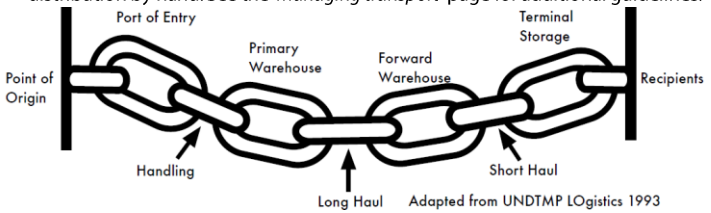
# Organising logistics

**Effective logistical support supplies goods and services of the right type and quantity, at the right place and time.**

## Supply chain

A supply chain is the flow of relief goods:

- from port of entry to primary warehouse (at sea port or international airport); then
- transported long distances (over 1000km) by rail or large trucks (20-30T) to a forward warehouse closer to beneficiaries (100 – 300km); then
- taken by smaller trucks (5-6T) to terminal storage in camps or communities for distribution by hand. See the *'Managing transport'* page for additional guidelines.




## Procurement – key considerations

**Transparent** - fair and accurately documented procurement.
**Accountable** - to donors and beneficiaries for use of funding.
**Efficient** - meeting the right price, time, quantity, quality, place, source.
**Sustainable** - positive impacts on local livelihoods and markets and do no harm.
**Appropriate and acceptable** - to local norms, practices and context.
**Green** - minimise negative environmental impact and enable recycling.

## Storage and stock control – key considerations

The type of goods, method of shipment (air, road, sea, river), route for transportation, and method of distribution (from camps or to household groups) will determine the location and type of storage needed.

- Distribution networks (transport and storage) for food and other lucrative commodities may be subject to interference, diversions and delays.
- Explore the possibility of options for shared transport with other agencies, coordinated through the logistics sector or cluster.
- Make allowance for safe storage of goods at ports, while being cleared and provide for fuel storage as supplies may be seriously disrupted.
- Storage / warehouse facilities should provide adequate security and protection from the weather and vermin, have a dry, flat storage area and good access.
- Allow for pre-positioning and 'buffer stock' dependent on access or infrastructure constraints, location, transport options and seasonal demands.
- Minimise handling of goods to save time, cost, risk of delays, damage or pilferage.

## Information systems – relevance and use

**Planning** logistics (e.g. forecasting demand, assessing storage needs)
**Implementing** and triggering other activities (e.g. processing orders)
**Monitoring and controlling** performance (e.g. against specifications, standards)
**Coordinating** and linking supply chain across sectors and programmes

### Guidelines for sending shipments

- Use standard labelling for relief goods:
  **RED** - Food
  **BLUE** - Clothing & household equipment
  **GREEN** - Medical supplies & equipment
- Clearly mark final destination in appropriate language.
- Clearly mark fragile goods, temperature, storage and handling requirements.
- Extra precautions will be needed in shipping refrigerated and medical items.
- Dangerous goods must be packaged in accordance with the UN Model Regulations depending on type of transport, substance and danger presented.
- Ship goods in packages that can be made into smaller items for handling by one person e.g. 25kg.
- Use clearing agent or arrange clearance with airports, finance, customs authorities.
- Check eligibility for duty free status.
- Budget for shipping, clearance, storage and transfer costs.

**Space required for one metric tonne of:**

| | |
|---|---|
| Grain | 2 $m^3$ |
| Medicines | 3 $m^3$ |
| Loose blankets | 9 $m^3$ |
| 25 family tents | 4-5$m^3$ |

***Additional resources on All In Diary website***
Logistics Operations Guide (LOG) © 2007 UNJLC
Online Offline Logistics Operations Guide (LOG) – click:
http://log.logcluster.org/

***Web links for further information***
Training support: www.logisticslearningalliance.com
Advice : www.humanitarianlogistics.org
Emergency goods: www.ifrc.org/emergency-items