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**COMMISSION STAFF WORKING DOCUMENT**

**EU HOST NATION SUPPORT GUIDELINES**

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## EU HOST NATION SUPPORT GUIDELINES

### DISCLAIMER:

*'This document is a European Commission staff working document for information purposes. It does not represent an official position of the Commission on this issue, nor does it anticipate such a position'*

## 1. INTRODUCTION

The group of experts of Civil Protection (CP) modules, acknowledging lessons learnt in past civil protection operations, identified and stressed the need to develop EU guidelines for the provision of host nation support (HNS) to Participating States<sup>1</sup> delivering assistance during a major emergency. This was equally confirmed by the Belgian Presidency of the Council of the EU which took this issue forward and organised a three day seminar on HNS in the second half of 2010. The Seminar's conclusions provided the basis for Council conclusions on Host Nation Support 15874/10 which were adopted on 2 December 2010.

## 2. BASIC PRINCIPLES

These EU Host Nation Support Guidelines (EU HNSG) aim at assisting the affected Participating States to receive international assistance in the most effective and efficient manner. The level of HNS may vary according to the severity of the situation and will be subject to a prior agreement between the requesting and offering Participating States. These guidelines are of a non binding nature which aim to provide guidance and support.

Compliance with the self-sufficiency requirements for the CP modules as defined by Commission Decision 2010/481/EU, EURATOM<sup>2</sup> will be respected by the offering Participating States in order to avoid any burdensome requirements for the affected Participating State unless agreed between the requesting and offering Participating States otherwise.

The EU HNSG are based on experience and lessons learnt by Participating States during emergencies, exercises and trainings and incorporate the existing relevant international documents.

It also includes procedures for mutual information exchange between requesting, transit and assisting Participating States and the Monitoring and Information Centre (MIC).

In order to simplify the process of the HNS, the EU HNSG provide a number of annexes (HNS checklist, templates, glossary of terms, etc.).

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<sup>1</sup> State participating in the EU Civil Protection Mechanism

<sup>2</sup> Commission Decision of 29 July 2010 amending Decision 2004/277/EC, Euratom as regards rules for the implementation of Council Decision 2007/779/EC, Euratom establishing a Community civil protection mechanism

### **3. SCOPE**

HNS implies all actions undertaken in the preparedness phase and the disaster response management by a Participating State, receiving or sending assistance, or the Commission, in order to remove as much as possible any foreseeable obstacle to international assistance so as to ensure that disaster response operations proceed smoothly.

It also includes the support that Participating States can provide to facilitate international assistance transiting through their territory by land, sea or air.

Taking into account Article 4.4 of Council Decision 2007/779/EC, Euratom<sup>3</sup>, Participating States shall consider the possibility of receiving, as required, other intervention support which might be available from the competent services, such as specialised personnel and equipment to deal with a particular emergency, and on calling upon resources which may be provided by non-governmental organisations and other relevant entities.

### **4. APPLICABILITY**

Although these EU HNSG are of a non binding nature, Participating States are encouraged to apply them during EU CP Mechanism operations inside EU and when possible in case of bilateral assistance from an EU or non-EU country.

Non-EU states are encouraged to take the EU HNSG into account when they request and receive international assistance via the EU CP Mechanism.

### **5. RELATION TO EXISTING INTERNATIONAL FRAMEWORK**

The EU HNSG are complementary to existing international documents related to relief operations and disaster management (Annex 11).

### **6. MEDIA AND COMMUNICATION**

Media relations and other public communication issues do not feature in these guidelines as such issues are usually the responsibility of the host nation<sup>4</sup> (HN). However, the Participating States - as a part of their respective national strategy on HNS – are invited to consider developing a plan on how to deal with all media during emergencies where international assistance is requested. Acknowledging the fact that media handling under such circumstances might require a coordinated approach from the affected country, the issue will not be further elaborated on, nor addressed by these guidelines.

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<sup>3</sup> Council Decision of 8 November 2007 establishing a Community Civil Protection Mechanism (recast) (Text with EEA relevance) 2007/779/EC, Euratom

<sup>4</sup> Participating State which by agreement either 1) receives international intervention modules/teams deployed by other Participating States or other nations to cope with consequences of a disaster or 2) receives in-kind assistance and/or other equipment/material to cope with consequences of a disaster.

## **7. RELATION WITH THIRD PARTIES**

Relations with third parties - NGOs, volunteers, etc. will not feature in these guidelines as such relations are normally the responsibility of the HN. However, referring to Article 4, paragraph 4 of Council Decision 2007/779/EC, Euratom<sup>5</sup>, the Participating States - as a part of their respective national strategy on HNS - are invited to consider developing a plan on how to deal with all third parties during emergencies should such parties offer assistance.

## **8. SAFETY & SECURITY**

The HN should be responsible for, and take appropriate measures, to address the safety and security of personnel of the incoming teams and modules and of the locations, facilities, means of transport, equipment and goods used in connection with the international assistance provided.

The safety measures shall be taken by deployed teams and modules in cooperation with the HN. For operating equipment of the modules/teams, the main responsibility lies with the modules/teams themselves.

## **9. METHODOLOGY**

In order to properly address all aspects of the HNS, the EU HNSG have been divided into the following four areas:

### **9.1. Emergency planning**

Advanced planning with a focus on incoming assistance arrangements is a vital aspect of effective European emergency response cooperation. To ensure proper HNS in case of a major disaster, Participating States should consider setting up/integrating national arrangements to allow for international emergency support within their territory. To do so, it is helpful to have in advance an analysis of national risks and possible capacity gaps of national resources. This analysis will help to define the moment when a country may activate the EU CP Mechanism and to formulate a precise and timely request for assistance.

All emergency management actors should be identified and made aware of their responsibility in the different phases in the process of HNS. All levels of emergency management authorities/actors should be aware of the EU CP Mechanism and of international guidelines and standards.

During the emergency planning phase the Participating States should, inter alia, focus on

- the preparation of country briefings/factsheets for incoming teams;
- the identification and training of liaison officers (LO) (preferably EU CP trained experts) to join the incoming team;
- the set-up and training of HNS team/cell.

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<sup>5</sup> Council Decision of 8 November 2007 establishing a Community Civil Protection Mechanism (recast) 2007/779/EC, Euratom

The HN and incoming teams and modules should take all necessary measures to ensure the interoperability of the assistance.

## **9.2. Emergency management and co-ordination on site**

Participating States should use the existing EU and other international coordination systems as much as possible.

The HN should make arrangements at all levels of its existing emergency command, control and coordination structure to facilitate the coordination of international assistance. At the same time, incoming teams should be aware of the HN command, control and coordination structure and should report to the on-site commander at least on a daily basis.

The HN should use CECIS (Common Emergency Communication and Information System) as the primary tool and Virtual OSOCC (On-Site Operations Coordination Centre) when applicable to provide regular updates at the headquarter level regarding casualties and damage, entry points and procedures, specific requests for assistance and to inform all international participants of any special cultural, religious or traditional habits of the affected country, weather, safety and security issues.

The HN should establish entry points, Reception and Departure Centre (RDC), a base of operations (BoO), a HNS team and should provide incoming teams with information in the form of a prepared Country briefing (Annex 8). The HN should also consider requesting support from an EU CP Team. The HN when setting up its emergency coordination structures should use the existing EU and other international concepts (such as the OSOCC concept).

## **9.3. Logistics/transport**

The respective National contact points (NCP) of the Participating States should use the existing EU CP procedures for requesting and offering support. To streamline this process they should use the templates provided for by these guidelines to request the international assistance (Annex 2 and 4) and the corresponding answer forms for offering assistance (Annex 3 and 5). The Participating States should ensure that use of these templates is incorporated into national contingency planning, courses, trainings and exercises.

All Participating States should pre-identify points of entry for incoming teams. Entry points can be any type of border crossing (at roads, rivers, railroads, airports and seaports). The Participating States should develop a “catalogue” of these pre-identified entry points, including their capacities.

The HN should make all necessary arrangements to receive the incoming teams and modules at the point of entry (provision of LO, instructions, etc.). As a best practice, it is recommended for the LO to join the incoming team as early as possible.

Transit countries should facilitate quick transit of the teams, modules and in-kind assistance through its territory by removing all potential “obstacles” (e.g. by provision of escorts, route planning, waiving restrictions/regulations) and by providing a single point of contact. The sending nation (SN) is responsible for negotiating these arrangements with the transit nation

(TN). A number of transport related national restrictions and regulations can be found in "transport questionnaires" available in CECIS<sup>6</sup>.

In case of insufficient transport capacities to dispatch the assistance, SN can request transport support in accordance with Commission Decision 2007/606/EC, Euratom<sup>7</sup>.

Also, the HN should be responsible for the route planning and the provision of necessary transport arrangements (transport means, escorts, maps, material handling equipment, fuel, food, etc.) for the incoming teams starting from the point of entry and lasting for the entire operation.

The HN should provide logistic support for the incoming teams and the general maintenance of their equipment. The SN are responsible for the specialised maintenance of their equipment, including bringing specialized spare parts for their equipment to ensure self sufficiency for the whole mission.

The SN should ensure the adequacy and sufficient quality of the offered assistance, in particular food, medicine and its proper packing, respecting international standards. The HN should communicate all specific requirements connected to the delivery of incoming in-kind assistance (labelling, packaging etc.).

The HN should be responsible for the take-over, storage and distribution of in-kind assistance received.

The HN should be responsible for the identification of a base of operation, located as close as possible to the existing infrastructure. The HN should take into account the base of operation requirements such as access to water, electrical power, and sewage, access for cars and trucks, closeness to the disaster site.

The HN should facilitate the use of telecommunication and the possibility to establish the necessary arrangements/facilities to maintain communications with and within the locations of the international assistance operation. The HN should also provide radio frequencies at the latest upon entry.

Whereas the point of entry has been pre-identified by the HN, the decisions concerning the points of exit should be made bilaterally between HN and SN to ensure the most cost-effective and smooth exit transportation route.

## **9.4. Legal and financial issues**

### *9.4.1. FINANCIAL ASPECTS*

Referring to Article 35, paragraph 1 and 2 of Commission Decision 2004/277/EC, Euratom<sup>8</sup>:

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<sup>6</sup> Regulations and other particular issues affecting the transport of civil protection assistance between the Participating States

<sup>7</sup> Commission Decision of 8 August 2007 laying down rules for the implementation of the provisions on transport in Council Decision 2007/162/EC, Euratom establishing a Civil Protection Financial Instrument

<sup>8</sup> Commission Decision of 29 December 2003 laying down rules for the implementation of Council Decision 2001/792/EC, Euratom establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions

- the HN should ensure in advance that appropriate financial channels and procedures are in place to expedite and facilitate an easy reimbursement of the incoming assistance if so required.
- the SN and TN should ensure in advance that appropriate financial channels and procedures are in place to cost, invoice, or waive needs for reimbursement or to receive payments if so required.

Offering Participating States should fill in the templates (Annex 3 and 5) to include the conditions under which the offers are made.

#### 9.4.2. *LEGAL ASPECTS*

Numerous Participating States have either ad hoc and/or bilateral solutions with neighbouring countries in place. Nevertheless, it is crucial for a smooth delivery of international assistance that the Participating States have solid and systematic solutions ready to identify relevant legal issues that may constitute obstacles to the overall objective of facilitating the provision of international assistance and, if appropriate, modify their legislation.

Participating States should consider the granting of legal exemptions, in particular the HN and the TN should:

- exempt goods and equipment requested from all custom duties, taxes, tariffs, or any governmental fees, and exempt them from all export transit and import restrictions,
- simplify and minimise documentation requirements for export, transit, and import,
- permit the re-exportation of goods and equipment used, in the event that the SN wishes to retain what it originally owned,
- waive or reduce inspection requirements (where this is difficult use pre-clearance processes where possible to clear relief goods and equipment more rapidly),
- arrange for inspection and release outside of business hours and/or at a place outside the customs office to avoid unnecessary delay.

The HN should be prepared to ensure that assisting countries and relevant international organisations are provided with temporary authorisation to legally operate on their territory so as to enjoy the rights, inter alia to open bank accounts, enter into contracts and leases, acquire and dispose of property and instigate legal proceedings, for the purpose of providing assistance.

Personnel sent to assist Participating State after the disaster may possess specific skills and qualifications that are regulated in the affected state. Regulated professions usually include doctors, nurses, paramedics, engineers, and others. The HN should, whenever possible, recognize the relevant professional qualifications of relief personnel for the time necessary to carry out the disaster relief assistance.

The HN should, when necessary and possible, exempt relief personnel from visa regulations and immigration inspection. Where visa regulations and immigration inspection cannot be waived, the HN should expedite the necessary formalities at the appropriate point of entry.

### 9.4.3. *LIABILITY*

In questions of liability during relief operations, one would first and foremost seek to find amicable settlements between the HN and SN.

Rules for compensation of damage caused by assisting modules/teams to property or service staff of requesting state are provided for by Article 36, paragraph 1 of Commission Decision 2004/277<sup>9</sup>.

For damage suffered by third parties, paragraph 2 of the same Article invites the requesting State and State providing assistance to cooperate to facilitate compensation for such damage.

In order to streamline and expedite this process of cooperation and to avoid any potential for later misunderstanding, the HN and SN should agree on the principles for compensating the potential damage suffered by third parties as early as possible, ideally already during the process of requesting, offering and accepting the international assistance. Both, the HN and SN should declare its willingness or non-willingness to cover damage suffered by third parties. For this the HN and SN should use the templates for requesting and offering international assistance (Annex 2 and 4).

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<sup>9</sup> Commission Decision of 29 December 2003 laying down rules for the implementation of Council Decision 2001/792/EC, Euratom establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions



## ANNEX 1

### EU HNS CHECKLIST

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
1.	Templates for requesting and offering of international assistance.	<ul style="list-style-type: none"> <li>Clarify procedures at national level regarding availability of sending routines from national focal point to EU MIC and update/maintenance of forms.</li> <li>Consider making fixed requesting procedures for types of incident (e.g.: flooding, earthquake).</li> <li>Include use of Templates for requesting/offering of international assistance into national contingency planning, courses, trainings and exercises.</li> </ul>	<ul style="list-style-type: none"> <li>Clarify procedures at national authority level regarding offering of support (how and who to answer a request for assistance).</li> <li>Consider making fixed responding procedures for any types of emergency (e.g.: flooding, earthquake).</li> </ul>	<ul style="list-style-type: none"> <li>Sort out if there is a need for a standardised form designed for the role of TN in EU HNS operations (border crossings, customs, liaison officer, single contact point, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Together with the PS update the Templates for requesting and offering of international assistance which are annexed to the EU HNSG available in CECIS and incorporate them in the CP Mechanism courses, trainings and exercises</li> </ul>
2.	Prepare arrangements for	<ul style="list-style-type: none"> <li>In-country transport;</li> <li>Accommodation (food, shelter and sanitary);</li> <li>Medical support;</li> <li>Communication (terms, systems, limitations, frequencies etc.);</li> <li>Fuel supply;</li> <li>Waive national transport regulations;</li> <li>Waive tariffs/taxes, tolls and other fees;</li> <li>Interoperability of technical equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Vaccinations</li> <li>Insurances</li> <li>Self-sufficiency aspects</li> <li>Interoperability of technical equipment</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate transport (clearance/notification to other national stakeholders).</li> <li>Provide police or other relevant authority escorts.</li> <li>Provision of accommodation, medical support and fuel supply, if necessary.</li> <li>Check whether possible to waive national transport regulations, tariffs/taxes, tolls and other fees.</li> </ul>	

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
3.	Identification of entry points	<ul style="list-style-type: none"> <li>Identify entry points to the country (land, air, in-land waters/sea) and create and make available preferably in CECIS a catalogue of these points.</li> <li>Make sure that all national stakeholders are informed of national list of possible entry points for incoming assistance as a point of awareness-raising.</li> </ul>	<ul style="list-style-type: none"> <li>Procedure for acknowledging agreed entry point.</li> </ul>		
4.	Basic information	<ul style="list-style-type: none"> <li>Prepare country profile - national disaster response structure (including emergency command control), operational conditions, environmental/climate issues, cultural and political profiles, etc;</li> </ul>	<ul style="list-style-type: none"> <li>Prepare fact sheets on modules and/or teams.</li> </ul>		
5.	Personnel	<ul style="list-style-type: none"> <li>Identify, form and train national HNS teams/cells including liaison officers (LO).</li> </ul>		<ul style="list-style-type: none"> <li>In case of long duration transit, consider appointing a liaison officer from TN as long as the team is still in transit.</li> </ul>	<ul style="list-style-type: none"> <li>Include HNS into EU CP Mechanism trainings, courses and exercises</li> </ul>

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
6.	Request	<ul style="list-style-type: none"> <li>• Make a formal request using the Template for requesting international assistance. Be as specific as possible.</li> <li>• Use CECIS as the primary information and communication tool. It means provide continuous updates regarding number of casualties and damage, entry points and procedures, specific requests for assistance.</li> <li>• Use the Country profile form, inform all international participants of any special cultural, religious or traditional habits of the affected country, weather, safety and security issues, etc.</li> <li>• If appropriate use/activate the Virtual OSOCC or other information systems to :</li> <li>• provide continuous updates regarding casualties and damage, entry points and procedures, specific requests for assistance;</li> <li>• Set up an appropriate emergency co-ordination structures;</li> <li>• Consider requesting support from the EU CP Mechanism in form of HNS experts in case of need;</li> <li>• Consider sending a LO to meet with team from sending country as early as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• By using the Template for offering assistance make clear which kind of assistance can be provided, at what point of time and for how long it is available. Be as specific as possible.</li> <li>• Check if assistance that is offered fits the needs of the requesting nation.</li> <li>• Make sure that the assistance fulfils international standards.</li> <li>• Make sure that the Points of entry (airport, seaport, road border crossing) and the place of the Reception and Departure Centre are known and respected</li> <li>• Start planning for transport, contact authorities of PS whose territories you will need to transit through. Use the standard form for requesting the transit assistance.</li> <li>• Monitor CECIS and have the appropriate contacts within the government to respond to requests for assistance.</li> <li>• Implement and maintain procedures to ensure access to transport for rapid deployment of response teams and/or modules</li> <li>• Establish a capability to re-supply the responding teams while abroad if necessary.</li> <li>• Inform the affected country via CECIS and using the standard form for offering assistance about the assistance being provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish the route that the team or module will use and make arrangements</li> <li>• If required, make sure that Police/Immigration is informed about the status of transiting disaster relief personnel</li> <li>• Put in place shortcutting visa procedures and provide visa when necessary</li> <li>• If required, facilitate rapid provision of landing and over flight permission for relief flights to the SN.</li> <li>• Clarify customs status of disaster relief goods, equipment, medical products, animals (i.e. search dogs), hazardous materials, and their means of transport</li> <li>• Inform road authorities/police about the status of the incoming assistance goods, equipment and personnel (i.e. waiver of taxation road tax, toll; provision of escort, security, clearing of the roads, safety driving conditions)</li> <li>• Coordinate other relevant Ministries and services involved in the transit procedures (Telecommunication-, Transport-, Health- and Police-Services)</li> <li>• Put necessary conditions for telecommunication in place, (access to frequencies, bandwidth and satellite use).</li> </ul>	

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
7.	Entry	<ul style="list-style-type: none"> <li>• Set up the necessary conditions to allow the requested goods and equipment, as well as relief personnel/ international teams into the country (including establishing RDC and Host nation support team).</li> <li>• Provide the team with a Liaison Officer (LO).</li> <li>• Use RDC and HNS support team to provide incoming teams with information.</li> <li>• At the border make sure that Police/Immigration knows the status of incoming disaster relief personnel.</li> <li>• Put in place shortcut visa procedures.</li> <li>• Provide visa and work permit waivers when necessary for entire period of relief.</li> <li>• Put mechanisms in place to ensure rapid grant of landing and flight permission for relief flights.</li> <li>• Clarify customs-status of incoming disaster relief goods, equipment, medical products, animals (i.e. search dogs), hazardous materials, and their means of transport.</li> <li>• Inform road authorities/police about the status of the incoming assistance goods, equipment and personnel (i.e. waiver of taxation road tax, toll; provision of escort, security, clearing of the roads, safety driving conditions).</li> <li>• Coordinate relevant Ministries and other services involved in the reception procedures (Telecommunication-, Transport-, Health- and Police- Services).</li> <li>• Put necessary conditions for telecommunication in place, (access to frequencies, bandwidth and satellite use).</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all logistical and administrative support that may be required by the team or module while it is on mission.</li> </ul>		

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
8.	Exit	<ul style="list-style-type: none"> <li>• Clarify customs-status of existing disaster relief goods, equipment, medical products, animals (i.e. search dogs), hazardous materials, and their means of transport.</li> <li>• Inform road authorities/police about the status of the existing assistance goods, equipment and personnel (i.e. road tax, toll; provision of escort, security, clearing of the roads, safety driving conditions).</li> <li>• Coordinate relevant Ministries and services involved in the departure procedures (Transport, Health- and Police- Services).</li> </ul>	<ul style="list-style-type: none"> <li>• Together with the HN and TN arrange transportation back.</li> </ul>	<ul style="list-style-type: none"> <li>• Together with the SN facilitate transportation back.</li> <li>• If required, make sure that Police/Immigration is informed about the status of transiting disaster relief personnel.</li> <li>• Put in place shortcut visa procedures and provide visas when necessary.</li> <li>• Clarify customs-status of disaster relief goods, equipment, medical products, animals (i.e. search dogs), hazardous materials, and their means of transport.</li> <li>• Inform road authorities/police about the status of the existing assistance goods, equipment and personnel (i.e. road tax, toll; provision of escort, security, clearing of the roads, safety driving conditions).</li> <li>• Coordinate relevant Ministries and services involved in the transit procedures (Transport-, Health- and Police- Services).</li> </ul>	
9.	Financial issues	<ul style="list-style-type: none"> <li>• Check if appropriate financial channels and procedures are in place to expedite and facilitate an easy reimbursement of the incoming assistance if so required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that appropriate financial channels are in place to cost, invoice, or waive needs for reimbursement or receive payments if so required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that appropriate financial channels are in place to cost, invoice, or waive needs for reimbursement or receive payments if so required.</li> </ul>	

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
10.	Legal issues	<ul style="list-style-type: none"> <li>• Gather information; provide description of the specific provisions in the identified core field of issues and check their legislation against the overall objective of facilitation of the provision of European and international emergency assistance.</li> <li>• Encourage fast track procedures/ exemptions of requirements during emergencies or imminent threat thereof.</li> <li>• Clarify the mechanisms for cooperation between governmental actors and non-governmental actors of the SN and the HN nation.</li> <li>• Decide whether to cover damages suffered by third parties or if to request the SN to cover it.</li> </ul>	<ul style="list-style-type: none"> <li>• Clarify the mechanisms for cooperation between governmental actors and non-governmental actors of the SN and the HN nation.</li> </ul>		<ul style="list-style-type: none"> <li>• Look into existing relevant EU internal market legislation/ recognition of professional qualification legislation; liability; to see to what extent the specificity of emergency operations is sufficiently taken into account.</li> </ul>

Issue		Host Nation	Sending Nation	Transit Nation	European Commission
11.	Lessons learnt	<ul style="list-style-type: none"> <li>• Include evaluation of HNS into reporting and in lessons learnt meetings after an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Include evaluation of HNS into reporting and in lessons learnt meetings after an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Include evaluation of transit support into reporting and in lessons learnt meetings after an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Include HNS to LL meetings. <ul style="list-style-type: none"> <li>• To use studies and the Expert group on CP module to support progress in the HNS area, consider need for EU framework to establish minimum requirements, best practice, guidelines.</li> </ul> </li> </ul>
12.	Security and safety	<ul style="list-style-type: none"> <li>• Provide security to the international teams. Make sure the appropriate means are in place to keep personnel, locations, goods and equipment related to the international assistance, safe and secure.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure the appropriate safety and security measures are in place to keep personnel, locations, goods and equipment related to the international assistance, safe and secure.</li> </ul>	<ul style="list-style-type: none"> <li>• Guarantee the security of the international teams. Make sure the appropriate means are in place to keep personnel, locations, goods and equipment related to the international assistance, safe and secure.</li> </ul>	

**ANNEX 2**

Reference No.:

Date:

**TEMPLATE  
REQUEST FOR INTERNATIONAL ASSISTANCE<sup>10</sup>  
(MODULES, TEAMS)**

1. HN requesting authority and 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 support<sup>11</sup>:

Commodity /service	YES		NO
	free of charge		
	YES	NO	
food			
drinking water			
fuel			
accommodation			
in-country transport			
medical support			

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<sup>10</sup> To be attached to each CECIS request for assistance.

<sup>11</sup> This does not contradict the principle of self-sufficiency of an EU CP module.



liaison officer			
interpreters			

Additional remarks:

8. The HN will:

	YES	NO
Waive any visa and/or immigration requirements.		
Issue any visa and/or immigration documents.		
Accept regulated professions: doctors/nurses/paramedics/engineers/others (quote).		
Exempt equipment/goods of the modules/teams from all customs duties, taxes, tariffs, fees, and from all export and import restrictions.		
Provide temporary authorisation 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.		
Provide security services in case of need and/or upon a request of assisting module(s)/team(s).		

9. Liability.

Article 36, paragraph 1 of Commission Decision 2004/277<sup>12</sup> provides rules for compensation of damage caused by assisting modules/teams to property or service staff of requesting state<sup>13</sup>.

For damage suffered by third parties, paragraph 2<sup>14</sup> of the same Article invites the requesting State and State providing assistance to cooperate to facilitate compensation for such damage.

In this context:

- the HN declares to cover any damage suffered by third parties on its territory caused by assisting international modules/teams where such damage is the consequence of the assistance

<sup>12</sup> Commission Decision 2004/277/EC, Euratom of 29 December 2003 laying down rules for the implementation of Council Decision 2001/792/EC, Euratom establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions

<sup>13</sup> Art. 36, 1: The requesting State shall refrain from making any request for compensation from participating States for damage caused to their property or service staff where such damage is the consequence of the assistance intervention provided for by this Decision, unless it is proven to be the result of fraud or serious misconduct.

<sup>14</sup> Art. 36, 2. In the event of damage suffered by third parties as the result of assistance interventions, the requesting State and the participating State providing assistance shall cooperate to facilitate compensation of such damage.

intervention provided for by this Decision, 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 you are able to cover possible damage):

**ANNEX 3**

Reference No.:

Date:

**TEMPLATE**

**OFFER OF INTERNATIONAL ASSISTANCE<sup>15</sup>**

**(MODULES, TEAMS)**

1. SN offering authority and 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:

	<b>number of days</b>
food	
drinking water	
fuel	
accommodation	
in-country transport	
medical support	

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<sup>15</sup> To be attached to each CECIS offer of assistance

7. The SN accepts the conditions for compensation of damage suffered by third parties caused by offered modules/teams as proposed by HN in 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):

8. Referring to paragraph 1 and 2 of the Article 35 of the Commission Decision 2004/277<sup>16</sup>, the SN offers its assistance free of charge.

If no, state in detail what cost is to be reimbursed:

9. Additional requirements:

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<sup>16</sup> Commission Decision 2004/277/EC, Euratom of 29 December 2003 laying down rules for the implementation of Council Decision 2001/792/EC, Euratom establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions

## ANNEX 4

Reference No.:

Date:

### TEMPLATE

### REQUEST FOR INTERNATIONAL ASSISTANCE<sup>17</sup>

#### (IN-KIND ASSISTANCE)

1. Host nation (HN) requesting authority and contact details:
2. General description of requested assistance:
3. Type and number/ amount of requested assistance:
  - 3.1. Technical parameters of the requested assistance, e.g.: voltage, frequency, (pumping) capacity, couplings, plugging, etc.: specify as much as possible – if applicable.
  - 3.2. Other specific requirements, e.g.: labelling, packing, expiry dates, language of manuals, etc.:
4. If not donated, what is the estimated duration of the use/ need?
5. Name and location of delivery points - if already identified:

Land transport:

Air transport:

Maritime transport
6. In-country warehousing provided by the HN: yes / no
7. Distribution provided by the HN: yes / no
8. Consignee contact details:
9. The HN will exempt the in-kind assistance/goods from all customs duties, taxes, tariffs, fees, and from all export and import restrictions:

yes / no / under special conditions (quote)

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<sup>17</sup> To be attached to each CECIS request for assistance

## ANNEX 5

Reference No.:

Date:

### TEMPLATE

### OFFER OF INTERNATIONAL ASSISTANCE<sup>18</sup>

#### (IN-KIND ASSISTANCE)

1. Sending nation (SN) offering authority and contact details:
2. General description of offered assistance:
3. Type and number/ amount of offered assistance:
  - 3.1. Technical parameters of the offered assistance, e.g.: voltage, frequency, (pumping) capacity, couplings, plugging, etc., specify as much as possible:
  - 3.2. Other specific information, e.g.: labelling, packing, expiry dates, language of manuals, etc., specify as much as possible:
  - 3.3. Dimension, weight, volume, etc. of the offered assistance:
4. Donation: yes / no
5. Means of transport:  
Land transport:  
Air transport:  
Maritime transport
6. Name and location of delivery points:
7. Further logistic requirements (warehousing, transport, etc):
8. Referring to paragraph 1 and 2 of the Article 35 of the Commission Decision 2004/277<sup>19</sup>, the SN offers its assistance free of charge.  
  
If no, state in details what cost is to be reimbursed:
9. Additional requirements:

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<sup>18</sup> To be attached to each CECIS offer of assistance

<sup>19</sup> Commission Decision 2004/277/EC, Euratom of 29 December 2003 laying down rules for the implementation of Council Decision 2001/792/EC, Euratom establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions

## **ANNEX 6**

Reference No.:

Date:

### **TEMPLATE**

#### **REQUEST FOR TRANSIT ASSISTANCE THROUGH THE TERRITORY OF:**

1. Sending nation (SN) requesting authority and contact details:
2. Identified entry border crossing point:
3. Estimated time of arrival (ETA) 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).

## ANNEX 7

### **TERMS OF REFERENCE FOR HOST NATION SUPPORT (HNS) CELL**

#### **HNS Cell Tasks**

HNS cell represents the direct link between the Local Emergency Management Agency (LEMA) and the international teams for the duration of their mission in the country and is designed to:

- ensure the better use of the capabilities of the teams from their arrival;
- integrate teams' operations with the ongoing response effort;
- support the teams in all logistic needs including fuel, transport, food and accommodation;
- assist the teams in all contacts/relations with population and/or administrations;
- facilitate the liaison between the teams and local/national operational centres.

HNS cell has to be considered apart from the local incident commander and it is not responsible for:

- operational coordination of the team;
- technical advise during the rescue/relief operations.

#### **HNS Cell Organisation:**

The HN cell should be established by the LEMA as part of the overall Host Nation Support concept.

All personnel involved in the HNS cell are officers of the LEMA, they should be EU CP Mechanism trained, and should have appropriate language skills, with good skill in negotiation and coordination management, possibly with previous experience within international operations context.

The HNS cell is organised in three main areas of activities:

1. **Registration (HNS R) at the entry point or RDC established by the affected country;**
2. **Assistance (HNS A) for teams during the course of activities performed in the affected country;**
3. **Coordination of HNS (HNS C) at LEMA collecting and disseminating information coming from the international teams.**

#### **1. Registration**

At entering into the country, the team will be welcomed by HNS R at entry point or RDC (in any case in a safe area away from the emergency) in order to receive a general briefing and to arrange its transfer to the BoO assigned.



HNS R will provide:

- General information on the event and on the national command and control structure
- Information on the HNS structure

HNS R will facilitate:

- The filling of all relevant documentation about the team.
- Delivery of demobilisation forms to be returned after completion to the HNS Cell upon arrival at BoO<sup>20</sup>.
- Delivery of mission summary report to be returned after its completion to the HNS Cell at the BoO
- Escorting to the BoO

## **2. Assistance**

**As the team arrives at BoO the assigned NHS A will provide a series of vital information:**

- general briefing on the situation at local (provincial) level;
- command and control structure;
- role of HNS cell;
- communication system;
- maps (BoO and work sites) ;
- information regarding the area and the population;
- security aspects;
- media (possible procedures for interacting with the media);
- safety and security plan for the team (agreement on possible plans) ;
- coordination of activities and management of BoO;
- general Notices (ordinances/decrees established by the Mayors or other Authorities);
- request of team needs;
- request by NHS for daily briefing and daily SitRep.

**During all operations phase HNS A will ensure to the team:**

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<sup>20</sup> Form similar to Annex D of INSARAG Guidelines.

- logistic support;
- communication between local incident commander and LEMA;
- facilitate relations with all civil protections actors involved;
- support team leader/deputy team leader/liaison officer during coordination meetings;
- liaise any request coming from mayor or other local authorities;
- updates LEMA regarding the activities carried out by the team.

**At the end of operations HNS A will support the team in order to**

- facilitate hand over procedure;
- assist the demobilisation operation;
- provide necessary logistic support (e.g.: transportation ) ;
- facilitate customs procedures if requested;
- finalise the mission report.

**3. Coordination**

During the whole emergency HNS C at LEMA will ensure a daily contact with all teams operating in the area through the HNS A.

## ANNEX 8

### COUNTRY BRIEFING

#### **Name of the country**

#### **Updated emergency situation**

- Brief description of the situation: What are the problems? International teams already in the country. *Preferably in the form of a situation map;*
- Safety and security (Specific hazards);
- Information on specific methods/terminology on how to operate special capabilities in the country.

#### **National disaster response structure**

- Brief description of the structure of disaster response. From national, regional down to local emergency command and control structure;
- Communication;
- Coordination system of international assistance.

#### **Other specific information**

- Other relevant specific information, for instance if there are any sensitive issues (political, religious, cultural, financial, etc.);
- Relevant Web resources.

## ANNEX 9

### GLOSSARY OF TERMS

**Assisting Participating State:** Participating State offering and providing its modules/teams and/or other capacities, including in-kind assistance

**Base of Operation (BoO)** – serves as the international response team's site for headquarters, communications hub, sleeping/resting/eating areas, equipment stock set-up and refuge from the elements while operational in a disaster affected country<sup>21</sup>

**Civil protection (CP) module** – a module built up and registered according to Commission Decision 2010/481/EU, Euratom<sup>22</sup>

**Host nation** – in the context of HNS the Participating State which by agreement:

1. receives international intervention modules/teams deployed by other Participating States or other nations to cope with consequences of a disaster
2. receives in-kind assistance and/or other equipment/material to cope with consequences of a disaster

**Host nation recipient** – host nation civil protection institutions and/or their staff who receives the incoming international teams

**In-kind assistance/donation** – In-kind assistance/donations are those that are done in goods and services rather than money (or cash)

**OSOCC (On-Site Operations Coordination Centre)** – serves as the entity for the coordination of the operational activities undertaken by international assistance teams responding to the emergency

**Participating state (PS):** State participating in the EU Civil Protection Mechanism

**Reception Departure Centre (RDC)** – is established at points of entry into an affected country for international response with primary responsibility of facilitating the arrival and then later, the departure of international response teams<sup>23</sup>

**Requesting Participating State:** Participating State affected by a major emergency and requesting assistance through the EU CP Mechanism

**Sending nation** – in the context of HNS the Participating State providing its modules/teams and /or other capacities, including in-kind assistance

**Transit nation** – a State through which territory a sending nation transports its assistance

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<sup>21</sup> INSARAG Guidelines and Methodology

<sup>22</sup> Commission Decision 2010/481/EU, Euratom of 29 July 2010 amending Decision 2004/277/EC, Euratom as regards rules for the implementation of Council Decision 2007/779/EC, Euratom establishing a Community civil protection mechanism

<sup>23</sup>

**ANNEX 10**

<b>RELIEF ITEMS – CHECKLIST</b>	<b>Host nation</b>	<b>Sending nation</b>
RELIEF ITEM:  Import restrictions  Cultural aspects (food or custom)  Production parts  Size and volume  Maintenance instructions  Instructions for use  Flammability  Hazardous substances  Electronics  Detailed description of requested items		
GENERAL COSTS:  Handling of orders  Transport  Import duty  Tollage  Storage charges  Taxes  Cost of fuel  Contribution towards costs		
SHIPMENT RELIEF ITEM:  Precondition of packaging (containerisation/ pallet)  Restrictions on weight and volume  Consignee address with label 'relief goods'		

<p>Freight list</p> <p>Precondition for type of packaging and transport pallets</p> <p>Mode of transport</p> <p>Registration of means of transport</p> <p>Transport time</p> <p>Donor or gift certificate</p> <p>Airway bill</p> <p>Invoice</p> <p>Packaging (containerisation) list</p> <p>Customs statement</p> <p>Load list</p>		
<p>DELIVERY RELIEF ITEM:</p> <p>Consignee address</p> <p>Escort</p> <p>Storage location</p> <p>Conditions of storage</p> <p>Transport</p> <p>Unloading of relief items</p> <p>Formal reception</p> <p>Document of receipt of items</p> <p>Customs</p> <p>Taxes</p> <p>Import duty</p>		

## ANNEX 11

### **Documents relevant for the EU HNS Guidelines**

- UNDAC Handbook
- OSOCC Guidelines
- INSARAG Guidelines (i.e. "Affected Country Responsibilities"), Sector D2
- IDRL Guidelines ([www.ifrc.org/idrl](http://www.ifrc.org/idrl))
- Analysis of Law in the EU pertaining to Cross-Border Disaster Relief
- MCDA Guidelines: eventually Nr. 82 to Nr. 88
- Oslo Guideline: Nr. 51 to 57
- Tampere Convention: Article 5
- NATO principles and policies for HNS MC0334/2 (Final)
- NATO Checklist and non-binding guidelines for the request, reception and provision of international disaster assistance in the event of a CBRN or natural disaster
- FLOODDEX Manual for incoming assistance
- Report from the Belgian Presidency's HNS Workshop
- Council conclusions on HNS 15874/10