

LOCATION: National Ebola Command Centre (NECC), Monrovia, Liberia

DATE: 8 January 2015

CHAIR: Logistics Cluster Coordinator

PARTICIPANTS: German Red Cross, Swiss Red Cross, Save the Children, Plan International, Accel, Impact Mission Relief International, Mercy Corps, Swedish Civil Contingencies Agency (MSB), Joint Forces Command Operation United Assistance (JFC/OUA), Bureau of Corrections and Rehabilitation/Ministry of Justice (BCR/MoJ), Defense Logistics Agency (DLA), Médecins du Monde (MDM), International Rescue Committess (IRC), UN Resident Coordinator (RCO), US Army, USAID/OFDA, IFRC, IOM, UNMIL, UNMEER, UNICEF, WHO, WFP

ACTION POINTS:

- The Logistics Cluster to share more detailed guidance of the release process of goods from other organisations.
- Attendees advised to reconfirm their interest in the Swiss donation of generators.
- The Logistics Cluster to share standard service portfolio.
- The Logistics Cluster to follow up with information regarding the type, model, weight and volume of donated incinerators.
- The Logistics Cluster to follow up with additional information regarding dispatch/transport plans if/when correction facilities are able to produce supply chain.
- The Logistics Cluster to distribute catalogue with generic and RITE specifications.

AGENDA:

1. Announcements
2. Service Outline
3. Planned Logistics Activities
4. Donations
5. Air Operations
6. A.O.B

1. Announcements

- The Logistics Cluster Coordinator highlighted the standardized service flows and shared the general trend of lengthening the planning window.
- The Logistics Cluster asked participants to reduce ad hoc non urgent requests and instead share dispatch plans as early as possible, as a significant increase in dispatch activity is expected in the coming weeks.
- An update on the Logistics Cluster's main hubs and five Forward Logistics Bases (FLBs) was provided as well as the storage space available and the kitting services ongoing at the main hub.
- Attendees were advised that a decentralized supply chain approach will be used for future dispatches through the five FLBs.
- The Logistics Cluster Coordinator reported that there have been challenges regarding trucking capacity and that this will be further monitored since a significant scale up of resources is expected.

2. Service Outline

The following points were discussed regarding the standardized service portfolio of the Logistics Cluster in Liberia:

- The Logistics Cluster Coordinator shared the upstream and downstream logistics supply chain, as well as storage and transport services where applicable.
- The Logistics Cluster Coordinator advised that the Logistics Cluster is facilitating the customs clearing process for the upstream supply chain. The Logistics Cluster does not actually clear the goods, but instead streamlines this process. The Logistics Cluster has a dedicated staff member who consolidates the documents and liaises with the government agencies in charge of customs clearing. Attendees were informed of the necessary documents needed for customs clearance as well as access at least four to five days prior to the arrival of goods.
- Vehicle registration is not provided by the Logistics Cluster.
- The Service Request Form (SRF) was explained, its function and where it can be found on the Logistics Cluster website.
- SRFs should be submitted to Liberia.cargo@logcluster.org. The Logistics Cluster Coordinator advised on points of contact regarding SRF submission. A verification of the received SRF acts as the first contact between the requesting organisation and the Logistics Cluster, followed by contact with a service manager on the dispatch level and a local point of contact on the receiving end.
- The Logistics Cluster Coordinator advised that the release order process for the retrieval of goods from either the Ministry of Health, UNICEF, WHO or USAID would be finalized and shared soon. The Logistics Cluster Coordinator emphasized the fact that the Logistics Cluster is only acting as a middle man for the release of other organisation's goods.
- The Logistics Cluster Coordinator advised attendees that the Logistics Cluster determines whether cargo is to be moved by either air or road. All requests for passenger movement, whether regular or special flight, need to be sent to UNHAS.WAC@wfp.org.
- All of the above mentioned services will be shared and distributed as a standard service portfolio.

3. Planned Logistics Activities

- Attendees were informed of the current and planned Ebola Treatment Units (ETUs) and Community Care Centres (CCCs) in Liberia, as well as the Government health facilities, the rapid response capacity and schools reopening on the second of February.
- The Logistics Cluster Coordinator outlined all of the above facilities as this will require a significant amount of the Logistics Cluster's trucking capacity.

- Attendees were informed that more than 5000 schools will reopen on the second of February. Schools will reopen with precautions in place (thermometers, hand washing buckets etc.). Books and other supplies will be provided at a later stage.
- The Logistics Cluster Coordinator is kindly asking attendees to share dispatch plans in a structured way at least one to two weeks in advance.
- The Logistics Cluster main hub is more than 90% full, currently with an overstock of Personal Protective Equipment.
- Regarding supply chain, a decentralized approach (to be implemented in the near future) was explained: The five FLBs will act as central hubs for all ETUs/CCCs in the field in need of cargo. Attendees were advised to start contacting the FLBs for all future requests for all counties not serviced by the main hub. Start-up kits and resupplies will be available at these hubs. A catalogue with generic and RITE specifications will be created and distributed.

4. Donations

- Attendees were shown a final allocation plan regarding the Swiss donation of generators. Attendees were informed they will receive an email with their allocated generator and will be asked to reconfirm their interest.
- The dispatch of the Maersk containers is ongoing; attendees were reminded the actual transfer of ownership of these containers will be from Maersk to the humanitarian organisation receiving the containers.
- The Logistics Cluster has received four requests for information regarding the four donated incinerators. The Logistics Cluster to follow up with information regarding the type, model, weight and volume of the incinerators.

5. Air Operations

- The Logistics Cluster emphasized chlorine is a dangerous good to transport and it was therefore requested to share any movement of chlorine together with the standard SRF.
- The second of the four funded flights departing from Cologne, Germany is expected to land in Monrovia on 9 January at approximately 18h00. The flight will carry medical supplies, protective gear and operational support equipment for several agencies.

6. A.O.B.

- One attendee raised the issue of Ebola Virus Disease (EVD) cases in correction facilities and enquired about possible dispatch plans. The Logistics Cluster can offer information on transport and dispatches if the correction facilities are able to produce the supply chain.

- OFDA reported they have several items that can be handed out to interested humanitarian organisations. For specifications on these items, attendees were advised to send an email to DARTEbola_logs@ofda.gov.

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