td>
<td>Operations Manager</td>
<td><a href="mailto:patrick.baudry@wfp.org">patrick.baudry@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>Iryna Prodan</td>
<td>Information Management Officer</td>
<td><a href="mailto:iryna.prodan@wfp.org">iryna.prodan@wfp.org</a></td>
</tr>
</tbody>
</table>