



INTERAGENCY TRANSPORT AND LOGISTICS STANDARD OPERATING PROCEDURES (LOGISTIC CLUSTER GROUP) Ref. Lebanon Special Operation 10534.0

August 2006

This document attempts to capture on paper WFP's plan to 'operationalise' the Logistics Services for the humanitarian assistance in Lebanon under SO10534.0. It is envisaged that the plan will be regularly updated as the operation develops and as it becomes clearer the extent to which WFP is required to provide integrated transport solutions to the entire humanitarian community.

Executive Summary

To facilitate the supply of humanitarian relief materials to areas in Lebanon most affected by the recent conflict, WFP, on behalf of the United Nations, will establish supply routes into Lebanon through the Beirut International Airport using UN chartered aircraft; through the Ports of Beirut, Tripoli and Tyre (or Lattakia, in case access to Lebanese ports is impossible) using UN chartered vessels ex-Limassol in Cyprus; and across the Al Arida border-crossing using UN managed and marked fleets.

REQUIREMENTS

1. WFP as Logistics Cluster Lead Agency and the overall coordinator for this logistics operation should be the point of contact for any technical and operational negotiations with all involved parties. The initial point of contact (POC) will be through the following shared email address: Lebanon.cargo@unjlc.org
2. Entry points to be endorsed and agreed upon by all "parties to the conflict".
3. All "parties to the conflict" to give concurrence for the safety & security of the UN managed relief convoys.

UPSTREAM PIPELINE – EXTERNAL & OVERLAND SUPPLY CHAIN [FOOD AND NON-FOOD]

Overview:

Initially, relief commodities consigned for Lebanon will be consolidated in Cyprus at Limassol; in Syria at Al Arida on the northern border; and in Lebanon at Beirut port. Security situation permitting, further entry points may be made available in Tripoli and Tyre ports. At these consolidation hubs, cargo will be transhipped for onward movement to entry points and / or direct to hand over or distribution points. Strict procedures for the delivery, acceptance and onward movement must be put in place to ensure adequate control and management of the cargo.

These Consolidation and Loading Points (CLP) are transit hubs and are not intended for longer term storage due to limited warehousing (storage) space. This requires that Agencies to carefully manage their upstream supply chain to ensure that the flow of goods into the CLP meets available capacity.



To meet this requirement, Agency and “authorized NGO”¹ users must prepare and provide a forecast of intended shipments to the UN logistics operation two weeks in advance prior to delivery into the system. Notification should be sent to Lebanon.cargo@unjlc.org noting Agency/Organisation name; CLP destination; and ETA. No shipments to a CLP should be undertaken without prior written acceptance from the CLP.

All UN cargo entering Lebanon will be delivered by the requesting Agency to one of the CLPs indicated above where it will be received and put into short-term storage prior to dispatch. The United Nations Joint Logistics Centre (UNJLC) will receive and prioritize all cargo in accordance with the humanitarian priorities established by the Government of Lebanon and the UN Lebanon Country Team. The UN logistics operation will undertake verification and shipment of cargo from the CLP to destinations in Lebanon in accordance with the established priorities using a fleet of UN run and managed trucks.

Sea freight delivery ex-Cyprus:

The World Food Programme will provide two feeder vessels to pick-up humanitarian cargo consolidated in Cyprus and deliver it to Beirut, and potentially to Tripoli and Tyre. WFP, on behalf of the UN logistics service, will take responsibility for the cargo on receipt at either Larnaca airport and port or Limassol port; transport the cargo to the consolidation point in Limassol and prepare the load for onward shipment to Lebanon. The UNJLC will prioritise the cargo and the UN logistics operation will arrange onward movement of the cargo by sea to the appropriate Lebanon CLP.

Agencies wishing to utilise this shipping service should provide prior notification to the UNJLC office at the Limassol CLP one week before the arrival of the cargo. For onward movement of cargo to Lebanon the Agency will submit a UNJLC Cargo Movement Request form to the Lebanon UNJLC website 72 hours prior to the desired shipment date. The final consignee (in Lebanon), destination and contacts must be clearly indicated as well as any special cargo handling requirements must be indicated (dangerous goods, cold chain requirements, etc). WFP retains the right to reject dangerous goods or cargos which cannot be carried by the chartered vessels².

When the cargo is to be delivered to the Cyprus CLPs all required original documents related to the cargo must be provided to the CLP prior to its acceptance for forwarding. These documents must include, as appropriate, Bill of Lading (sea shipments), Way Bill or Air Way Bill (overland / air shipments), Manifest, Packing List, Donation / Gift Certificate, Declaration of Dangerous Goods / Hazardous Materials (when required), certificate of origin and phytosanitary or veterinary certificate for foodstuffs etc.

WFP has nominated Gulf Agency Company (GAC) as its clearing and handling agent for the 1st 30 days of the operations³, for receipt of inbound air and sea cargo to Cyprus and preparation for outbound shipment from Limassol to Lebanon. WFP will be responsible for all shunting at port, destuffing, transport to the CLP, intermediate storage and stacking, and loading on board vessel.

Cargo arriving by air or sea to Cyprus CLPs must be marked as “Humanitarian Relief Cargo In-Transit to Lebanon”; consigned to “Gulf Agency Company for Account of World Food Programme”; and notifying the UN Agency or NGO to whom the goods are consigned.

Al Arida border-crossing:

The WFP will provide a CLP at Al Arida on the Syrian side of the border with Lebanon. Agencies wishing to deliver cargo to the CLP will provide prior notification to the CLP 72 hours in advance of the

¹ “Authorised NGO” are those that are partners with any UN Agencies operating in Lebanon or who have been certified by OCHA in writing to WFP. In circumstances where an NGO wishes to avail itself of the UN Logistics Service, they must apply to OCHA Lebanon.

² This scenario is unlikely as long as the two week forecasting process is followed. WFP and UNJLC will ensure that the vessel cargo carrying capacities are published once vessels are fixed.

³ Dependent upon the response to a Request for Offers, the WFP may change their agent during the course of the operation.



arrival of the cargo to Lebanon.cargo@unjlc.org noting Agency/Organisation name; CLP destination; and ETA.

Agencies requesting onward movement of cargo to Lebanon will submit a UNJLC Cargo Movement Request form to the Lebanon UNJLC website 72 hours prior to the desired shipment date. The final consignee (in Lebanon), destination and contacts must be clearly indicated. WFP will not provide clearance and onward transport from Syrian ports and / or airports to the CLP, but will bear the costs of offloading inbound cargo at the CLP.

Cargo arriving at the Al Arida CLP must be marked as "Humanitarian Relief Cargo In-Transit to Lebanon".

Any special cargo handling requirements must be indicated (dangerous goods, cold chain requirements, etc.). When the cargo is delivered to the CLP all required original documents related to the cargo must be provided to the CLP prior to its acceptance for forwarding. These documents should include, as appropriate, Bill of Lading (sea shipments), Way Bill or Air Way Bill (overland / air shipments), Manifest, Packing List, Donation / Gift Certificate, Declaration of Dangerous Goods / Hazardous Materials (when required).

CLPs in Lebanon - Beirut port (Tripoli and Tyre ports, to be confirmed):

Agencies wishing to deliver cargo to the CLPs inside Lebanon will provide prior notification to the CLP 72 hours in advance of the arrival of the cargo.

Cargo arriving to CLPs through the UN logistics service will be cleared by WFP through the High Relief Committee. As per the current procedures humanitarian relief importation is exempted from customs duties.

DOWNSTREAM PIPELINE - INTERNAL SUPPLY CHAIN [FOOD AND NON-FOOD]

Overview:

UN Trucks will load humanitarian cargo at up to five UN established and managed facilities located at key cargo consolidation and loading points (CLP):

- CLP inside Syria in the vicinity of the Al Arida Border crossing.
- CLP in the vicinity of Beirut Port;
- CLP in the vicinity of Tripoli Port at a silo (with milling and bagging capacity for food) and a nearby warehouse for non-food items;
- CLP in the vicinity of Tyre Port, subject to the port being opened to humanitarian traffic;
- CLP within the grounds of Beirut International Airport, subject to it being deemed operational and open to humanitarian traffic.

UNJLC cells will be established at CLPs. UNJLC's role will be to facilitate the cargo and dispatch schedule, based upon the humanitarian priorities set by the National Authorities and UN Country Team. The UNJLC will provide food and non-food item upstream and downstream tracking services. The UNJLC's activities for the Lebanon relief effort are outlined in a separate Special Operation, the launch of which will coincide with the launch of this specific project.

All cargo should be prepared for loading 48 hours prior to dispatch ex-CLP. Deliveries of relief cargo to offloading points (locations with concentrations of beneficiaries) will be made by UN escorted and managed truck convoys. Relief items from humanitarian convoys will be off-loaded at beneficiary locations where they will be handed over to NGOs (local and international) and state institutions, such as hospitals and schools, to distribute to identified beneficiaries. NGOs or other receiving institutions are responsible to provide capacity for off-loading.

Logistics Coordination with parties to the conflict:



The WFP will provide a liaison officer based in the UN Offices in Jerusalem, reporting to the Deputy Special Representative of the Secretary General. The liaison officer will facilitate the processing of the cargo movement notification process with the Israeli Defence Forces. The WFP will keep the Lebanese Authorities informed through the High Relief Commission.

The Lebanese Army and the IDF (through UNSCO) will be notified of each convoy's details 24 hours ahead of departure by WFP. (note: details will include vehicle identification (make, model, markings, colour); cargo description; loading origin; offloading destination; estimated time of departure; waypoint details; and the estimated time of arrival).

These UN managed CLPs will be mapped and the GPS coordinates provided to the Lebanese Army and the IDF.

Transport Assets:

The UN logistics service will use a fleet of 100 trucks to transport relief commodities from the 5 CLP up to 10 designated delivery points. 50 trucks will be hired from the private sector and the other 50 trucks will be purchased by UN funds and deployed to the region. The 100 trucks will clearly marked as UN trucks.

The UN fleet will be managed by WFP on behalf of the UN agencies. The WFP fleet manager will report to the WFP head of logistics in Lebanon. Both UN owned and hired trucks will be driven by Lebanese drivers and adhere to UN security and operating procedures. While all Lebanon is currently under Phase IV, convoys will be escorted by two MOSS compliant vehicles.

Storage:

WFP will lease warehouses and / or erect mobile storage at the five CLPs. The warehouses will be clearly marked as UN warehouse. The port authorities in Beirut have offered free storage for WFP in case the mobile warehouse capacity will not be sufficient.

The minimum tented storage capacity will be:

Beirut Port	1,600 Mt / 2,000 Sqm capacity
Tyre Port	800 Mt / 1,000 Sqm capacity
Tripoli Port	1,600 Mt / 2,000 Sqm capacity
Al Arida Border crossing	3,200 Mt 4,000 Sqm capacity
Beirut International Airport	800 Mt / 1,000 Sqm capacity

Fuel:

In anticipation of fuel shortages in Lebanon, WFP will place mobile fuel tanks (bladder tanks) with a cumulative capacity of 175,000 litres as well as distribution pumps at the consolidation points in order to maintain the trucking fleet.

Secondary Transport:

WFP will deliver the relief commodities to the designated delivery points. NGOs and counterparts will receive the cargo and arrange for off-loading and the secondary transport from the UN warehouse to the extended deliver points or distribute their warehouse. All expenses related to distribution costs and/or transportation beyond designated delivery points will be born by the concerned agencies.

Attachments:

[UNJLC Cargo Movement Request](#)