

Standard Operating Procedures (SOPs)

Pipeline Reporting

7 January 2015

Background

The Pipeline Reporting SOPs identify the responsibilities, methodology, and timeframe for the collation and submission of advanced pipeline information from different Clusters that will be requiring cargo movements from the Logistics Cluster.

The attached format is based on a rolling two month forecast. Additional information is as follows:

- The first month in advance should indicate, to the degree of accuracy possible, what is expected to be moved per organisation, per sector.
- The second month should, equally be as accurate as possible.
- The pipeline information is requested to be submitted monthly.
- It is acknowledged that there will always be surges due to a sudden onset emergency, which would result in higher cargo movement requests than anticipated.

For 2015, the pipeline will indicate the air asset requirements, especially during the rainy season. All efforts will be made to match the needs with the appropriate airlift capacity. Deployment of air assets typically takes one month. As such, it is very important that the first month pipeline figures are as accurate as possible.

Responsibilities

The initial request from the LC will be sent out on the 1st of every month. Organisations are requested to submit the information within one week. The Sector Cluster Coordinator will be responsible to disseminate the information to their respective partners. ***For clusters that do not expect to move more than 20mt per month, the submission of the pipeline report is optional.***

Filling in the Template

The template is spread out over three tabs for ease of reference:

- Jonglei
- Unity
- Upper Nile

1. Month

LC Pipeline - February 2015

Indicates the month the requested figures are relevant to.

2. Destination

Adjounthok	Adok	Bentiu	Buaw	Dublual	Ganyiel	Koch	Mayendit	Mayom	Nyal	Panyijjar	Pariang	Yida
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Identify the final destination the cargo needs to be delivered to. If a destination is not labelled, insert the new destination (alphabetically).

3. Sectors


MULTIPLE SECTORS	<i>Multi sector organisations i.e. UNICEF</i>
<i>Place organisation name here</i>	
WASH	
<i>Place organisation name here</i>	
SHELTER	
<i>Place organisation name here</i>	
FSL	
<i>Place organisation name here</i>	
Nutrition	
<i>Place organisation name here</i>	
Health	
<i>Place organisation name here</i>	
Education	
<i>Place organisation name here</i>	
OTHER	<i>Other clusters</i>
<i>Place organisation name here</i>	

Insert the organisation name under the appropriate sector cluster supported. For organisations that support more than one sector, the option under **Multiple Sector**. For organisations that utilise the **Multiple Sector** option, indicate the organisations name in addition to the sectors covered as per the below example.

MULTIPLE SECTORS	<i>Multi sector organisations i.e. UNICEF</i>
<i>UNICEF - WASH, Education, Nutrition</i>	

4. Cargo Details

The information per final destination is requested to be filled out using metric tonnes (mt).

	LC Pipeline - February 2015													
	<i>Adjounthok</i>	<i>Adok</i>	<i>Bentiu</i>	<i>Buaw</i>	<i>Dublual</i>	<i>Ganyiel</i>	<i>Koch</i>	<i>Mayendit</i>	<i>Mayom</i>	<i>Nyal</i>	<i>Panyijjar</i>	<i>Pariang</i>	<i>Yida</i>	<i>Total</i>
MULTIPLE SECTORS														0
WASH														0
<i>Organisation 1</i>		56				12			3					71

Note: this is for planned movements; any cargo that already has a Service Request Form (SRF) raised with the LC, is not to be entered in the pipeline.

5. Key

Key		Cost Recovery
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The associated destinations that are the same colour as indicated in the key above are Cost Recovery destinations.

6. Submission

Once the template is completed (one week from date of request), return the completed Pipeline report to the following recipients:

- Send to: Fiona.lithgow@wfp.org
- Cc: Aiedah.shukrie@wfp.org; julie.vanderwiel@wfp.org

7. Confirmation receipt by the Logistics Cluster

Upon receipt of the pipeline forms, the Logistics Cluster will collate all information. Once aggregated, it will be sent to the sector Cluster coordinators to review if any organisations are missing. The Cluster Coordinators will be responsible to inform the organisations to rapidly submit figures in order to provide a more accurate picture of the demands.

Please note that for air assets, it can take 3-4 weeks from the submission requesting the deployment of a new asset to it being operational. The deadlines are therefore crucial, especially if a scale-up of air capacity is required.