Meeting Minutes, 22 November 2022
Bentiu, Unity State, South Sudan

LOCATION
Bentiu, South Sudan

DATE
22 November 2022

CHAIR
Logistics Cluster Bentiu

PARTICIPANTS
Action Aid Intervention for Development Organization (AAIDO), Action for Conflict Resolution (ACR), Assistance Mission for Africa (AMA), Community Engagement Network (CEN), Community Child Organization (CCO), Community Link Action and Development Organization (CLADO), Danish Refugee Council (DRC), ForAfrika (FA), Hope Restoration South Sudan (HRSS), International Organization for Migration (IOM), International Refugee Council (IRC), Mercy Corps, Nonviolent Peace Force (NPF), Universal Intervention and Development Organization (UNIDOR), United Nations Commissioner for Human Rights (UNHCR), Women Vision, World Health Organization (WHO), Women Agency for Resilience and Transformation (WART), World Relief (WR)

ACTION POINTS
• Partners using CTS to avail sufficient porters to (off)load in a timely manner.
• Partners to release their items in storage online in RITA.
• Partners having obsolete and expired cargo in common storage to make arrangements to dispatch these.
• Logistics Cluster to create a WhatsApp group for Bentiu Logistics Partners.
• Logistics Cluster to update Bentiu contact list for information sharing.
• Logistics Cluster to conduct Service Request Form (SRF) training in early December.

AGENDA
1. Common Transport Services (CTS)
2. Common Storage Services
3. Dry Season Prepositioning of Cargo
4. Road Access Constraints
5. AOB/Discussion

1. Common Transport Services (CTS)

• There are three trucks and one crane available for common transport service in Bentiu.
• The Common Transport Service trucks (CTS) facilitate partners’ cargo transport to various locations that are close or medium distance at no cost.
• Partners to send an SRF before by 14:00 on the day prior to requiring Common Transport Service (CTS) support. The Logistics Cluster sometimes receives last-minute requests from partners due to lack of proper planning.

https://www.logcluster.org/ops/ssp110
• One SRF serves one location only (e.g. IDP Camp, Site D, E, A, C, etc.).
• Partners allocated with the CTS truck must issue a waybill for any movement. The waybill and the SRF details of any cargo transported through CTS must match for data accuracy and reporting.
• The Logistics Cluster raised the issue of inefficient use of the truck, such as loading a 15t truck with one ton or less for transport to a location.
• When CTS trucks are allocated to partners, delays are experienced sometimes due to lack of enough capacity to load and offload at the destination sites. Partners using CTS are to avail sufficient porters to (off)load in a timely manner.

2. Common Storage Services

• There are six mobile storage units (MSUs) and an outdoor storage available as common storage to all humanitarian organizations in Bentiu on a free-to-user basis.
• There is currently 100 m² storage space available for utilization by humanitarian partners in Bentiu.
• Logistics Cluster also has MSUs managed by partners in Koch, Leer and Panyijar, which are available as common storage. Organisations in need of storage in these locations can contact the Logistics Cluster for support and guidance.
• Since the introduction of the Relief Item Tracking Application (RITA) for tracking of stored goods, the Logistics Cluster has been receiving, registering, and releasing partners’ relief cargo online in RITA. Partners must release their items online in RITA.
• The Logistics Cluster is planning to hand over the management of some MSUs in Bentiu to partners by next year.
• Logistics Cluster supports humanitarian partners with loading and offloading of cargo at the Logistics Cluster common storage warehouses in Bentiu.
• Cargo accepted for storage must come with an organization waybill either from origin location or produced locally by the partner in Bentiu.
• Any partner requiring storage support must send request 3 days prior to storage need. No cargo is accepted for storage without an SRF.
• Partners having obsolete and expired cargo in common storage must make arrangements to dispatch these as soon as possible, as they are holding up storage space unnecessarily.

3. Dry Season Prepositioning of Cargo

• The Logistics Cluster urged partners to make use of the short window of opportunity to transport by cargo by road when it arises.
• Road transport is the most cost-efficient method to transport large quantities of humanitarian cargo. It also enhances preparedness for emergencies by having stocks readily available in strategic locations to reduce lead times. To support partners with prepositioning, the cluster facilitates regular road convoys from Juba up to Bentiu, with increased frequencies in the dry season. The Logistics Cluster also offers road transport from Bentiu through the Beyond Bentiu Response (BBR) using the CTS trucks.

https://www.logcluster.org/ops/ssp11a
• To prepare for the dry season, organisations are requested to start planning where their cargo needs to be next year and by when; to identify if there is sufficient storage space in those locations; and to include realistic logistics costs in 2023 project budgets.

4. Road Access Constraints

• No road in or out of Bentiu is currently passable due to the ongoing floods. However, there are ongoing efforts by WFP to rehabilitate the roads.
• Organisations are invited to share information on road accessibility with the team via southsudan.clustercargo@wfp.org.

5. AOB/Discussion

• More information and all the Logistics Cluster resources can be found on the webpage.
• The generic email address southsudan.clustercargo@wfp.org should be copied in all requests for assistance.
• The Logistics Cluster will conduct a practical Service Request Form (SRF) training in early December.
• Participants of the Basics of Humanitarian Logistics Training who have not collected their certificate yet are asked to pick up theirs at the office.
• The Logistics Cluster will create a WhatsApp group for Logistics information sharing.
• Partners in need of maps can request these from the Logistics Cluster office.
• The Logistics Cluster Bentiu mailing list for information sharing will be updated.

The next Logistics Cluster Bentiu coordination meeting will be on Tuesday 22 December at 10:00 am in the Humanitarian Logistics Base conference room.

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:fiona.lithgow@wfp.org">fiona.lithgow@wfp.org</a></td>
</tr>
<tr>
<td>Blessing Dzambo</td>
<td>Logistics Cluster Deputy Coordinator</td>
<td><a href="mailto:blessing.dzambo@wfp.org">blessing.dzambo@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>Natalie Emery</td>
<td>Logistics Officer</td>
<td><a href="mailto:natalie.emery@wfp.org">natalie.emery@wfp.org</a></td>
</tr>
<tr>
<td>Simon Gai</td>
<td>Logistics Associate</td>
<td><a href="mailto:simon.gai@wfp.org">simon.gai@wfp.org</a></td>
</tr>
<tr>
<td>Peter Kagwa</td>
<td>Storekeeper</td>
<td><a href="mailto:peter.kagwa@wfp.org">peter.kagwa@wfp.org</a></td>
</tr>
<tr>
<td>Joyce Bosco</td>
<td>Storekeeper</td>
<td><a href="mailto:joyce.bosco@wfp.org">joyce.bosco@wfp.org</a></td>
</tr>
</tbody>
</table>

https://www.logcluster.org/ops/ssp11a