



European
Commission

The Union Civil Protection Mechanism Training Programme



Humanitarian
Aid & Civil
Protection

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Introduction

The Union Civil Protection Mechanism

The overall objective of the Union Civil Protection Mechanism is to strengthen the cooperation among Participating States in the field of civil protection, between the European Union and the Participating States to facilitate coordination. It is to improve the effectiveness of systems for preventing, preparing for and responding to disasters. The Mechanism activates support on request of a Participating State or any other affected country in the world overwhelmed by a disaster. By pooling the civil protection capacities and capabilities of the participating states, the Mechanism can ensure better protection primarily of people, but also of the natural and cultural environment and of property.

The Union Civil Protection Mechanism was established in 2001 in which currently thirty four states - the EU28 and six other countries (Norway, Iceland, Montenegro, former Yugoslav Republic of Macedonia, Serbia and Turkey) participate (together “Participating States”).

The Decision of the European Parliament and of the Council No 1313/2013/EU on a Union Civil Protection Mechanism in December 2013 and the respective Implementing Decision further developed the Mechanism into a comprehensive framework for European cooperation in disaster prevention, preparedness and response.



Training Programme

A training programme has been set up for civil protection and emergency management personnel to enhance prevention, preparedness and disaster response by ensuring compatibility and complementarity between the intervention teams and other intervention support as well as by improving the competence of the experts involved. Since 2004 over 8 000 training course places have been offered to Participating States, EU staff, partner organisations and third countries.

The basis of all training courses is a comprehensive online learning package which gives experts the opportunity to prepare prior to course participation and to refresh their knowledge.

The training courses under the Union Civil Protection Mechanism are meant as a supplement to the national training (expert training and the needed basic training for international deployments) provided to the experts by their home country or organisation.

The different courses are described in this brochure.



Modules Table-Top and Modules Field Exercises

DG ECHO (Directorate General for European Civil Protection and Humanitarian Aid Operations) funds a number of exercises every year to improve preparedness and enhance collaboration among European civil protection authorities and teams.

Modules Field Exercises aim to provide an opportunity for testing specific response capacities, as well as the self-sufficiency, interoperability, coordination and procedures of response teams and equipment.

Modules Table-Top Exercises, focus on in-depth training of modules, Technical Assistance and Support Teams and EU Civil Protection Teams key personnel. Contingency planning, decision-making procedures, provision of information to the public and the media can also be tested during the exercises.

Exercises help stakeholders identify further training needs for their staff, while lessons-learned workshops organised in parallel serve as a forum to identify how response and related activities can be improved.



Exchange of Experts

The Exchange of Experts is part of the Union Civil Protection Mechanism and offers interested experts the opportunity to participate in short-term exchanges to organisations in other states.

The programme was established to complement training courses under the Union Civil Protection Mechanism and exercises, thereby contributing to the ongoing development of the Union Civil Protection Mechanism as well as the capacity-building activities in eligible third countries.

The exchanges allow experts to gain hands-on experience and direct knowledge from other national civil protection systems and organisations, familiarise themselves with operational techniques and study different approaches.

The broad geographical scope of the programme, encompassing 52 countries, offers experts a wealth of potential experiences and knowledge. Exchanges can vary in duration from a few days to two weeks and are limited to a maximum of 10 persons per exchange.

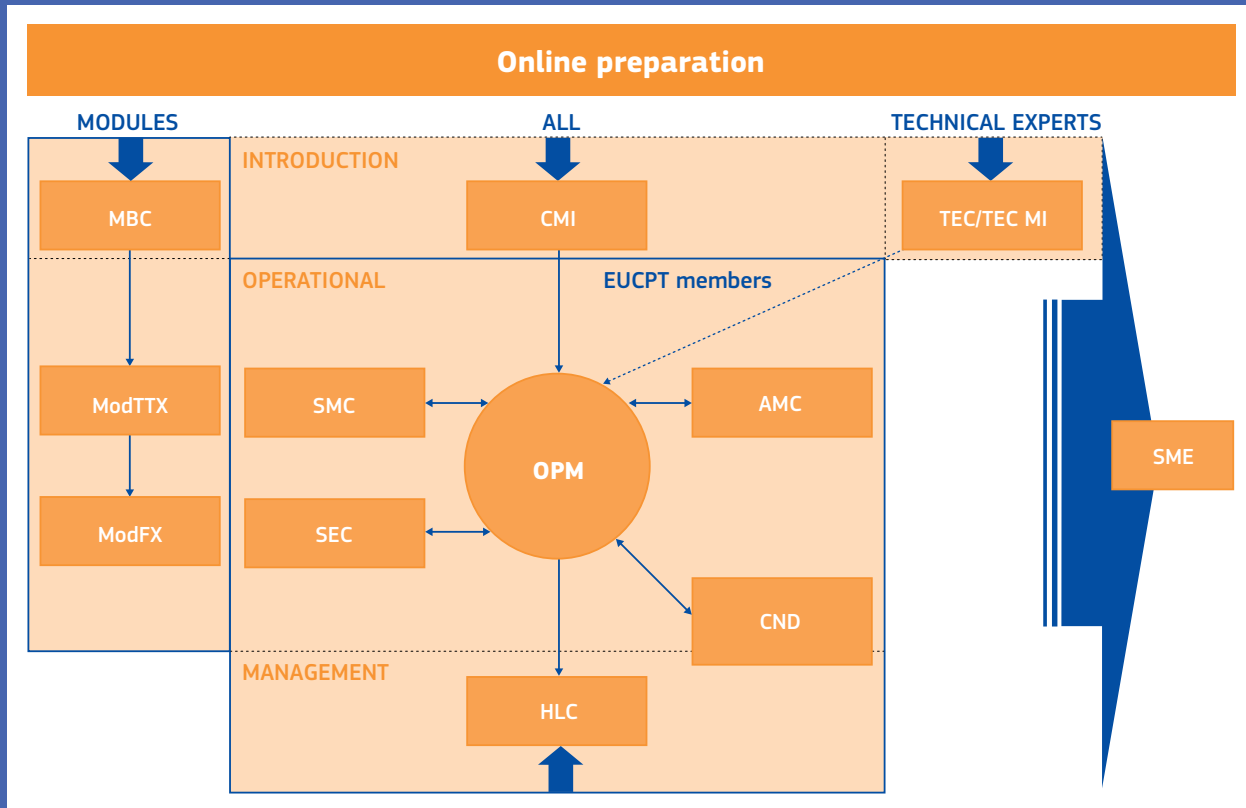
The Exchange of Experts Programme is open to all experts in a professional or volunteer capacity within an institution or organisation with a recognised role in civil protection.

Organisations can benefit from the programme by inviting experts from abroad in order to demonstrate working methods and share best practices or receive training and knowledge from invited experts.

For more information please visit the Exchange of Experts website: www.exchangeofexperts.eu



Training Courses Structure



Abbreviations

Introduction

CMI:	Union Civil Protection Mechanism Introduction Course
MBC:	Modules Basic Course
TEC:	Technical Expert Course
TEC MI:	Technical Expert Course for Maritime Incidents

Operational

OPM:	Operational Management Course
SMC:	Staff Management Course
SEC:	Security Course
AMC:	Assessment Mission Course
CND:	Course on Negotiation and Decision-Making

Management

HLC:	High Level Coordination Course
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Exercises

ModTTX:	Modules Table-Top Exercises
ModFX:	Modules Field Exercises
EUCPT:	European Union Civil Protection Team

Further education/ refresher course

SME:	Seminar for Mechanism Experts
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Union Civil Protection Mechanism Introduction Course (CMI)

 5 days

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Course Overview

The Union Civil Protection Mechanism Introduction Course (CMI) serves as the foundation for the Union Civil Protection Mechanism training programme. It teaches the fundamentals of European Union Emergency Management. The course also informs about actors in an international emergency environment inside and outside the European Union.

The core objectives of the course are to introduce the participants to the disaster management principles as well as the legal framework for humanitarian aid and civil protection. Upon completion of the course, participants are familiar with typical logistical challenges during deployments, the differences between international deployments inside and outside the EU, the most relevant stakeholders, as well as the challenges related to public relations and media.

Primary Audience

Participating States' civil protection and disaster management personnel, including prevention and preparedness experts and key staff of national contact points. Technical experts and modules key personnel follow a different introductory course in their respective domains.

All staff from civil protection and other organisations that could e.g. serve as the core for Host Nation Support in case their country might have to request and receive international assistance.



Modules Basic Course (MBC)

 6 days

 20

Course Overview

The main purpose of the Modules Basic Course (MBC) is to increase participants' knowledge about deployments in a disaster environment, to enhance the capability to fulfil the tasks and requirements as an EU Module, a Technical Assistance and Support Team (TAST) or other response capacities and to integrate them into existing national and international coordination arrangements. The course focuses on the crucial issues of self-sufficiency, coordination and interoperability when teams are deployed alongside units from other countries.

The core objectives of the course are to introduce the key management personnel to the disaster management principles as well as to the legal framework for humanitarian aid and civil protection, in order to better manage the civil protection modules in multi-task and multi-stakeholder operations and to integrate them into existing national and international coordination arrangements in a disaster-affected country. Upon completion of the course, participants are familiar with typical logistical challenges during deployments, the differences between international deployments inside and outside the EU, the most relevant stakeholders, as well as the challenges related to public relations and media.

Primary Audience

Key management personnel of EU Modules, TAST or other response capacities, such as team leaders, deputy team leaders and liaison officers are welcome to participate in the course.



Technical Expert Course (TEC)

 6 days

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Course Overview

The Technical Expert Course (TEC) aims at preparing technical experts for international missions in their field of experience within the framework of the Union Civil Protection Mechanism.

The primary aim of the course is to introduce various types of expertise to the Mechanism in order to give advice on specific needs in a disaster management situation.

The core objectives of the course are to introduce technical experts to the disaster management principles as well as the legal framework for humanitarian aid and civil protection. Upon completion of the course, participants are familiar with typical logistical challenges during deployments, the differences between international deployments inside and outside the EU, the most relevant stakeholders, as well as the challenges related to public relations and media.

Primary Audience

Only technical experts with a specific professional background (e.g. water management experts, environmental experts [landslides, waste management, geo-hazard, etc.], logisticians, medical staff and infrastructure engineers) can participate in this course. “Standard” civil protection personnel, firefighters, administrative staff or decision-makers have to follow the CMI. This training course will enable the experts to be deployed in the framework of the Union Civil Protection Mechanism, for instance by being part of an EU Civil Protection Team.

Graduates of the TEC are allowed to participate in the Operational Management Course only after approval by the European Commission.



Technical Expert Course for Maritime Incidents (TEC MI)

 6 days

 20

Course Overview

The Technical Experts Course for Maritime Incidents (TEC MI) aims at preparing technical experts for international missions which are related to a maritime incident within the framework of the Union Civil Protection Mechanism.

The core objectives of the course are to provide participants with extensive knowledge on the disaster management principles and existing mechanisms regarding maritime incidents, both inside and outside the European Union, as well as to prepare them to be deployed in case of such an incident.

Primary Audience

Technical Experts responding only or at least mainly to maritime incidents (e.g. maritime administration officers, Maritime Rescue Coordination Centre (MRCC) officers, Maritime Search and Rescue (SAR) officers, environmental and civil protection officers) can participate in this course. Technical experts not specialised in maritime incidents, civil protection personnel, firefighters, administrative staff or decision-makers have to follow the CMI. This training course will enable the experts to be deployed in the framework of the Union Civil Protection Mechanism, for instance by being part of an EU Civil Protection Team.

Graduates of the TEC MI are allowed to participate in the Operational Management Course only after approval by the European Commission.



Operational Management Course (OPM)

 7 days

 20

Course Overview

The Operational Management Course (OPM) can be regarded as the cornerstone of the training programme and, as such, it provides all needed operational elements that will enable graduates to work as a member of an EU Civil Protection Team. The focus of this course lies on facilitating coordination and learning how key partners collaborate on an operational level.

The core objectives of the course are to enhance the participants' knowledge and skills to identify the role and responsibilities of an EU Civil Protection Team, such as mission safety and security tasks, planning and collaboration with relevant stakeholders in the field as well as preparing field coordination meetings.

Primary Audience

All experts envisaged to become a member of an EU Civil Protection Team.



Staff Management Course (SMC)

 6 days

 20

Course Overview

The Staff Management Course (SMC) aims at improving the participants' ability to manage the set-up and running of different staff structures. Upon completing the course, the participants will be able to implement staff procedures and structures with a focus on information management and workflow.

The core objectives of the course are to enhance participants' understanding, knowledge and skills regarding coordination in the field, including advice on the distribution of tasks, the implementation of sufficient information management and an appropriate workflow within a team. Furthermore, the course objectives cover the establishment of coordination in the field, the setting up of staff structures and the management of their possible integration in an UNDAC team. The analysis of the mission terms of reference, the establishment of standard operating procedures, the recognition of the typical group dynamics and the support to the team building process will also be worked on.

Primary Audience

Operational Management Course graduates that are envisaged to become a member of an EU Civil Protection Team.



Security Course (SEC)

 4 days

 20

Course Overview

The Security Course (SEC) covers security issues at both operational and strategic levels. It enables experts to act appropriately in typical safety and security related situations according to the relevant safety and security guidelines.

The course aims at preparing participants to give guidance within the team in the field of security, as well as to manage day-to-day security issues during a deployment in the framework of the Union Civil Protection Mechanism. The core objective of the course is to enhance participants' competences in terms of security management at operational and strategic levels. Participants are offered awareness and tools that enable them to describe safety and security procedures during deployment, to understand security guidelines and procedures relating to a mission, to interact with security networks in the field, to draft and implement security plans for deployed teams, to analyse and evaluate local safety and security environments, to develop mission risk assessments, to implement field mission safety and security management systems and to prepare and conduct safety and security mission briefings.

During the course the participants will be confronted with different safety and security management issues that could occur during a mission.

Since SEC will focus on security management at operational and strategic levels, it is expected that the participants have a fundamental knowledge of security in the field acquired through national trainings and UN online courses already prior to joining SEC.

Primary Audience

Operational Management Course graduates that are envisaged to become a member of an EU Civil Protection Team.



Assessment Mission Course (AMC)

 6 days

 20

Course Overview

The Assessment Mission Course (AMC) is a specialised course for experts in the field of emergency management likely to be involved in international civil protection interventions where assessment activities are to be expected. While on mission, experts are engaged by the European Commission to carry out their tasks by assisting local authorities in close cooperation with the UN and other international organisations on site.

The core objective of the course is to enhance participants' competences to implement all necessary assessment working steps, by e.g. utilising common assessment tools and collecting, processing and disseminating data in a humanitarian aid and civil protection environment. In addition, the assessment teams will be trained to draft and implement an assessment mission plan.

Primary Audience

Operational Management Course graduates that are envisaged to become a member of an EU Civil Protection Team.



Course on Negotiation and Decision-Making (CND)



4.5 days



20

Course Overview

The Course on Negotiation and Decision-Making (CND) aims to strengthen experts' capacities to use appropriate methods for managing decision-making processes both within the team and with external partners, and for interacting and negotiating effectively and professionally with a wide range of actors in the disaster management arena, showing sensitivity to local politics and cultures.

The core objectives of this course are to prepare the participants to manage a decision-making process and to negotiate with different stakeholders in challenging and politically sensitive situations, in order to achieve the mission aims defined by the terms of reference.

Primary Audience

Operational Management Course graduates that are envisaged to become a member of an EU Civil Protection Team.



High Level Coordination Course (HLC)

 4.5 days

 15

Course Overview

The High Level Coordination Course (HLC) covers strategic and political aspects of international disaster management and humanitarian assistance, such as mission management, negotiation, international coordination policy, the legal framework of international disaster management operations, staff management and media relations.

The core objective of the course is to prepare participants to lead an EU Civil Protection Team in an emergency environment. Upon completion of the course, participants are expected to demonstrate their ability to manage a mission by creating a work plan, setting up an information management and workflow system, managing the security of the team as well as maintaining appropriate interactions with the international environment (authorities of the affected countries, European Union, United Nations and other organisations).

Primary Audience

Senior experts that are envisaged to have a management position within an EU Civil Protection Team, such as team leaders or deputy team leaders.



Seminar for Mechanism Experts (SME)

 2 days

 40

Course Overview

The Seminar for Mechanism Experts (SME) is envisaged to maintain and update knowledge and skills of active EU civil protection experts and technical experts.

Every participant has individual interests and specific training needs. Beside a minor number of common lessons for all, participants will have the possibility to individually choose and focus on course topics which are most relevant for them.

An innovative and activating, competence-oriented methodology can be expected.

The topics will be recommended by the responsible training provider prior to each particular course and approved by the European Commission.

Primary Audience

Graduates of OPM, HLC, TEC and TEC MI.



How to participate

Only participants nominated by their corresponding National Training Coordinator are allowed to take part in the training activities described in this brochure.

Please consult your responsible authority or the headquarters of your organisation to ask for further clarifications in this regard.

You can find the list of all National Training Coordinators, additional information about the Union Civil Protection Mechanism and further activities of DG ECHO on the following webpage:

http://ec.europa.eu/echo/index_en

The screenshot shows the website for the European Commission's Humanitarian Aid and Civil Protection (ECHO) department. The header includes the European Commission logo and the text 'HUMANITARIAN AID AND CIVIL PROTECTION'. Below the header, there is a navigation menu with links for 'HOME', 'WHO WE ARE', 'WHAT WE DO', 'WHERE WE WORK', 'PARTNERSHIPS', 'FUNDING & EVALUATIONS', and 'RESOURCES & CAMPAIGNS'. A search bar is located on the right side of the header. The main content area features a 'NEWS' section with a prominent article titled 'EU helps reshape international assistance at the World Humanitarian Summit' dated 20/05/2016. The article text states: 'The EU and its Member States will jointly call for a global partnership for a more efficient and effective humanitarian aid system at the first-ever World...'. To the right of the article is a photo of two women in traditional, colorful attire. Below the news section, there are 'FIELD BLOGS' and 'WHERE WE WORK' sections. The 'WHERE WE WORK' section includes a world map and a 'COMING UP' list with events like 'European Development Days' (13/06/2016 to 16/06/2016) and 'World Refugee Day' (20/06/2016). The right sidebar contains social media links, a 'FOLLOW US' section, and a 'SUBSCRIBE' button.



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ACTIVE EMERGENCIES **ECHO DAILY FLASH**

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ECHO Daily Flash of 30 March 2015

I. International

Yemen - Conflict (ECHO, UN, NGOs)

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