
Meeting Minutes, 6 September 2021

Shire, Ethiopia



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| LOCATION | Shire, Ethiopia |
| DATE | 6 September 2021 |
| CHAIR | Logistics Cluster |
| PARTICIPANTS | Centre of Victim for Trauma (CVT), Food and Agriculture Organisation (FAO), Food for the Hungry Ethiopia (FHE), Imagine 1 Day (I1D), Innovation Humanitarian Solutions (IHS), International Committee of the Red Cross (ICRC), International Medical Corps (IMC), International Organization for Migration (IOM), International Rescue Committee (IRC), Medical Teams International (MTI), Samaritans Purse (SP), World Vision Ethiopia (WVI), ZOA |
| ACTION POINTS | <ul style="list-style-type: none">• Logistics Cluster to follow up with Addis Ababa team on UNHAS update of Shire Airport.• Partner to contact WFP team to inquiry on the fuel delivery status (annemaud.drugeon@wfp.org; sara.berhanu@wfp.org).• Partner to reach out to WFP Bilateral Service Provision team to ask for further clarification on how the fuel is calculated.• Partners to share with Logistics Cluster their weekly operational updates on logistics activities every Friday by close of business which will be shared in the Shire ICCG Meeting held every Monday at 11:00 am. |
| AGENDA | <ul style="list-style-type: none">• Welcome and Introduction• UNHAS Updates• Operational Updates• Humanitarian convoys• WFP Cost Recovery Fuel Service• Training opportunities & MSUs requests• FAQs and Partner Discussion |

1. Welcome and introduction

- The chair welcomed all partners to the meeting and encouraged them to participate in the Logistics Cluster Coordination Meetings held biweekly. Thereafter, all partners introduced themselves and the chair reviewed action points from the last meeting.

2. UNHAS Updates (Addis Ababa-Mekele)

- Partners were informed that UNHAS flights have been scheduled for every Tuesday and Thursday and they should book at least 4 days in advance of departure. Cancellations need to be made at least 3 days before departure.

3. Operational Updates

- The total warehouse capacity at the warehouse in Shire is 560 m². Currently used space is 1.4%, equivalent to 8 m² and 98.6% of its capacity is available to partners, equivalent to 552 m².
- Currently the warehouse is storing medical items and NFIs cargo from two partners. 16 mt of the cargo (medical items) are stored in the concrete logistics operations warehouse, thus it is not included in the warehouse capacity.
- Logistics Shire dispatched 4.2 mt of Dignity kits on behalf of two partners.
- Logistics Cluster supported two partners in transporting NFIs within Shire town.
- The convoys from Semera to Mekele have resumed on 2 September.

4. Humanitarian Convoy

- Partners were informed that they have two options to access the convoys:
 - Partners wishing to request for Logistics Cluster transport services should submit the [Service Request Form \(SRF\)](#) at least 72 hours in advance to ethiopia.logisticsclustercargo@wfp.org.
 - Partners joining with their own trucks should fill the form below. It must be submitted at least 48 hours in advance.
- A notification is sent by the Logistics Cluster to NDMRC with all the information on the trucks joining the convoys.

| NUMBER | AGENCY | DRIVER NAME / ALTERNATE | PHONE NUMBER(S) | VEHICLE NUMBER / TRAILER NUMBER | CARGO TYPE | WEIGHT OF CARGO |
|--------|--------|-------------------------|-----------------|---------------------------------|------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

5. WFP Cost Recovery Fuel Service

- Partners were informed that WFP has already provided fuel to 8 partners through Bilateral Service Provision on 100% cost recovery in Mekelle, and this service will be rolled out in Shire in coming weeks.
- The amount of fuel needed by partners is 205,000 Litres per month.
- Partners were informed to directly contact WFP Bilateral Service provision team for their fuel needs via annemaud.drugeon@wfp.org, helen.somes@wfp.org and sara.berhanu@wfp.org.

6. Training opportunities & MSUs requests

- Partners were informed that the Logistics Cluster offers basic logistics trainings on-demand, aiming to provide helpful and practical knowledge to partners. These trainings are intended for staff dealing with cargo movement.
- Partners were informed that Logistics Cluster has 56 Mobile Storage Units (MSUs) available to partners for their storage needs. The Logistics Cluster can support with their transport and assembly.

The next Shire Logistics Cluster Coordination Meeting is scheduled for 13 September 2021 at 14:00 EAT at UNHCR conference room.

Contacts

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