Pursuant to Article 13, Item b) and Article 14, Item f) of the Framework Law on Protection and Rescue of People and Property from Natural and Other Disasters in Bosnia and Herzegovina (BiH Official Gazette, no. 50/08), Article 17 of the Law on the BiH Council of Ministers (BiH Official Gazette, no. 30/03, 42/03, 81/06, 76/07, 81/07, 94/07 and 24/08) relating to Article 31 of the Law on Administration (BiH Official Gazette, no. 32/02, and 102/09), and the Instruction on Means and Procedures for Crossing the State Border While Sending and/or Receiving International Assistance in Protection and Rescue (BiH Official Gazette, no. 56/09), at the 62nd session held on 3rd September 2013, the Council of Ministers has issued, upon proposal of the BiH Ministry of Security, the following

**INSTRUCTIONS**

**FOR INTERDEPARTMENTAL COORDINATION ON THE OCCASION OF RECEIVING, SENDING AND TRANSITING OF INTERNATIONAL ASSISTANCE FOR PROTECTION AND RESCUE PURPOSES**

**CHAPTER I – GENERAL PROVISIONS**

**Article 1**
(Subject matter)

Instructions on Interdepartmental Coordination on the Occasion of Receiving, Sending and Transiting of International Assistance for Protection and Rescue Purposes (hereinafter: the Instructions) shall settle the procedure for receiving international assistance, the procedure while receiving international assistance, the procedure for sending international assistance, the procedure for transit of international assistance, for submission of data, and for cases of non-application of the Instructions.

**Article 2**
(Definitions)

In addition to the terms set in the Instruction on Means and Procedures for Crossing the State Border while Sending and/or Receiving International Assistance of Protection and Rescue, the following terms shall be used in the context of receiving, sending and transiting international assistance during protection and rescue to mean as follows:

- **a) Base of Operation (BoO)**, base camp, serves as the international teams’ site for headquarters, communications hub, sleeping/resting/eating area, equipment stock set-up and refuge from elements while operating in a country affected by natural or other disasters.

- **b) Area of Operation (AoO)**, the work site or the location of protection and rescue operations and field coordination of international assistance, with established operational infrastructure - the competent civil protection headquarters, on-site commanders disaster affected area/managers of the rescue operations, OSOCC, field information centre.

- **c) Host Nation Support** is the assistance provided by Bosnia and Herzegovina, as the host country, to the forces, personnel and organizations that are acting in or are transiting through territories, territorial waters or air space of Bosnia and Herzegovina while responding to natural or other disasters.
d) **On-Site Operations Coordination Centre (OSOCC)**, serves as the entity for the coordination of the operational activities undertaken by international assistance teams responding to natural or other disasters.

e) **In-kind assistance/donation** is the assistance provided in commodities and services rather than in money (cash) or the international teams for provision of assistance.

f) **On-Site Operations Commander (OSC)** is an international term for a commander (manager of rescue operation) at the disaster site.

g) **Local Emergency Management Authority (LEMA)** is an international term for local institutions competent for protection and rescue. In Bosnia and Herzegovina, LEMA is the BiH Coordination Body for Protection and Rescue (hereinafter: the BiH Coordination Body) and competent civil protection headquarters with their competences for handling, routing, coordinating and managing international assistance.

h) **Reception Departure Centre (RDC)** is the centre established at points of entry into the country affected by a natural or other disaster with primary responsibility to facilitate the arrival and subsequent departure of international response teams.

i) **Host Nation**, in the context of HNS, is the state receiving:

1) international teams/modules engaged by the sender nations responding to natural or other disasters upon the request of the host nation;

2) in-kind assistance and/or assistance in other equipment/materials to respond and/or to mitigate consequences of natural or other disasters.

j) **Virtual OSOCC** – virtual coordination of international assistance; internet tool ([http://vosocc.unocha.org/](http://vosocc.unocha.org/)) to facilitate the exchange of information and coordination of international bodies, especially in the early phase of natural or other disasters.

k) **Public Information Centre (PIC)** is the point for reception of media and for provision of public information about the ongoing disaster set on the field – near the disaster area, and together with competent headquarters at the level of management and interagency coordination. Spokespersons of the local and higher levels of protection and rescue organizations are responsible for managing the centres and for streaming the media work in order to conduct the information management from one spot.

**CHAPTER II – INSTRUCTIONS ON THE PROCEDURES**

**Article 3**

*(The Procedure for Receiving International Assistance)*

Institutions and bodies of Bosnia and Herzegovina which apply the Instructions while setting the structures for reception and provision of international assistance shall take into consideration and apply the OSOCC concept and guidelines and shall adhere to the following order in the procedure for receiving international assistance:
a) After the BiH Council of Ministers (hereinafter: the Council of Ministers) reaches its decision on requesting or receiving international assistance, the BiH Coordination Body, if activated, or the Ministry of Security of Bosnia and Herzegovina (hereinafter: the Ministry of Security) shall inform on the subject the institutions and bodies of Bosnia and Herzegovina which apply the Instructions.

b) The request for assistance based on the Council of Ministers’ decision shall be sent on the template forms attached as Annexes 3 and 4 to these Instructions via Operational Communication Centre of BiH – 112 (hereinafter: OCC BiH – 112) and forwarded to the EU Monitoring and Informing Centre (EU MIC) and/or NATO’s Euro-Atlantic Disaster Response Coordinator Centre (NATO EADRCC) and/or UN Office for the Coordination of Humanitarian Assistance (UN OCHA), other international organisations and communication centres of the requested nations, and/or the operational centres for exchange of data with operational and communication centres of the BiH institutions and bodies which apply the Instructions. When a positive response to the requested assistance arrives to the OCC BiH – 112, the BiH Coordination Body, if activated, or the Ministry of Security shall via OCC BiH – 112, in cooperation with competent Entity and Brcko District institutions for civil protection, contact a representative of the sending assistance nation to define the type and amount of assistance, to secure adequate and good quality assistance, especially in terms of food, medicines and packages which are to reflect present standards and BiH legislation, and to provide a list of staff and means to be deployed during international assistance.

c) The BiH Coordination Body, if activated, or the Ministry of Security shall, in cooperation with institutions and bodies which apply the Instructions, determine the time and place of entry of international assistance to Bosnia and Herzegovina, and via the OCC BiH – 112 inform the Operational Centre of Border Police of Bosnia and Herzegovina (hereinafter: OC of Border Police), Indirect Taxation Authority of Bosnia and Herzegovina (hereinafter: Indirect Taxation Authority), and the other institutions and bodies which apply the Instructions, on the subject, depending on the type of assistance.

d) Ministry of Foreign Affairs of Bosnia and Herzegovina shall:

1) enable, if needed, the accelerated procedure for issuance of visas in diplomatic missions and consular representations of Bosnia and Herzegovina;

2) participate in bilateral contacts with the receiving/sending/transiting nations aimed to acquire the data on the organizer of international assistance, contact persons, and the other data needed for implementation of receipt/provision/transit of international assistance;

3) conduct the exchange of information with the BiH Coordination Body, if activated, and with the Ministry of Security.

e) The Ministry of Security shall, in cooperation and coordination with competent Entity and Brcko District institutions for civil protection, activate the Virtual OSOCC or other informational system for provision of information on the situation in Bosnia and Herzegovina where it would enlist the information on the number of injured persons, caused damage, points
of entry to Bosnia and Herzegovina, as well as on the procedures, assistance needed, culture, religion and traditions, weather forecast and security aspects.

f) The Ministry of Security shall inform the Indirect Taxation Administration on the forthcoming assistance, its type and amount aiming to exempt it from import fees or, potentially, to return the unused assistance (re-export).

g) In case the assistance is sent via air, the Ministry of Security shall cooperate with the Directorate for Civil Aviation of Bosnia and Herzegovina and competent airport staff to secure that the airports have established procedures for admission of goods and equipment, as well as for landing and adequate refuelling of aircrafts.

h) The OC of the Border Police and the Indirect Taxation Authority shall inform their border organisational units on the arrival of international assistance.

i) The Ministry of Security shall inform those Entity and Brcko District institutions competent for civil protection on the territory of which the transfer is conducted to send their representatives at the point of the assistance’s entry to Bosnia and Herzegovina, and to:

1) host the international teams;

2) establish the centre for registration of international rescue teams (Reception and Departure Centres – RDC) as provided by Annex 5 attached to these Instructions; and

3) provide all necessary information for the assisting staff.

j) The Directorate for Coordination of Police Bodies of Bosnia and Herzegovina shall, in cooperation with the competent Entity and Brcko District institution, provide for security of international staff which provides assistance and police escort to the affected area and back.

k) If the receiving assistance involves members of Armed Forces of Bosnia and Herzegovina and/or members of armed forces of other states, the communication and coordination between the Ministry of Defence of Bosnia and Herzegovina (hereinafter: the Ministry of Defence) and Coordination Body of BiH, if activated, or Ministry of Security is conducted via the OCC BiH – 112 and the Operational Centre for Command and Control of Defence Institutions of BiH (OC C2DI BiH), along with the regular provision of the information on the matter to the Entity and Brcko District OCCs.

l) When receiving international assistance, the Ministry of Defence shall, pursuant to applicable legislation and available resources, provide to civil authorities logistical, technical and other necessary assistance, especially in regards to hosting aircrafts and aircraft staff.

m) The Border Police shall conduct prioritized checks of persons, things and means of transportation, as well as perform pursuant to applicable provisions the accelerated procedure for issuance of visas at the border for individuals and teams being part of the international assistance. In cooperation with the Indirect Taxation Authority, it gives approval on crossing
the state borders out of area of the border crossing, and, if necessary, conducts the border checks outside the area of border crossing.

n) In accordance with the customs legislation, the Indirect Taxation Authority shall:

1) conduct adequate customs procedure for crossing of consignments of international assistance over the state border;

2) secure for accelerated and prioritized procedure being conducted for the international assistance consignments;

3) conduct the procedure of exempting from payment of import fees on commodities and equipment allocated to areas and victims affected by natural or other disasters;

4) conduct the procedure for import or re-export of commodities, depending on the status of goods, when the staff of the sending nation deems it necessary;

5) apply minimum administrative procedures for import, transit and export while receiving and/or providing international assistance;

6) ensure that the customs procedure is conducted even after the working hours, on weekends and holidays, to avoid retention of urgently needed commodities and equipment.

o) In the framework of reception, sending and transiting of international assistance for the protection and rescue purposes, the Food Safety Agency of BiH shall:

1) cooperate with competent authorities of European Union and the other international organisations competent for food safety,

2) prioritise, in cooperation with competent Entity and Brcko District institutions, continuous gathering of data on checks relating to health safety and quality of food based on which it would conduct continuous assessment of risks to food safety,

3) inform on results on assessment on food safety risks, give recommendations, and provide scientific and technical assistance on safety of food and food for animals, as well as enable urgent provision of reliable, objective and detailed data,

4) determine, in cooperation with competent Entity and Brcko District authorities, urgent measures for securing food’s safety as provided by the Law on Food of BiH (*Official Gazette of BiH, no. 50/04*).

p) In the framework of reception, sending and transiting of international assistance for protection and rescue purposes, the Veterinary Office of BiH shall:

1) cooperate with competent authorities of European Union and other international organisations competent for food safety,
2) determine conditions for import to or transit through Bosnia and Herzegovina of live animals, raw materials, products and by-products of animal origin, veterinary medicines and devices used in veterinary medicine, as well as diagnostic devices and food for animals; it shall also issue the Decision on non-existence of veterinary and health obstacles to import or transit through Bosnia and Herzegovina of the above stated shipments;

3) issue, in extraordinary cases and upon the proposition of competent Entity ministries of agriculture, forestry, and water management, the Decision on non-existence of veterinary and health obstacles to import in or transit through Bosnia and Herzegovina the veterinary medicines and devices used in veterinary medicine, as well as the diagnostic devices, which is to endorse its urgent import;

4) prepare and issue Veterinary Health Certificate for export of shipments from indent 2) of this Item;

5) conduct through the Department of Border Veterinary Inspection the veterinary control of shipments from indent 2) of this Item in the international traffic over the BiH borders at the border crossings approved for veterinary inspections.

q) Directorate for Civil Aviation of Bosnia and Herzegovina shall issue the permit to fly across the air space of Bosnia and Herzegovina and shall closely cooperate with the Ministry of Security in the coordination of assistance sent via air.

r) After the international assistance had crossed the national border, the persons that coordinated its crossing shall inform on the subject the OCC BiH – 112 via competent Entity and Brcko District OCCs, while the competent unit of the Border police shall inform the OC of the Border Police, and the Border Customs Office shall inform the Indirect Taxation Office.

s) Communications Regulatory Agency of Bosnia and Herzegovina shall issue an approval for use of installations and frequencies for radio-communications by the international teams providing assistance in operations of protection and rescue in Bosnia and Herzegovina.

t) Upon finalised receipt and sooner if needed, the BiH Coordination Body, if activated, or the Ministry of Security shall inform on the subject the Council of Ministers and competent Entity and Brcko District institutions and authorities.

**Article 4**

*(The procedure while receiving the international assistance)*

(1) The BiH Coordination Body, if activated, or the Ministry of Security shall have daily communication with the institutions and bodies in Bosnia and Herzegovina which apply the Instructions.

(2) In case of establishment of the OSOCC in Bosnia and Herzegovina, the BiH Coordination Body, if activated, or the Ministry of Security and the Entity and Brcko District Civil Protection Headquarters shall maintain regular contacts with this centre.
(3) Red Cross Society of BiH shall conduct activities of receipt of international assistance provided to Bosnia and Herzegovina by the International Federation of Red Cross and Red Crescent Societies aimed to help endangered population in areas affected by disasters, and deliver it, in cooperation with competent Entity and Brcko District institutions for civil protection, to the Entity Red Cross organisations for its further distribution to the final beneficiaries. If needed, Red Cross Society of BiH shall be also involved in the coordination activities of admission and care of jeopardised foreign nationals in BiH, and nationals of Bosnia and Herzegovina in states affected by a disaster.

(4) Representatives of competent Entity and Brcko District civil protection institution shall inform international staff for assistance arrived to BoO on:

a) situation at the affected area and provide them with maps of BoO and of affected areas;
b) structure of command and control;c) role of the competent civil protection institution in HNS;d) systems and means of communication;e) security aspects and the plan;f) personal forces (staff, means and organisation)g) meteorological data relating to the endangered area;h) media (potential procedures of communication);i) coordination of activities and functioning of BoO;j) requested provision of information, reports and meetings;k) potential support to international teams depending on their needs;l) other relevant information (political, religious, cultural, financial etc.).

(5) Competent Entity and Brcko District civil protection institution shall:

a) provide logistical support to international assistance staff (transportation, accommodation, food, medical support, communication at the location of received assistance, supply of fuel, exemption from road tolls, tariffs, taxes and other fees, secure interoperability of technical equipment, and if necessary waive the staff providing assistance from work permits, provide security);b) provide support to the team leader/deputy team leader and/or to liaison officer during the coordination meetings;c) submit updated data to the BiH Coordination Body, if activated and/or the Ministry of Security;

(6) Upon finalisation of international rescue teams activities, the BiH Coordination Body, if activated, or the Ministry of Security shall agree, in cooperation with competent Entity and Brcko District institutions for civil protection and in cooperation with the OC of Border Police and the Indirect Taxation Authority, on the plan of return of international rescue teams that is identical to the procedure of sending the international assistance from Article 5 of the Instructions with exception of paragraphs (1), (2), (3), (4), (5), (6), (14), (15) and (16).

(7) Upon finalisation of activities of the international rescue teams, the competent Entity and Brcko District civil protection institutions shall provide assistance in:

a) withdrawal of staff and equipment from the BoO;
b) providing transportation if necessary; and
c) drafting the final report on the mission.

(8) Upon finalised receipt of international assistance, and sooner if needed, the BiH Coordination Body, if activated, or the Ministry of Security shall conduct its analysis and evaluation, inform the competent Entity and Brcko District institutions and bodies on the subject and report to the BiH Council of Ministers.

Article 5
(The procedure for sending the international assistance)

(1) Upon received request for assistance, the OCC BiH – 112 shall inform on the subject the BiH Coordination Body, if activated, and the Ministry of Security as well as the competent Entity and Brcko District civil protection institutions.

(2) The BiH Coordination Body, if activated, or the Ministry of Security shall propose, in coordination with competent Entity and Brcko District civil protection institutions, the content of international assistance that could be offered to a requesting country, and submit to the BiH Council of Ministers the agreed draft of the Decision on Provision of International Assistance.

(3) Upon request of the BiH Coordination Body, if activated, or the Ministry of Security, the Council of Ministers shall issue the Decision on provision and content of international assistance in accordance with the applicable provisions and forms attached in Annexes 6 and 7 of these Instructions. The BiH Council of Ministers shall provide financial means for compensation of costs incurred during protection and rescue activities of international character and provision of assistance to other nations in case of natural or other disasters.

(4) The OCC BiH – 112 shall be used for channelling the assistance offers to the communication centre of the receiving country and/or to the operational centres of international organisations and institutions; in case of acceptance, the procedure for sending the international assistance shall be approached.

(5) After the BiH Council of Ministers reaches its Decision on sending the international assistance, the BiH Coordination Body, if activated, or the Ministry of Security shall inform the competent Entity and Brcko District civil protection institutions as well as institutions and bodies of Bosnia and Herzegovina that apply the Instructions, and provide them with tables from the Instructions Regarding Border Crossing Procedure for Sending and/or Receiving International Assistance for Protection and Rescue as templates no. 1, 2, and 3, which define the type and amount of assistance, the state to which the Decision refers to, as well as the list of persons and means that are constituent parts of the provided assistance.

(6) Depending of the type of transportation, the BiH Coordination Body, if activated, or the Ministry of Security shall determine, in cooperation with the competent Entity and Brcko District civil protection institutions as well as the institutions and bodies of Bosnia and Herzegovina that apply the Instruction, the time and place of departure of the international assistance from Bosnia and Herzegovina.
(7) The receiving country shall be informed via OCC BiH – 112 on the place and time of sending the assistance, as well as of expected arrival to the receiving nation.

(8) The Ministry of Foreign Affairs shall inform the receiving country’s Embassy in Bosnia and Herzegovina (if existent) and the Embassy of Bosnia and Herzegovina in the receiving country (if existent) on the sending of international assistance.

(9) In case the assistance is going over a third (transit) country, the OCC BiH – 112 shall be used for informing the operational centre of the transit country on the subject.

(10) When the international assistance is ready to be sent, the BiH Coordination Body, if activated, or the Ministry of Security shall inform on the competent Entity and Brcko District civil protection institutions as well as the OC of the Border Police, Indirect Taxation Authority, and the institutions and bodies in Bosnia and Herzegovina which apply the Instructions, and confirm the planned time and place of crossing the state border.

(11) In case of exceptional emergency or special conditions, the BiH Coordination Body, if activated, or the Ministry of Security shall require police escort from the Directorate for Coordination of Police Bodies.

(12) The OC of Border Police shall be responsible for informing the competent units of the Border police, and the Indirect Taxation Authority shall inform its border customs offices on the international assistance.

(13) After the international assistance has crossed the state border, the competent unit of Border Police shall inform on the subject the OC of Border Police and the BiH Coordination Body, if activated, or the Ministry of Security, and the border customs office shall inform the Indirect Taxation Authority.

(14) The BiH Coordination Body, if activated, or the Ministry of Security shall coordinate the procedure of sending the international assistance in cooperation with those competent Entity and Brcko District civil protection institutions and bodies having their units participating in international assistance.

(15) Upon finalised sending of international assistance, the BiH Coordination Body, if activated, or the Ministry of Security shall submit to the BiH Council of Ministers a report that is also simultaneously forwarded to the Entity and Brcko District governments.

(16) The BiH Coordination Body, if activated, or the Ministry of Security shall coordinate, in cooperation with competent the Entity and BiH Brcko District civil protection institutions, the return of staff that participated in provision of international assistance.

**Article 6**

(Procedure for transit of international assistance)

(1) Upon the received request for transit of international assistance over territories of Bosnia and Herzegovina pursuant to Annex 8 of the Instruction, the Ministry of Security shall inform on
the subject those institutions and bodies of Bosnia and Herzegovina which apply the Instructions.

(2) In case the request does not provide all the necessary data and lists, the Ministry of Security shall via OCC BiH – 112 require from the requesting country the time and place of their entry to Bosnia and Herzegovina, as well as the time and place of exit from Bosnia and Herzegovina, and the list of staff, vehicles, equipment, etc.

(3) Upon receipt of required information, the Ministry of Security shall channel it to the OC of Border Police, Indirect Taxation Authority, and the other participants in the Instructions.

(4) The OC of Border Police shall inform the competent units of Border Police (entry and exit), and the Indirect Taxation Authority shall inform its border customs offices on the transit of international assistance.

(5) The Ministry of Security shall via OCC BiH – 112 inform the competent Entity or Brcko District civil protection institutions on time and place of entry to Bosnia and Herzegovina of transited international assistance, which is to be followed by a representative of competent civil protection institution being sent to directly coordinate the entry/exit of the transited international assistance.

(6) In case of exceptional urgency or special conditions, the Ministry of Security shall require the police escort from the Directorate for Coordination of Police Bodies.

(7) After the entry and exit of international assistance, a representative of the competent Entity and Brcko District civil protection institutions shall inform the OCC BiH - 112 on the subject via OCC for the purpose of informing the competent Entity and BiH institutions; field office of the Border Police informs the OC of Border Police, which also informs the OCC BiH – 112, and the border customs office informs the Indirect Taxation Authority.

(8) Upon finalised transit of international assistance, the BiH Coordination Body, if activated, or the Ministry of Security shall submit to the BiH Council of Ministers a report that is also simultaneously forwarded to the Entity and Brcko District governments.

CHAPTER III: FINAL PROVISIONS

Article 7
(Obligations of institutions and authorities applying these Instructions)

Upon entry into force of these Instructions, institutions and bodies in Bosnia and Herzegovina applying it have obligation to submit to the Ministry of Security and regularly update data required by template forms attached as Annex 2 of this Instruction.
Article 8
(Cases for non-application of the Instructions)

(1) The Instructions shall not be applied if representatives of Armed Forces of Bosnia and Herzegovina are sent as assistance in catastrophes and major disasters, as well as in cases of received or transited assistance provided solely by the armed forces of foreign states, except in the portion of communicated coordination between the Ministry of Defence and the BiH Coordination Body, if activated, or the Ministry of Security.

(2) The Instruction may not be applied to states members to the EU Civil Protection Mechanism having signed an agreement on cooperation in protection and rescue with Bosnia and Herzegovina.

(3) The Instruction may not be applied in case the Entities directly require international assistance from another state pursuant to the Agreement on Special Parallel Relations and agreements concluded in accordance with Article 3 paragraph (3) of the Law on Procedures for Concluding and Applying the International Agreements (BiH Official Gazette, no. 29/00).

Article 9
(Entry into Force)

(1) These Instructions shall enter into force on the eighth day of its publication in the BiH Official Gazette.

(2) Entry into force of these Instructions shall abrogate the Standard Operative Procedures for Interdepartmental Coordination of State Border Crossings while Receiving and/or Sending International Assistance in Protection and Rescue (BiH Official Gazette, no. 02/11).

CoM ref. number ____ /13
03/09/ 2013
Sarajevo

Chair
of the BiH Council of Ministers
Vjekoslav Bevanda
INSTRUCTIONS – COMMUNICATION MAP WHILE COORDINATING THE RECEIPT AND/OR SENDING OF INTERNATIONAL ASSISTANCE

THE COUNCIL OF MINISTERS ISSUES DECISION ON RECEPTION/PROVISION OF INTERNATIONAL ASSISTANCE

COORDINATION BODY OF BiH IF ACTIVATED
MINISTRY OF SECURITY
OCC BiH 112

INFORMATION

MINISTRY OF DEFENCE OF BiH
BORDER POLICE OF BiH
DIRECTORATE FOR COORDINATION OF POLICE BODIES OF BiH
MINISTRY OF SECURITY – SERVICE FOR FOREIGNERS’ AFFAIRS
INDIRECT TAXATION ADMINISTRATION OF BiH
MINISTRY OF FOREIGN TRADE AND ECONOMY RELATIONS – VETERINARY OFFICE
DIRECTORATE FOR CIVIL AVIATION OF BiH
FOOD SAFETY AGENCY OF BiH
ENTITY CIVIL PROTECTION ADMINISTRATIONS AND BD’S PUBLIC SAFETY DEPARTMENT

INFORMATION AND REPORTS

THE BiH COUNCIL OF MINISTERS
ENTITY AND BRCKO DISTRICT GOVERNMENTS
THE BiH MINISTRY OF FOREIGN AFFAIRS

SENDER/RECEIVER
### DATA ON PARTICIPANTS IN THE INSTRUCTIONS

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Annex 3

Reference No.:  
Date:  

**TEMPLATE**  
FOR REQUEST OF INTERNATIONAL ASSISTANCE  
(international rescue teams/ modules)  

1. Requesting institution of Bosnia and Herzegovina and its contact details:

2. General description of requested assistance:

3. Type of requested assistance (please specify as far as possible):

4. Estimated duration of the deployment:

5. Location of entry points (GPS coordinates):

   - Land transport:
   - Air transport:
   - Maritime transport:

6. Name, location and GPS coordinates of Base of Operation (BoO) (if already available):

7. Availability of host nation’s support:

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<tr>
<th>Commodity / service</th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>free of charge</td>
<td></td>
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<tr>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinking water</td>
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<tr>
<td>Fuel</td>
<td></td>
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<tr>
<td>Accommodation</td>
<td></td>
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</tr>
<tr>
<td>In-country transport</td>
<td></td>
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<tr>
<td>Medical support</td>
<td></td>
<td></td>
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<tr>
<td>Liaison officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpreters</td>
<td></td>
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</tbody>
</table>

Additional remarks:
8. As the host nation (HN), Bosnia and Herzegovina shall:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>waive any visa and/or immigration requirements</td>
<td></td>
</tr>
<tr>
<td>issue any visa and/or immigration documents</td>
<td></td>
</tr>
<tr>
<td>accept regulated professions: doctors/nurses/paramedics/engineers/others (quote)</td>
<td></td>
</tr>
<tr>
<td>exempt equipment/goods of the modules/teams from all customs duties, taxes, tariffs, fees, and from all export and import restrictions</td>
<td></td>
</tr>
<tr>
<td>provide temporary authorization to the assisting module(s)/team(s) to legally operate on our territory, including rights to open bank accounts, enter into contract and leases, acquire and dispose of property and instigate legal proceedings</td>
<td></td>
</tr>
<tr>
<td>provide security services in case of need and/or upon a request of assisting module(s)/team(s)</td>
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</tbody>
</table>

9. Liability

As the host nation, authorities of Bosnia and Herzegovina declare to cover any damage suffered by a third party on its territory caused by assisting international modules/teams, unless it is proven to be the result of fraud or serious misconduct.

YES / NO

Additional remarks (specify to what extent and/or to what amount Bosnia and Herzegovina is able to cover the damage):
1. Requesting authority of Bosnia and Herzegovina and its contact details:

2. General description of requested assistance:

2. Type and number/amount of requested assistance:

- 2.1 Technical parameters of the requested assistance, e.g.: voltage, frequency, (pumping) capacity, couplings, plugging, etc.: specify as much as possible – if applicable.

- 2.2. Other specific requirements, e.g.: labelling, packing, expiry dates, language of manuals, etc.

3. If not donated, what is the estimated duration of its use/need?

4. Name and location of delivery points - if already identified:

   - Land transport:
   - Air transport:
   - Maritime transport:

5. In-country warehousing provided by Bosnia and Herzegovina: YES / NO

6. Distribution provided by Bosnia and Herzegovina: YES / NO

7. Consignee contact details:

8. Bosnia and Herzegovina will exempt the in-kind assistance/goods from all the customs duties, taxes, tariffs, fees, and from all export and import restrictions:

   YES / NO / under special conditions (quote)
Annex 5

SET UP OF CENTRE FOR REGISTRATION OF INTERNATIONAL RESCUE TEAMS - RECEPTION DEPARTURE CENTRE (RDC)
(list of obligations)

- To identify at the airport the contact points for administration, logistics, customs, etc.
- To inform the contact points at the airport on the purpose of RDCs and OSOCC and on the manner how they can support the admission of international actors and assistance;
- To agree on a place at the airport which is visible and easy accessible, yet distant from public traffic;
- To set the RDC having communication connections (e-mail, telephone, and computers for processing the data. It would be ideal to have wireless internet connection);
- To set one or several easily visible and accessible reception desks;
- To get prepared for arrival of great number of persons and arrange:
  o signs for movements at the location and through the airport;
  o visible signs markings on reception desks and RDC;
  o area where international rescue teams can stay and have a rest.
- To prepare the administrative support for the international rescue teams relating to the customs procedures;
- To provide for the transport of the teams to the BoO;
- To prepare materials for own needs, as well as the contact data, and the latest information on the state at the site;
- To prepare/print the maps for the teams – if possible;
- To prepare a list of participants registries and questionnaires for the teams to arrive;
- To develop a plan for submission of reports (in what intervals);
- To develop a schedule for holding meetings, taking into consideration regular and ad hoc meetings;
- To prepare the materials to inform the teams,
- To get prepared for support to be provided to the teams which will arrive, including the accommodation, logistics and reservation of flights;
- To prepare a list of participants and questionnaires for the teams which are to leave;
- To develop strategy and procedures to be followed as well as to identify the subjects to which the teams should be sent to.

The RDC may be structured into three functional elements: **RDC manager** (who supervises the set up and operations of the RDC; secures the flow of information between the RDC, OSOCC and the local institutions; secures quick passage of teams through points of entry, including the registration of foreign nationals, the customs procedures, informations for the teams and their transport to BoO and further), **RDC logistics** (logistical support to the arriving teams in cooperation with local institutions and the staff of the airport), **RDC administration** (secures the set up of RDC and quick passage of teams through points of entry; sets electronic devices necessary for the functioning of the RDC, internet connection and communication with RDC; conducts registration of teams at the points of entry and informs the relevant institutions).
1. The institution offering the assistance and its contact details:

2. General description of offered assistance:

3. Type of offered assistance (please specify as far as possible):

4. Availability of the offered assistance: from to

5. Selected entry points:

   Land transport:
   Air transport:
   Maritime transport:

6. Self-sufficiency of the offered assistance:

<table>
<thead>
<tr>
<th></th>
<th>Number of days</th>
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<tbody>
<tr>
<td>food</td>
<td></td>
</tr>
<tr>
<td>drinking water</td>
<td></td>
</tr>
<tr>
<td>fuel</td>
<td></td>
</tr>
<tr>
<td>accommodation</td>
<td></td>
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<tr>
<td>in-country transport</td>
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<tr>
<td>medical support</td>
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</tbody>
</table>

7. Bosnia and Herzegovina accepts the conditions for compensation of damage suffered by third parties caused by its modules/teams in accordance with the Standard application form for requesting international assistance ref. no.: ………………….

Additional remarks (specify to what extent and/or to what amount you are able to cover possible cost):

If not, provide details on the costs that can be compensated:
1. The BiH institution which offers the assistance and its contact details:

2. General description of offered assistance:

2. Type and number/amount of offered assistance:

2.1 Technical parameters of the offered assistance, e.g.: voltage, frequency, (pumping) capacity, couplings, plugging, etc., specify as much as possible if measurable or applicable:

2.2. Other specific requirements, e.g.: labelling, packing, expiry dates, language of manuals, etc., specify as much as possible – if applicable:

2.3 Dimension, weight, volume, etc. of the offered assistance:

3. Donation: YES / NO

4. Means of transport:

   Land transport:
   Air transport:
   Maritime transport:

5. Name and location of delivery points:

6. Further logistic requirements (warehousing, transport, etc.):

Specify if the assistance is provided free of charge or with compensation (specify which costs are to be compensated):

8. Additional requirements:
TEMPLATE
REQUEST FOR TRANSIT OF ASSISTANCE THROUGH THE TERRITORY OF *(STATE)*

1. Institution of the sending nation (SN) and its contact details:

2. Identified entry border crossing point:

3. Estimated time of arrival to the entry border crossing point:

4. Identified exit border crossing point:

5. Contact details of the convoy commander (including mobile and sat phone no. and radio frequencies):

6. Number, types and registration plates of transiting vehicles (if available). Number and types of over-dimension and over-weight vehicles (if available):

7. Request for support:
   - Accommodation: YES / NO
   
   If yes, please specify number of persons.
   
   - Fuel: YES / NO
   
   If yes, please specify quantity and type of fuel:
   
   - Escort: YES / NO

8. Any other specific requirements/ information: (presence of hazardous materials, etc.).