LOGISTICS CLUSTER

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Products

Sitrep: Sitreps/and Consolidated Sitrep (as required –then weekly):

The Logistics Cluster sitreps are the main regular written summary key logistics facts, events and issue. When an operation is organized around different areas or logistics hubs then a consolidated sitrep is produced for dissemination consolidating the info coming from different location and sources. They should be produced on a regular schedule determined by the need: normally at the beginning of an emergency on a daily basis that then can be shifted to 3 times per week, weekly followed by the compilation of a biweekly bulletin.

Sitreps are circulated by the author to the humanitarian actors in the crisis and through the ad hoc created mailing list and then made available to a broader audience through the webpage.

Schematic guidelines for the Sitrep are available in Annex 1, a template of the Logistics cluster Sitrep is available in ANNEX 2 and the Sitrep Lifecycle available in ANNEX 3.

Meeting minutes:

The meeting minutes’ intent is to represent through bullet points the major issues touched during the logistic cluster meeting. They should be circulated to the clusters participants the same day the meeting was help. Particular attention should be given to the ACTION POINTS box where the action that need to be taken by the cluster or the partners are highlighted.

Please also be sure that the Date and Location of the next cluster meeting is clearly stated in red in the minutes.

Concept of Operation (ConOps):

In order to improve coordination and to make the best use of available logistics assets on the ground, the Concept of Operations (ConOps) help actors to agree on a specific set-up and can outline roles, responsibilities, and procedures.

A ConOps is a short paper that supports the greater humanitarian community, and usually includes the following sections:

- Executive summary: short outline of the scale of an emergency and scope of envisaged required logistics response including augmentation services.
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- Planning assumptions and risk factors, if applicable
- Upstream pipeline and transport
- Corridors and entry points, including cargo consolidation or transhipment points, if required
- Downstream pipeline
- Coordination mechanisms
- Transport and warehousing assets available and tasking mechanisms
- Cargo movement request procedures
- Roles and responsibilities of actors involved

The ConOps provides a brief overview of the structure and processes you will use in the operation. The ConOps should enable new staff and organisations arriving into the theatre of operations to immediately have a clear understanding of what and how you plan to implement the relief operation and it is the basis for your Special Operation* and logistics input to your Emergency Operation document(s).

* Special Operations is a Programme Category for interventions undertaken to:
1. rehabilitate and enhance transport and logistics infrastructure to permit timely and efficient delivery of food assistance, especially to meet emergency and protracted relief needs;
2. Enhance coordination within the United Nations System and with other partners through the provision of designated common services.

Standard Operating Procedures (SOPs):

Once the ConOps has been endorsed by the cluster members, it is build into more detailed documents such as the Standard Operating Procedures (SOPs).

This document attempts to capture on paper the Logistics Cluster plan to ‘operationalise’ the Logistics Services for the humanitarian assistance that will be put in place under a Special Operation (SO). It is envisaged that the plan will be regularly updated as the operation develops and as it becomes clearer the extent to which the Logistics Cluster is required to provide integrated common transport services to the entire humanitarian community.

Logistics Snapshots – Public – As information available:

The snapshots are one-page handouts designed to provide a quick overview of a logistically important issue or location. Essentially they are a summary or one-page version of the logistics guides. Alternatively they might be a republication of the executive summary of a thematic report.

They should be kept in sync with the relevant website pages, be distributed locally by field staff in printed version and by email, appear on the website and be mentioned in the bulletin. The snapshot should be reviewed and updated as appropriate during the life of a Logistics Cluster operation and clearly have the date prominent. For examples see [http://www.logcluster.org/gaza09a/supply-chain/hubs](http://www.logcluster.org/gaza09a/supply-chain/hubs)
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Logistics General Overview for activities:

The Overviews are one-page handouts designed to provide a quick overview of an operation or activity undertaken by the cluster. Essentially they are a summary or one-page version of the logistics guides. They can also be “stories from the field” and general articles to be shared about a certain activities which took place in an operation.

Instructions:

When an Ad hoc logistics service is set up by the cluster to serve the humanitarian community, such as staging areas (as in the case of the Bangkok staging areas for the Myanmar operation) detailed snapshots on the instruction to access the services can be produced.

The instruction aims to give all the necessaries details (such as structure, contacts, rates etc) to the user for them to be able to access the services on the quickest and easiest way as possible.

Bulletin – Public Weekly (during operations):

The Logistics Cluster bulletin is the primary mechanism the cluster uses to:

- advise agency field logisticians, headquarters planners, donors and other humanitarian actors of details on the logistics situation in the crisis, and any bottlenecks and issues of key concern
- Outline and analyse the overall logistics situation and any near and longer term strategic issues that should be addressed
- Communicate the main Logistics Cluster activities and priorities.

Users subscribe to the bulletin mailing list via the Logistics Cluster website. The bulletins are usually written in the field or by the Global Cell in HQ using information from Logistics Cluster field sitreps and other sources,
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and must be edited and approved/cleared for release as they often discuss sensitive issues. The bulletins are short and focused, concentrating on new developments, current problems/recommendations and an analysis of key issues. Details or other thematic are published in separate Logistics Guides that are updated when required.

Transport Schematics:

Provides a summary overview of the status of the key humanitarian access corridors to the flood affected area, as well as additional information regarding the status of individual feeder roads and key infrastructure points within the affected area.

- **General overview** of the pipeline flow
- **Cargo movement prioritization**
- **Supply tracking** of the common transport service
- **Ad hoc** reports based on users requests.

Joint Supply tracking reports:

The matrix provides general overview of the affected area incorporating distance/time information on key routes to help facilitate logistical planning by agencies. Information is gathered within the logistics users’ community.
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End of Mission report – released after a Logistics Cluster operation closes:

At the end of the emergency phase, of each Logistics Cluster operation a report is usually written that summarises the key cluster activities, achievements and summarizes the lesson learned in the operation. All significant Logistics Cluster missions to date have been reviewed when finalized. These reviews/ End of Mission Report, involve all key stakeholders, including the Logistics Cluster, agencies, national authorities and NGOs. The final report of these reviews is a public document, available online and distributed to all stakeholders, the UN Country Team and donors and made available to the broader humanitarian community. Prior reviews are available at http://www.logcluster.org

Website – Public and Internal sections – updated daily:

The Logistics Cluster website is the primary archive and publication mechanism for all Logistics Cluster information products listed in this document as well as detailed information on logistics facilities and activities reported by Logistics Cluster staff in the field. It is managed by the Global Logistics Cluster Support Cell Information Management pillar and has a number of key features.

- All logistics information from every Logistics Cluster operation.
- All Logistics Cluster publications and reports.
- Breaking news for new information.
- Crisis specific areas with logistics information on each crisis.
- Subscription forms for the Logistics Cluster mailing list.
- Full text search of all documents and pages on the site.
- Archives of previous UNJLC and Logistics Cluster operations.
- Links to key sources of relevant logistics information.
- Information on upcoming Logistics Cluster trainings as well as secure areas for download of training materiel for participants.
- In some emergencies the site also provides a helpdesk for logistics questions which is answered by Logistics Cluster staff.