

Logistics Cluster Information Management Products

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

Logistics Cluster
Gaza Crisis Consolidated Sitrep
DATE: 17th January 2009

COMMENTS:

- 1. HUMANITARIAN:**
 - The JCC meeting meeting it was reported that the number of people in URBANA 21 continued to increase, this increased by 4,500 to reach the total number of 22,394. Figures are expected to increase.
- 2. BORDER CROSSING:**
 - The JCC is continuing the request to IDF for opening the crossing for trucks.
 - Since 18:00 on 17th January there has been no vehicles crossing the border. The stand up cargo on the Palestinian side of Erez-Thulim crossing point has been spilled today.
- 3. LOGISTICS COORDINATION:**
 - Rafah: 10 trucks of medical supplies (Saudi donation) crossed to Gaza from Rafah.
- 4. CIVIL MILITARY COORDINATION:**
 - A coordination meeting took place between the COUAT, JCC, ICRC and URBANA to review the proposal of cooperation in order to receive security incidents related to vehicle movement inside the Gaza Strip.
 - During the JCC meeting the local authorities informed that as of tomorrow a daily meeting will be held between IDF Civil Coordinator and humanitarian organizations for the time being URBANA and ICRC to improve coordination on the ground.
- 5. AIRBORNE:**
 - URBANA will escort tomorrow the delivery of up to 185,000 litres of heavy fuel from Hahat City to Gaza City and to powerplant.

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 minute's 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 held. 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.

Meeting Minutes of the Gaza Logistics Cluster
Jerusalem
23rd January 12:00
Gaza Crisis Response

ACTION POINT MEMBERS: to submit stories from the field for the bulletin
ACTION POINT IC: distribute the final draft of the bulletin
ACTION POINT MEMBERS: submit the list of items that organizations are intending to import to be checked with the UN
ACTION POINT IC: UN/CO provides availability
ACTION POINT: letter for the heads of organizations on the acceptance of the system and personnel entitled to submit CMAs

- Apologies for changing the venue and thanks to UICP for hosting the meeting
- Production of new staff: Matthew Hellingworth, Head of Global Logistics Cluster Support Cell, Karen Ann SPCA, that will be based at the URBANA Border, for expansion, dedicated to the receiving and processing of CMAs.

- JCC updates:**
 - The JCC has been discontinued and all coordination activities will be transferred back to COUAT.
 - There is some confusion on how the coordination system will work.
 - Regarding coordination mechanism for cargo moving into Gaza, COUAT informed that they would prefer that the coordination continues through the Log Cluster (including URBANA and ICRC).
- UN/CO:** next COUAT meeting is scheduled for Monday.
- UN/CO:** informed that they applied for through COUAT and are waiting for authorization before proceeding through other procedures.
- IC: there is still no clear message related to old procedures prevailing on new ones. There are efforts ongoing from the local authorities to streamline and clarify the process and procedures.

- Requested for updates information.
- The IC requested organizations to submit their incoming pipeline to improve coordination structures and support the establishment of priorities and consolidation of needs.

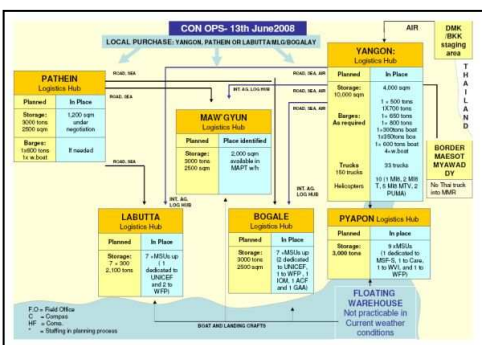
- SOAs and CMAs updates (sub group to meet after the meeting)**

As of Tuesday the IC has been receiving CMAs. For specific issues related to the organizations that submitted CMAs or a similar working group will be held after the meeting for clarification.

General Comments:
Organizations: please make sure that the consignee's aware that the goods are coming and where they are going to be delivered, please inform the consignee when submitting the CMAs.

Delivery delays: several organizations are submitting CMAs starting URBANA as consignee by default. The IC needs a confirmation from this agency that they are waiting and needs to receive the goods indicated to be given to URBANA if it uses one planning to use URBANA or

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 transshipment 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).

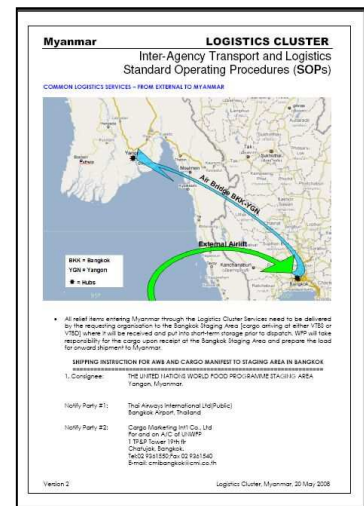
* Special Operations is a Programme Category for interventions undertaken to:

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>

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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.

Operational Overview as of 9th June 2008

The Logistics Cluster is able to provide efficient services in the aftermath of Cyclone Nargis, with the Myanmar Government and UN agencies providing the necessary support. The Logistics Cluster is currently providing support to the Myanmar Government and UN agencies in the aftermath of Cyclone Nargis. The Logistics Cluster is currently providing support to the Myanmar Government and UN agencies in the aftermath of Cyclone Nargis.

Category	Quantity
Food	1,000 tons
Medical supplies	500 tons
Construction materials	2,000 tons
Other supplies	1,000 tons

Instructions:

Logistics Cluster Snapshot Myanmar
Delivery Instructions for the Bangkok staging area

These instructions are addressed to UN Agencies, International Organizations, Governmental and Non-Governmental Organizations, and other agencies to support the relief operations in Myanmar.

The purpose of this document is to provide the necessary information and instructions for the relief operations in Myanmar. It is intended for use by all agencies involved in the relief operations in Myanmar.

The instructions are divided into several sections, including: General Information, Delivery Instructions, and Contact Information.

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 necessary 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,

Weekly Bulletin n. 2
Gaza Crisis - Week 24th-31st January 09

Additional Information and the Gaza Crisis: The Logistics Cluster is currently providing support to the Gaza Crisis. The Logistics Cluster is currently providing support to the Gaza Crisis.

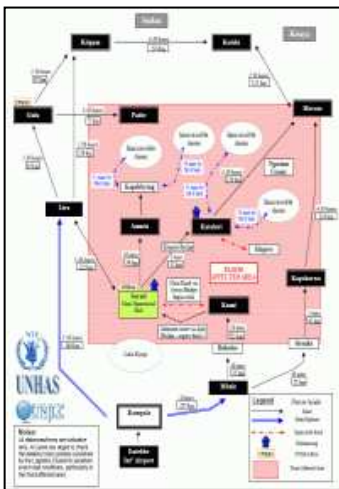
Operational Update: The Logistics Cluster is currently providing support to the Gaza Crisis. The Logistics Cluster is currently providing support to the Gaza Crisis.

Cluster Movement: The Logistics Cluster is currently providing support to the Gaza Crisis. The Logistics Cluster is currently providing support to the Gaza Crisis.

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and must be edited and approved/cleared for release as they often discuss sensitive issues. The bulletins are short and focussed, 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.

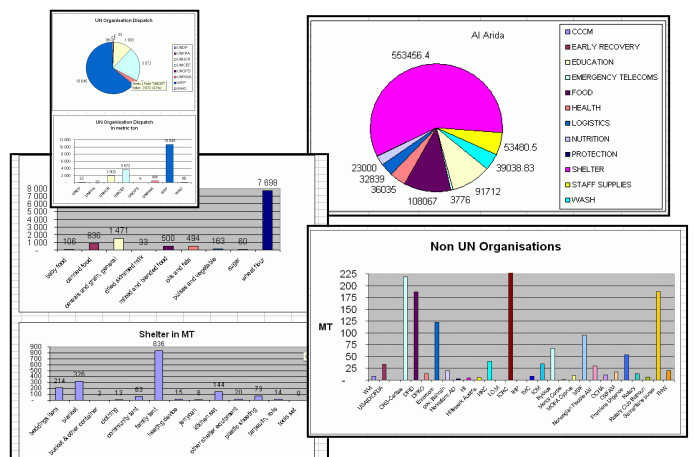
Transport Schematics:



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.

Joint Supply tracking reports:

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



Road condition Matrix:

Key Access Routes into the Teso Region:			
Route	Status	Restrictions	Comment
Mbale – Kumi	Open	None	
Kumi – Soroti (main road via Awoja bridge)	Closed	-	Bridge Closed by minister on 23 rd October
Kumi – Soroti (bypass via Agu Bridge)	Open	None	Repairs made, but delays may still occur near the Agu Bridge
Soroti – Katakwi (via Komolo Bridge)	Open	None	
Soroti – Amuria	Open	None	
Soroti – Wera	Open	None	
Soroti – Lira	Open	None	***Recommended route from Kampala to Soroti***
Lira – Gulu	Open	None	
Lira – Pader	Restricted	4wd only	
Lira – Kitgum	Restricted	10mt	
Gulu – Pader (via Awere)	Restricted	-	Difficult to pass near Lukor after rainfall
Gulu – Pader (via Atanga)	Restricted	10mt	

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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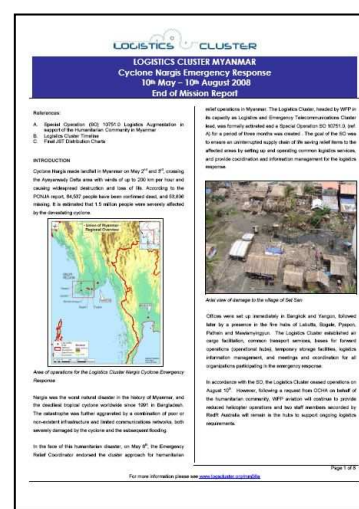
End of Mission report – released after a Logistics Cluster operation closes:

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.

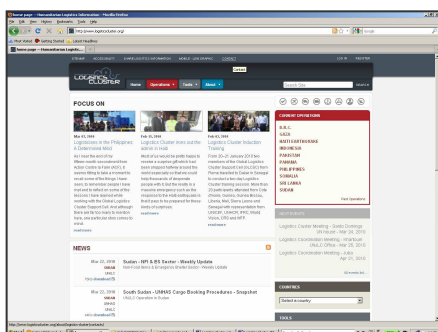
All significant Logistics Cluster missions to date have been reviewed when finalized. These reviews/ End of Mission Report, involve all key stakeholders, including the Logistics Cluster, agencies, national authorities and NGOs.

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 material for participants.
- In some emergencies the site also provides a **helpdesk for logistics questions** which is answered by Logistics Cluster staff.