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# Meeting Minutes, 27 July 2021

Addis Ababa, Ethiopia



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<b>LOCATION</b>	Addis Ababa, online
<b>DATE</b>	27 July 2021
<b>CHAIR</b>	Andrea Rosales, Logistics Cluster Coordinator Ato Tadesse Bekele, Senior DRM Adviser
<b>PARTICIPANTS</b>	Alight, Care International, Catholic Relief Services (CRS), Concern Worldwide, Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO), FHI360, Foreign Commonwealth & Development Office (FCDO), GOAL, International Committee for the Development of People (CISP), International Committee of the Red Cross (ICRC), International Organization for Migration (IOM), Islamic Relief, Lutheran World Federation (LWF), Medair, Medical Teams International, Médecins Sans Frontiers Belgium (MSF), Médecins Sans Frontiers Holland (MSF), National Disaster Risk Management Commission (NDRMC), OXFAM, Plan International, Save the Children, People in Need, Trócaire, United Nations Children's Fund (UNICEF), United Nations Office for the Coordination of Humanitarian Affairs (OCHA), United Nations High Commissioner for Refugees (UNHCR), World Food Programme (WFP), World Health Organization (WHO), World Vision (WVI), ZOA
<b>ACTION POINTS</b>	<ul style="list-style-type: none"><li>• Partners are requested to submit their <a href="#">Service Request Form</a> (SRF) via <a href="mailto:ethiopia.logisticsclustercargo@wfp.org">ethiopia.logisticsclustercargo@wfp.org</a> at least <b>72 hours</b> before the departure of the convoy in order to dispatch their cargo.</li><li>• Partners joining the convoy with their own truck are requested to submit the required information via <a href="mailto:ethiopia.logisticsclustercargo@wfp.org">ethiopia.logisticsclustercargo@wfp.org</a> at least <b>48 hours</b> before the convoy's departure.</li><li>• Partners who would like to request MSUs for their storage needs to write to <a href="mailto:ethiopia.logisticsclustermisu@wfp.org">ethiopia.logisticsclustermisu@wfp.org</a>.</li><li>• Partners interested in WFP Cost Recovery Fuel services may contact <a href="mailto:helen.somes@wfp.org">helen.somes@wfp.org</a> ; <a href="mailto:annemaud.drueon@wfp.org">annemaud.drueon@wfp.org</a></li><li>• Partners interested in UNHAS flights from Mekele to Addis Ababa to send booking requests to <a href="mailto:UNHAS.Ethiopia@wfp.org">UNHAS.Ethiopia@wfp.org</a> and copying <a href="mailto:Addis.Alemayehu@wfp.org">Addis.Alemayehu@wfp.org</a></li><li>• WFP to share with a partner the Service Level Agreement</li><li>• Partners to make sure truck drivers carry their IDs and follow OCHA recommendations.</li></ul>
<b>AGENDA</b>	<ul style="list-style-type: none"><li>• Welcome and Introduction</li><li>• NDRMC Updates</li><li>• OCHA Updates</li><li>• UNHAS Updates</li><li>• Operational Updates</li><li>• Humanitarian Convoys</li><li>• WFP Cost Recovery Fuel Service</li><li>• Training opportunities and MSUs requests</li><li>• FAQs and Partner Discussion</li></ul>

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## 1. NDRMC Updates

- Due to the absence of any convoy movement since the last coordination meeting, NDRMC reported that no notification letter was received to be processed by the institution.

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## 2. OCHA Updates

- UNDSS/OCHA completed the assessment of the road from Semera to Abala over the weekend. The final report has not been released yet, however OCHA shared some preliminary findings:
  - The road from Semera to Abala is secure.
  - The Abala-Tigray crossing was closed from both sides, but there is humanitarian movement allowed.
  - The radio connectivity close to Abala is challenging.
- Since the final report has not been finalised and there are ongoing discussions on the current situation, it is still not possible to know when the convoys will resume.
- OCHA and NDRMC are developing guidelines on the movement of humanitarian cargo.
- Movement within Tigray remains widely accessible; however, the lack of supplies such as cash and fuel continues as a primary bottleneck for the operations. Significant rainfall in the last few days also affected the physical access conditions, especially in North Western and Central zones. The Tekeze bridge is not passable at the moment due to heavy rains, but it is expected to be passable in the next 3 to 4 days.
- Access from Semera to Addis Ababa is still possible via the commercial road. However, the alternative route was closed over the weekend.

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## 3. UNHAS Updates

- Due to the absence of UNHAS at the meeting, the only update that was provided was the change in the flight schedule for the current week: the flights will take place on Wednesday 28 July and Friday 30 July. The following week the initial schedule will be resumed (Tuesdays and Thursdays). These flights cover the route Addis Ababa-Mekele-Addis Ababa.
- It was noted that bookings need to be made three days in advance via [UNHAS.Ethiopia@wfp.org](mailto:UNHAS.Ethiopia@wfp.org) copying [Addis.Alemayehu@wfp.org](mailto:Addis.Alemayehu@wfp.org)

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## 4. Operational highlights

- Regarding the humanitarian convoys from Semera to Mekele, there are currently 66 trucks coordinated or facilitated by the Logistics Cluster assembled in Semera. These trucks are positioned to join the next convoy when the movement resumes. 37 trucks were facilitated by the Logistics Cluster for eight partners, carrying mainly health, protection, shelter and WASH supplies. The remaining 29 trucks belong to partners joining the convoy with their own trucks.

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- The Logistics Cluster informed partners that coordination meetings are also periodically held in the different hubs: Mekele, Shire and Semera. Partners who have a presence in those areas were encouraged to attend the meetings.
- In terms of logistics services, currently, there is 2,000 m3 of cargo stored on behalf of 18 partners. Cargo is distributed in warehouses across seven locations: Shire, Mekele, Kombolcha, Addis Ababa, Adama, Gondar and Semera. Regarding transport, 92.7 mt were transported on behalf of one partner in the last week.
- The Logistics Cluster provided an update on the current storage capacity available to partners: Warehouses in Addis Ababa and Semera are almost at full capacity but warehouses in Adama, Gondar, Kombolcha and Shire have still more than 70% of their capacity available for storage. It was noted that the occupation levels are expected to change once the convoys are resumed.

## 5. Humanitarian convoys

- The Logistics Cluster explained the two ways to access the convoys:
  - For partners wishing to dispatch their cargo **accessing transport services facilitated by the Logistics Cluster**, they are requested to submit the [Service Request Form \(SRF\)](#) 72 hours in advance to [ethiopia.logisticsclustercargo@wfp.org](mailto:ethiopia.logisticsclustercargo@wfp.org)
  - For partners wanting to **join the convoy with their transportation**, they are requested to submit the following information 48 hours in advance to [ethiopia.logisticsclustercargo@wfp.org](mailto:ethiopia.logisticsclustercargo@wfp.org):

DESCRIPTION OF HUMANITARIAN CARGO:	Logistics cluster Cargo facilitating transport NFI on behalf of partners					
DATE OF DEPARTURE:		DEPARTURE LOCATION:	Semera			
ARRIVAL DATE:		ARRIVAL LOCATION:	Mekele, Tigray Region			
PREFERRED ROUTE	Semera-Abala-Mekele	ALTERNATE ROUTE				
NUMBER	AGENCY	DRIVER NAME / ALTERNATE	PHONE NUMBER(S)	VEHICLE NUMBER / TRAILER NUMBER	CARGO TYPE	WEIGHT OF CARGO
1						
2						
3						
4						
5						
6						

- Partners were requested to specify and include examples of the type of cargo and not only the sector. The information on the trucks is shared with NDRMC in advance to receive the notification letter that allows the convoy's movement through the checkpoints.

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### 5. WFP Cost Recovery Fuel Services

- WFP reminded partners how to access WFP Cost Recovery Fuel Services. If partners want to access this service, they should contact Helen Somes ([helen.somes@wfp.org](mailto:helen.somes@wfp.org)).
  - Initially, partners are requested to sign a Service Level Agreement with WFP where the conditions and responsibilities of the service are detailed.
  - Partners will be required to formalise their monthly needs at the Service Marketplace.
  - Advance payments will be required after formalising the request.
- The plan is to start providing the service in Mekele, but there are ongoing discussions on the possible expansion of the service to Shire.
- This service is accessible to the United Nations and International NGOs operating in Ethiopia under Cluster Leads and per OCHA authorised humanitarian organisations list.
- Currently, WFP is looking at providing 100,000 L of fuel monthly. This amount is the equivalent of two fuel trucks. Thus far, 18 partners have expressed interest in the services, and seven Service Level Agreements have been already signed. The seven signatory agencies and organisations have registered in the Service Marketplace. On the supply side, a contract is already in place with the supplier.
- WFP is also scaling up its staff in key locations -including Shire and Mekele- to support the implementation of this service.
- Finally, partners were reminded that this is a WFP bilateral service and not a service provided through the Logistics Cluster.
- As a response to an inquiry, WFP explained that there are no minimum or maximum fuel requirements. Nonetheless, this will depend on the availability of fuel on the ground.

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### 7. Logistics Cluster MSUs and training opportunities

- The Logistics Cluster reminded partners that they can expand their storage capacity through the request of MSUs. Currently, 56 MSUs are available to partners in Adama and 17 extra units will be added soon. The [SOPs](#) and specific [request forms](#) for this service can be accessed on the website.
- Partners were reminded of the upcoming online training session on Warehouse best practices. The session will take place on **28 July from 15:00 to 17:00** and the registration link was shared with the participants.

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### 8. FAQs and partner discussion

- A partner requested further clarification on the total number of trucks in Semera waiting to join the next convoy. The Logistics Cluster noted that the 66 reported trucks refer only to trucks coordinated or

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facilitated by the Logistics Cluster. The total assembled trucks in Semera is approximately 150, yet this figure also includes WFP trucks.

- A partner shared that they see an increase in storage prices due to the challenges of moving cargo into Tigray.
- Some partners raised questions on transport and storage services available within Tigray. The Logistics Cluster explained that while the fuel bottleneck is solved, the Logistics Cluster is expanding the storage capacity available to partners in Mekele to keep the cargo in transit. Partners were asked to formalise their request by submitting a [Service Requests Form](#) (SRF) via [ethiopia.logisticsclustercargo@wfp.org](mailto:ethiopia.logisticsclustercargo@wfp.org).
- Two partners requested information on the status of their trucks in Semera. One partner was informed that their cargo is ready in Semera to move with the next convoy, and the Logistics Cluster will follow up bilaterally with the other partner.
- As a reply to a partner on how to follow their cargo status, the Logistics Cluster described the process to access this information online using the tracking number.

**The next Coordination Meeting is scheduled for 3 August at 11:00 EAT.**

### Contacts

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