
The Logistics Cluster supports humanitarian actors in South Sudan with road convoy coordination on multiple routes throughout South Sudan, provided roads are passable. The convoys are strictly for cargo, using trucks and/or light vehicles, and are not intended for passenger travel. This document outlines operational procedures that convoy participants must follow.

Deadlines

- Organisations **must strictly adhere to deadlines provided by the Logistics Cluster**. Failure to comply with deadlines may result in an organisation being unable to participate in convoys.
- All humanitarian road convoy plans and the respective deadlines will be communicated via the Logistics Cluster mailing list during coordination meetings, and on [the Logistics Cluster website](#).

Clearances

- Organisations must apply for and obtain clearances from the South Sudan Relief and Rehabilitation Commission (RRC) and the Joint Border Verification and Monitoring Mechanism (JBVMM) prior to having vehicles depart with the convoy.
- Clearances can take up to two weeks to obtain and should be sought as soon as a planned convoy is known.
- The duration of the clearance should be for at least six weeks, from the date of the start of convoy.
- OCHA will obtain blanket JBVMM clearances for all humanitarian cargo on each Logistics Cluster convoy route monthly. These can be used for convoys if an organisation cannot get their clearance on time. However, it is still recommended for organisations to obtain their own clearances from the JBVMM.
- The Logistics Cluster will share examples of clearance request letters with each convoy notification email via the mailing list.
- The Logistics Cluster works closely with the World Food Programme (WFP) Access and Security units to mitigate risks along the convoy routes. The Logistics Cluster convoys do not travel with UNMISS force protection except as a last resort when traditional means of risk mitigation are insufficient. In this case, the cluster will apply for force protection on behalf of the participating organisations.

Vehicle Condition

- Each truck/light vehicle should be in a good mechanical condition. Organisations are responsible to check for significant wear and tear, tire pressure, etc.
- It is highly advisable that vehicles in the convoy travel with a full complement of spare parts (filters, belts, spare tires, motor oil, etc.).

Visibility

- Organisations must ensure that each truck/light vehicle is well branded with their organisation logos. It is suggested to use at least one of the following items: flags, banners, or large stickers.
- Visibility items must be recovered once the mission has been completed. Transport vehicles cannot display humanitarian logos for return trips for any reason unless that trip is also in transport of humanitarian cargo.

Cargo

- Cargo transported in the convoy must be on the behalf of recognized humanitarian organisations only and must only be humanitarian relief supplies.
- No commercial cargo is allowed at any point of the convoy.
- Logistics Cluster oversight of convoys ends after trucks/light vehicles reach the final destination(s). At this point, transport companies may opt to carry non-humanitarian cargo, in which case they cease being part of a humanitarian convoy.

Transporter Briefings

- Organisations are responsible for conducting detailed briefings with transporters/drivers.
- Organisations are responsible for ensuring all truck and driver details (including phone numbers) submitted on the Convoy Details Request Sheet are accurate.
- All trucks/vehicles should have an alternate driver. The driver's alternate should be legally able to drive and have experience with long-haul trucking.
- Drivers should not pick up hitch hikers or other persons not originally indicated in the Convoy Details Request Sheet.
- Drivers or convoy vehicles are strictly prohibited from transporting soldiers or non-state armed actors under any circumstances. Any instance of this will be raised with organisation's convoy focal point and in repeated or major cases of non-compliance may impact partner participation in convoys in the future.
- Organisations must remind transporters that the trucks should remain together for the duration of the convoy.
- Drivers must travel with AT LEAST SIX COPIES of the JBVMM and RRC clearances and must present them to authorities when asked.
- Drivers must carry all the necessary legal documentation clearing them to drive in South Sudan. All trucks/vehicles must comply with government requirements for safety items and carry these items on each convoy.

Meeting Times

- All trucks must meet at 6:30 am on the scheduled convoy departure date, unless otherwise stated by the Logistics Cluster. Onward movement is normally expected to begin at 7:00 am.
- The exact convoy departure location, with a map highlighting the assembly point, will be shared on the day before the departure.
- Trucks should be fully fueled and ready to depart upon reaching the assembly point.
- Where possible, the Logistics Cluster will be present at the convoy meeting point to coordinate movement and steer drivers out of departure location. If drivers are late the convoy cannot be held up.

Check Points

- Depending on the final destination, drivers will pass a high number of checkpoints.

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- As per the Presidential Decree signed November 2017, humanitarian convoys shall have free and unhindered movement throughout the country. The Logistics Cluster shares copies of the Presidential Decree with all convoy participants. Drivers should carry multiple copies of the decree with them while in route.
 - Following each trip, organisations are requested to report the number of checkpoints encountered and the total cost of the trip. The Logistics Cluster will pass on this information to the Inter-Agency Access Working Group.

Breakdowns

- In the event that a truck/vehicle in the convoy breaks down while in transit, all convoy vehicles must stop. The convoy leader must contact the designated Logistics Cluster focal point immediately to confirm further instructions.
- As a risk control factor, partner organisations and transport companies are encouraged to have a repair and recovery plan (spare parts, a chase vehicle, easy access to a recovery vehicle, etc.).
- Convoy can only resume after it is determined that a repair/recovery effort is underway, or if the Logistics Cluster focal point determines that it is safe to leave a vehicle behind.

Curfew

- For safety purposes participants in the Logistics Cluster coordinated convoys are prohibited from driving at night, during which all vehicles must be parked.

Focal Points

- A convoy leader/deputy convoy leader will be appointed by the Logistics Cluster staff member attending the departure point among the drivers. The convoy leader will be the main focal point for the convoy at checkpoints and will act as a reporting mechanism along the route.
- Organisations are requested to contact their drivers twice a day to ensure movements are going as planned and give regular updates to the Logistics Cluster.
- All liaison/contact with the drivers/transporters remain the responsibility of the organisation during the duration of the convoy.
- The Logistics Cluster will contact the convoy leader on a daily basis and will share the location and status of the convoy with participants. For any urgent communication, organisations should contact the Logistics Cluster immediately.

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Contacts

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