

## How to: access Logistics Cluster cargo movement services

### Overview

The **response** of the **Logistics Cluster** to the **earthquake in Haiti** is articulated around **three key objectives**:

- to **facilitate inter-agency transport** and **temporary storage** through the provision of common services, in order to ensure the most effective use of resources;
- to **coordinate with** national/local authorities, international **military actors**, local **civil society**, **UN agencies**, **NGOs** and other relevant actors to build effective logistics support for the relief effort;
- to **provide** timely and accurate **operational information on all logistics-related matters** including procedures and bottlenecks to assist the humanitarian community.

The earthquake on 12 January **destroyed key infrastructure** in the capital Port-au-Prince and surrounding areas. One of the **biggest challenges** for the relief effort has been the **reception in country and transportation of life-saving aid** to those who most need it.

Having identified this gap, the **Logistics Cluster** set up cells in Port-au-Prince and Santo Domingo to **organise cargo transport** for the humanitarian community.

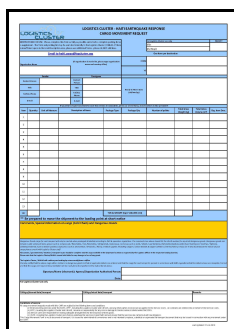
This **snapshot**, destined primarily for organisations involved in delivering humanitarian relief to Haiti, **explains how to access this service**.

### Cargo Movement

The Logistics Cluster has established **transportation services by surface and air** within Haiti and from Dominican Republic.

The Logistics Cluster also coordinates with the Haitian Government and international military units for the delivery of humanitarian cargo by air. If an organization has a requirement not to use military transport this can be communicated at the time of the request and any civilian assets will be used.

In order for UN agencies and NGOs to **submit a request for Logistics Cluster cargo movement services**, a **Cargo Movement Request form (CMR)** has to be filled in:



A **CMR** is a **recording and cargo movement prioritisation tool**, and part of the commodity dispatch tracking and information system. It serves a **key purpose in Logistics Cluster activities** with regard to **tracking relief commodities** dispatched through a Common Transport service during a humanitarian response operation.

### Critical information for filing a CMR:

- Organisation / Agency
- Sender: contact person, title, phone number, e-mail
- Consignee: contact person, title, phone number, e-mail (as per SOPs).
- Cargo moved from and to (destination)
- Cargo ready to move date
- Cargo description part: quantity, unit of measure, description of items, package type, package quantity, total gross weight, total gross volume
- Complete packing list
- Signature, date
- NO dangerous goods or cold chain can be accepted

All organisations wanting to make use of the above services **must submit a “Request Letter”** using the template available at

<http://www.logcluster.org/ops/hti10a/request-letter>

The letter confirms the understanding of the Standard Operating Procedures (SOPs) and provides details of those staff authorised to submit Cargo Movement Requests.

**Submit your request letter together with CMR and a full packing list to [Haiti.cargo@logcluster.org](mailto:Haiti.cargo@logcluster.org)**

**All CMRs should be submitted 48 hours before the desired date of transport**

**Receipt of CMRs will be confirmed by return email or phone call.**

**After the details of the CMR have been checked by the Logistics Cluster the User will be informed by email that the CMR has been ‘accepted’ for further processing.**

The next step: the CMR is received by **Logistics Officer** who **decides on the best means of transportation** according to humanitarian priorities, bulk and weight of the cargo, availability of assets and destination. **The organisation will then be contacted with the necessary details of transport and delivery and to ensure that someone will be present to receive the goods.**