EUROPEAN COMMISSION
Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

ECHO.A - Emergency Management
A.2 Emergency Preparedness and Security

EUCP Team Function Profiles

This document sets out the general and specific requirements for each of the predefined function profiles of the European Civil Protection Team (EUCP Team). These requirements will serve as a point of reference for the selection of experts within the Union Civil Protection Mechanism (UCPM) system and as a starting point for the development of the verification/certification process for EUCP Team experts.

1. UCPM GENERAL OBJECTIVE

The general objective of the UCPM is to strengthen the cooperation between the Union and the Participating States and to facilitate coordination in the field of civil protection in order to improve the effectiveness of systems for preventing, preparing for and responding to natural and man-made disasters inside and outside the Union.

2. EUCP TEAM MANDATE

The EUCP Team´s scope of action is based on the UCPM general objectives and includes (1) response missions and (2) prevention and preparedness missions (so-called "advisory missions") according to Article 8d of Decision 1313/2013.

1) Response missions

When it comes to response to disasters, the EUCP Team mandate is to support affected countries by facilitating the effective provision and integration of assistance from Participating States through the UCPM.

The role and tasks of the EUCP Team and its relationship with the different interlocutors in the field may vary based on the crisis management capabilities of the affected country, international response capacities and coordination mechanisms in place.

Based on the request for assistance, the EUCP Team can support by providing specific expertise. This can include:

- contributing to the assessment of the situation and of the needs in the affected areas, and communicating to the ERCC advice on UCPM involvement;

- facilitating the integration of the UCPM assistance into the overall relief effort;

- providing updated information on the evolution of the situation primarily to the ERCC and for the benefit of the Participating States;

- liaising with the authorities of the state requesting assistance, with intervention teams of the Participating States, with ECHO Field experts[1], the European Union Delegation and with other relevant actors on site;

- providing support in the field to receive assistance from the Participating States;

- providing technical and scientific assistance and information when required;

- supporting the functioning of coordination structures (e.g. RDC, EMT, OSOCC) as needed;

- ensuring proper visibility for the mission.

In third country missions the EUCP Teams support the overall coordinating role of UN OCHA, when present, in promoting a coherent international response to humanitarian crises.

The EUCP Team shall establish a suitable platform for on-going cooperation between the Emergency Response Coordination Centre (ERCC), the national authority of the affected country and the incoming UCPM modules and assistance. This can also include supporting the country in requesting assistance through the UCPM. Where relevant, the cooperation structure should also include the EU Delegation, ECHO field staff, international organisations, and other actors on site. The establishment of such a platform should be done in synergy with already existing and emerging cooperation structures.

For some specific response missions UCPM experts may be associated to other international partners to support their emergency response work, for example EMT coordination experts to WHO, waste management or environmental experts to UN OCHA, UNDAC, etc.

2) Prevention and preparedness missions

When it comes to prevention and preparedness missions, the EUCP Team mandate is to support the requesting country with specific technical, scientific operational or strategic expertise. The mission outcome would normally be a written report that is shared with the requesting authorities and, if relevant, with the Participating States. These missions shall be planned in such a way to avoid duplications with on-going activities and to foster the EU added value.

3. CODE OF CONDUCT

Ethical requirements:

The relationship between UCPM experts and the affected population of a disaster stricken country should be based on ethical obligations such as human rights, legal, moral, and cultural considerations, also with regards to the humanitarian principles.

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[1] The European Commission's department for European Civil Protection and Humanitarian Aid Operations has a network in the field. This network consists of both international humanitarian experts and national staff members located in 48 field offices in over 40 countries. The main functions of the network are to obtain the latest humanitarian and disaster information on the ground and support the delivery of assistance to crisis areas. The network monitors relief efforts undertaken by the Commission's humanitarian partners and helps coordinate joint actions in the field.

4. EUCP TEAM FUNCTION PROFILES

These function profiles have been developed in order to ensure interoperability and cooperation with the other actors on site.

Based on the UCPM general objective and the EUCP Team mandate, the following main function profiles within a EUCP Team have been identified:

- Team leader/Deputy Team leader
- Coordination and assessment on: operations, information management, logistics and safety and security[2]
- Technical experts
- ERCC liaison officer (LO)

Each member of a EUCP Team, apart from the team leader, the technical expert and the ERCC LO, can perform more than one function in accordance with the instructions given by the team leader and/or the terms of reference for the mission (ERCC).

5. RESPONSIBILITIES OF THE PARTICIPATING STATES

Participating States (PS) ensure that all the experts nominated for deployments have been identified based on the criteria set out here under.

In addition, Participating States ensure that nominated experts have attained a satisfactory level of competence at national level prior to being nominated as an expert for UCPM deployment.

Once the experts have been identified, the PS should take into account the long term availability of the experts to complete their training roadmap and to perform the functions for which they are being trained.

6. TRAINING ROADMAP FOR EXPERTS

In addition to the personal responsibility of each expert to remain up to date with current developments of the UCPM, nominated UCPM experts and ERCC LOs are required to participate in relevant UCPM training courses, UCPM exercises or UCPM deployments with a minimum frequency of three years (with the exception of the technical experts – see "Technical Expert profile" section).

Experts who fail to meet the above minimum criteria will not be considered for deployment.

The training requirements defined here below for the different function profiles are based on the current UCPM training programme[3] and they will remain valid until the system is revised.

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[2] The profiles for coordination and assessment experts on operations will need further development, in order to reflect the specialisation by type of operation (i.e. USAR coordination, Emergency medical teams' coordination, etc).

[3] UCPM training Programme:
http://ec.europa.eu/echo/files/civil_protection/civil/prote/pdfdocs/Training%20brochure.pdf

7. EUCP TEAM FUNCTION PROFILES GENERAL REQUIREMENTS

All experts who are members of a EUCP Team - with some exceptions for the Technical Experts – and the ERCC LOs have to fulfil the following general requirements.

Competences

Required	Desirable
Knowledge	
• Knowledge of the UCPM and UCPM modules • Good working knowledge of English • Safety and security awareness	• Knowledge of the subject matter (search and rescue, floods, medical…) • Knowledge of international guidelines and procedures on relief operations • Knowledge of mission specific language
Skills	
• Interpersonal relations • Intercultural competence • Effective communication • Critical thinking and problem solving • Ability to work under pressure and multi-task • Report writing skills • Organisational skills • Information and communication technologies • Highly motivated	• Receptiveness • Assertiveness • Driving license • GPS data interpretation • First aid

Experience

Required	Desirable
• Familiarity with the CP or crisis management system within home country (not required for technical expert) • Familiarity with international guidelines and UN structures (not required for technical expert)	• Previous experience in the country/region and type of disaster • Previous international deployments with international organisations (EU, NATO, UN, etc.)

Training courses and exercises

Required	Desirable
• UCPM relevant training courses - minimum CMI and OPM + one extra training course based on the profile (not required for technical expert) or UN equivalent	• Participation in UNDAC Induction/Team Leader, and other UN trainings co-funded by DG ECHO (e.g. Environment and Emergencies Training) • Security training (SEC or other) – COM

• National relevant training and exercises • At least one activity related to the UCPM (e.g. UCPM MODEX table top & field exercises, Full scale exercises, deployments, refresher courses) in the last 3 years (not required for technical expert) • UNDSS Basic and Advanced Security in the field (online course)	may decide to require mandatory security training for deployments to high risk countries • Other relevant international training and exercises (Impact; NOHA; etc.) • National relevant training and exercises

Health

Required
• Good physical and mental health • Up-to-date vaccinations and registered in an international certificate of vaccination (the World Health Organization standard is recommended)

Availability for deployments

Required
• Availability for deployments at short notice under the UCPM, with possible association to other partner agencies (i.e. UNDAC teams or WHO supported EMT coordination cells)

8. EUCP TEAM FUNCTION PROFILE SPECIFIC DESCRIPTION

1. TEAM LEADER/DEPUTY TEAM LEADER

Short function description

The main function of the Team Leader (TL) is to effectively lead, coordinate, support and organise the EUCP Team.

The TL shall ensure that all activities meet the mission objectives and fulfil the terms of reference (TOR) of the mission.

The TL shall ensure that UCPM assistance is well integrated into the overall international relief effort.

The TL is responsible for ensuring relations with relevant stakeholders such as national authority of the requesting country, EU Delegation, ECHO field staff, international response agencies and media.

The Deputy Team Leader (DTL) assumes the responsibilities of the TL if necessary.

The roles and responsibilities of the TL/DTL may be assumed by the ERCC LO in certain circumstances (e.g. sickness of TL/DTL) authorised by the ERCC.

Task description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all relevant information on the mission and the country, including safety and security briefing • Gather from the ERCC the contact details and relevant background information of the Team members • Arrange in coordination with the ERCC a Team briefing • Start Team building and define preliminary roles and responsibilities within the Team • Ensure all Team experts are adequately prepared for the mission and understand the TOR
Deployment	• Conduct Team building activities and ensure that roles and responsibilities within the Team are clearly understood • Ensure the development of initial plan of action, safety and security plan, media plan and contact list • Integrate the TAST and agree with the TAST team leader their role and responsibilities to facilitate the mission of the Team including self-sufficiency • Initiate log book records

Operations	• Effectively lead, coordinate, support and organise the EUCP Team
	• If appropriate, choose the location and decide on the establishment of coordination structures
	• Establish good cooperation with other coordination / assessment teams
	• Prioritize the wellbeing of the Team
	• Establish and maintain close contact with competent national authorities, ECHO field staff, the EU Delegation, international response agencies and other key actors
	• Establish suitable platform for on-going cooperation, communication and reporting structures
	• Develop and update the Plan of Action (PoA) based on the mission and the TOR
	• Develop a communication/media plan based on the mission TOR in coordination with EU Delegation and ECHO spoke person
	• Conduct daily coordination Team meetings
	• Oversee the Team functionality and performance
	• Commence preparation of the exit strategy and hand-over in consultation with the ERCC
	• Provide daily reports as appropriate
	• Maintain the overall responsibility of finances
	• Commence drafting mission report
	• Ensure a safe and effective working space for the EUCPT
Hand-over	• Ensure hand-over with relevant stakeholders/partners
	• Arrange meeting with competent national authority and relevant international stakeholders to present the outcome and achievements of the EUCP Team mission
	• Mission debriefing with Team members
	• Provide all relevant mission information to the incoming EUCP Team or national authority
After mission	• Close down the mission formally with the ERCC
	• Contribute to lessons learnt process
	• Finalise and circulate mission report to Team experts
	• Submit the mission report (and technical report in case of prevention and preparedness mission) to the ERCC
	• Be able to provide peer based performance evaluation of the Team members

REQUIREMENTS

In addition to the general requirements (see above), the following requirements shall apply:

Competences

Required	Desirable
Knowledge	
- Effective operational proficiency in English - Knowledge of other languages may be required depending on the context. - Good knowledge of coordination guidelines (UNDAC, OSLO, MCDA, etc.) - Knowledge of the international response system (UN Clusters, etc.)	
Skills	
- Effective leadership - Task distribution and delegation among the Team - Political and diplomatic awareness - Negotiation and decision making - Self-confidence - Analytical thinking - Problem solving	- GPS data display - Mapping - Stress management

Experience

Required	Desirable
- Active involvement in the CP system within home country - Highly trained and experienced UCPM expert - Previous international deployments	- Previous deployments with UN/EU - International humanitarian mission

Training courses and exercises

Required	Desirable
- UCPM training courses (SMC and HLC) - Any UCPM training, exercise or mission or other relevant training in the last 3 years - UCPM Table top and/or Field exercises as a TL	- CND and AMC - UNDAC or other UN training

2. COORDINATION AND ASSESSMENT - OPERATIONS

Short function description

The main function of the Coordination and Assessment profile on Operations (OP) is to develop a global, detailed and consolidated operational situation overview of the ongoing operations, including EUCP Team mission and UCPM assistance.

The OP shall ensure that all response actions are being considered.

The OP shall assess the situation taking into account possible CP operations and available CP capacities.

The OP shall support the identification of the main operational priorities, recommendations for action and map possible gaps and constraints for the success of the operations.

Support Team Leader and Deputy Team Leader.

The OP function may include several experts, including some with specialised knowledge and experience (i.e. USAR and / or EMT coordination experts).

Task description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all relevant information on the mission and the country, including safety and security briefing • Establish contact with ERCC and Team Leader • Attend pre-mission briefing with ERCC • Ensure adequate preparation for the mission and understanding of the TOR
Deployment	• Engage in Team building activities • Be fully aware of the roles and responsibilities of team members • Build up reliable and comprehensive overview of operations relevant information • Develop a preliminary/consolidated situation overview on operations activities • Identify preliminary needs • Identify preliminary potential gaps and constraints of operations

Operations	• Ensure all relevant information is transferred to the team leader and other team members • Ensure effective integration of the on-going actions into the overall relief effort, avoiding duplications • Develop and update an operations plan based on the mission and TOR • Develop, maintain and update the operations overview • Close liaison with ECHO field staff, national authorities and all international operations officers on site • Maintain detailed records of all operations activities related to the mission and share the information where necessary, also to support mission reporting • Support needs assessment • Identify gaps in terms of assistance and related solutions to overcome identified constraints in terms of operations • Define operational and assistance priorities in close cooperation with LEMA and other partners on site (and with a strong TL involvement) • Build up and / or implement tools to plan and monitor operations such as relevant contact lists, and communicate it to the IM
Hand-over	• Ensure hand-over with relevant stakeholders/partners • Contribute to the drafting of the mission report • Attend team mission debriefing • Provide all relevant operations related information to the incoming Team • Provide operations contact lists
After mission	• Close down the mission formally with the ERCC • Contribute to lessons learnt process • Contribute to the finalisation of the mission report

REQUIREMENTS

In addition to the general requirements (see above), the following requirements shall apply:

Competences

Required	Desirable
Knowledge	
• Knowledge of OSOCC guidelines • For USAR/EMT coordination experts: Knowledge of the EMT coordination principles and processes; Knowledge of Insarag and EMT minimum standards, and of the UCPM modules requirements and related quality assurance process.	• Subject matter expertise according to disaster (USAR, Floods, Forest Fires etc.) • Technical / tactical understanding for potentially deployed assets • Knowledge of the assessment guidelines and methodologies (GEGA, MIRA, ETC.) • Host Nation Support principles

Skills	
• Use of MS Office or similar • Assessment/analytical skills	• Decision making skills under stressful conditions • GPS data display, plotting • Mapping • Visualisation of information/data

Experience

Required	Desirable
• Adequate and relevant experience in emergency operations coordination and assessment in home country and at international level	• Participation in a EMT/medical related training • Experience in a leadership role in an emergency response team or module

Training courses and exercises

Required	Desirable
• UCPM training courses (minimum OPM + 1)	• Field simulation exercises and TTX (preferably as part of the operations coordination and assessment)

3. COORDINATION AND ASSESSMENT ON INFORMATION MANAGEMENT

Short function description

The main function of the Coordination and Assessment profile on Information Management (IM) is to collect, analyse and compile relevant mission related data, while identifying information gaps.

The IM shall be able to provide relevant and reliable information to the different interlocutors according to their needs.

Within the EUCP Team, the IM will make sure that all members are kept up to date on the significant information related to their tasks.

Support Team Leader and Deputy Team Leader.

Distributes and gathers information to and from the team members. Keeps an information management logging system and determines the information management flow.

Tasks description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all relevant information on the mission and the country, including safety and security briefing • Establish contact with ERCC and Team Leader • Attend experts pre-mission briefing with ERCC • Ensure adequate preparation for the mission and understanding of the TOR
Deployment	• Engage in Team building activities • Be fully aware of the roles and responsibilities of Team members • Build up reliable and comprehensive overview of mission relevant information • Develop a preliminary/consolidated situation overview on the mission • Identify preliminary information needs and reliable information sources • Ensure the proper functioning of the communications and technical tools/devices of the EUCP Team • Identify preliminary potential gaps on information • Start preparing the IM system/flow for the mission (logbook, templates…)

Operations	• Work in close liaison with other Team members • Ensure all relevant information is transferred to the Team Leader and other Team members • Develop and update an information management plan based on the mission and TOR • Cross-check and validate information • Data collection, analysis and compilation • Ensure publication of validated information on the Virtual OSOCC, in agreement with the ERCC (to be clarified in the EUCP Team ToR) • Maintain detailed records of all mission related information and share the information where necessary, also to support mission reporting • Identify information gaps and resolve • Elaborate role specific information • Ensure timely delivery of information • Manage the IM system/flow • Build up IM relevant contact list • Assists the TL with reporting (daily, final, …)
Hand-over	• Ensure hand-over with relevant stakeholders/partners • Contribute to the drafting of the mission report • Attend Team mission debriefing • Provide all mission relevant information to the incoming Team • Provide all IM system/flow relevant information to the incoming Team • Provide information flow and information sources • Provide IM contact lists
After mission	• Close down the mission formally with the ERCC • Contribute to lessons learnt process • Contribute to the finalisation of the mission report

REQUIREMENTS

In addition to the general requirements (see above), the following requirements shall apply:

Competences

Required	Desirable
Knowledge	
• Knowledge on information management systems • Specific knowledge on MS Office, especially Excel and Word, and data bases	
Skills	

• Ability to cope with a large number of primary and secondary data and analyse it	• Analytical skills • Oral presentation skills

Experience

Required	Desirable
• Experience of information management operations relevant to the mission in crisis situations	

Training courses and exercises

Required	Desirable
• UCPM training courses (minimum OPM+1)	SMC, AMC, IMC

4. COORDINATION AND ASSESSMENT ON LOGISTICS

Short function description

The main function of the Coordination and Assessment profile on Logistics (LOG) is to undertake the logistical activities required to support the EUCP Team and the mission, including facilitating the arrival and entry of the modules, teams, and in-kind assistance.

The LOG shall coordinate with the ERCC and external partners ((ECHO field staff/ ECHO Regional Logistics Coordinator, LOG cluster, airport, customs authorities) on issues relating to logistical activities.

The LOG shall also coordinate with external partners in relation with the development of distribution plans and reporting.

Task description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all relevant LOG information on the mission and the country, including safety and security briefing • Establish contact with ERCC and Team Leader • Attend pre-mission briefing with ERCC • Ensure adequate preparation for the mission and understanding of the TOR
Deployment	• Engage in Team building activities • Be fully aware of the roles and responsibilities of Team members • Build up reliable and comprehensive overview of logistics relevant information • Responsible of the logistic support for the EUCP team • Responsible of the logistics coordination of the operation • Develop a preliminary/consolidated situation overview on logistical activities • Identify preliminary needs • Identify preliminary potential gaps and constraints of logistics

Operations	- Ensure all relevant information is transferred to the Team Leader and other Team members - Develop and update a logistics plan based on the mission and TOR - Develop, maintain and update the logistics overview - Close liaison with ERCC/ ECHO field staff/LOG Cluster on all logistical activities - Maintain detailed records of all logistical activities related to the mission and share the information where necessary, also to support mission reporting - Plan and proactively address logistic issues - Identify logistics gaps and resolve them - Support the set up and running of the Reception and Departure Centre (RDC) - Prioritise incoming relief items for further processing - Arrange transportation and accommodation when necessary - Ensure the proper functioning of the communications and technical tools/devices of the EUCP Team - Build up logistics relevant contact list
Hand-over	- Ensure hand-over with relevant stakeholders/partners - Contribute to the drafting of the mission report - Attend Team mission debriefing - Provide all relevant logistics related information to the incoming Team - Provide logistics contact lists
After mission	- Close down the mission formally with the ERCC - Contribute to lessons learnt process - Contribute to the finalisation of the mission report

REQUIREMENTS

In addition to the general requirements (see page 3), the following requirements shall apply:

Competences

Required	**Desirable**
Knowledge	
- Background in logistics - Knowledge of logistical operations relevant to the mission	
Skills	
Ability to develop pre-planning logistics operations	

Experience

Required	Desirable
• Experience of logistical operations relevant to the mission • Logistics expertise such as procurement procedures, customs – air flight procedures etc.	

Training courses and exercises

Required	Desirable
• UCPM training courses (minimum OPM+1)	• SMC • WFP LOG courses or other relevant logistics courses

5. COORDINATION AND ASSESSMENT ON SAFETY AND SECURITY

Short function description

The main function of the Coordination and Assessment profile on Safety and Security (S&S) is to address all issues related to the safety and security of the EUCP Team.

The S&S shall undertake this role in close coordination with the ERCC, ECHO Security Sector, ECHO field staff and/or UNDSS, EU Delegation.

Support Team Leader and Deputy Team Leader in an advisory function.

Tasks description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all relevant S & S information on the mission and the country, including safety and security briefing • Establish contact with ERCC and Team Leader • Attend pre-mission briefing with ERCC • Ensure adequate preparation for the mission and understanding of the TOR
Deployment	• Engage in Team building activities • Be fully aware of the roles and responsibilities of Team members • Build up reliable and comprehensive overview of safety and security relevant information • Provide a S&S briefings of the Team • Develop a preliminary/consolidated situation overview on safety and security • Identify preliminary risks • Commence preparation of S&S plan, including medical evacuation arrangements • Ensure the EUCP Team is aware that S&S is a responsibility of each Team member

Operations	• Ensure all relevant information is transferred to the Team Leader and other Team members • Monitor S&S situation • Develop, update and communicate regularly the S&S plan • Develop an evacuation plan for the Base of Operations (BoO) in coordination with other occupants • Ensure full compliance of all Team members with all security related issues • Keep the ERCC appraised of the S&S situation • Provide regular S&S briefing to Team members • Undertake S&S assessment of EUCP Team office and sleeping accommodations. • Close liaison with ECHO security cell/UNDSS on all S&S issues, security levels • Maintain detailed records of all S&S matters related to the mission and share the information where necessary, also to support mission reporting • Build up S&S relevant contact list
Hand-over	• Ensure hand-over with relevant stakeholders/partners • Contribute to the drafting of the mission report • Attend Team mission debriefing • Provide all relevant S&S related information to the incoming Team • Provide S&S contact lists
After mission	• Close down the mission formally with the ERCC • Contribute to lessons learnt process • Contribute to the finalisation of the mission report

REQUIREMENTS

In addition to the general requirements (see above), the following requirements shall apply:

Competences

Required	Desirable
Knowledge	
• Sound knowledge in safety & security systems and structures • Knowledge of safety standards and procedures	• Professional S&S background • Safety and security network • ECHO and UN security structures
Skills	
• Reporting skills	• Decision making skills • GPS data display • Mapping

Experience

Required	Desirable
• Experience of undertaking security assessment and develop S&S plans	

Training courses and exercises

Required	Desirable
• UCPM training courses (minimum OPM and SEC) • UN basic and advanced Security in the field online training course	• HEAT • Other specific safety and security trainings

6. TECHNICAL EXPERT

Short function description

The main function of the Technical Expert (TE) is to advise on technical topics, identify associated risks and make appropriate recommendations to the Team Leader.

A TE would normally be selected and embedded as part of a EUCP Team, to provide specific technical expertise, but will probably not have followed the training curricula and exercise programme that is required for UCPM experts. It is strongly recommended that the TE should at least have participated in the UCPM Technical Expert Course.

TEs are required to cooperate fully with the instructions of the Team/Deputy Team Leader and to abide by the rules, procedures, code of conduct, safety and security etc. established for the Team, on which the TE needs to be specifically briefed.

Task description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all technical relevant information on the mission and the country • Gather from the ERCC the contact details and relevant background information of the Team members
Deployment	• Be adequately prepared/equipped for the specific mission • Engage in Team building activities • Be fully aware of the roles and responsibilities of Team members
Operations	• Effectively support the EUCP Team with technical expertise. • Implement the necessary assessment and provide specific technical expertise required • Participate as part of the EUCP Team as appropriate • Commence drafting technical report
Hand-over	• Mission debriefing with Team experts • Provide all relevant technical information
After mission	• Contribute to lessons learnt process • Finalise the specific technical aspects of the mission report

REQUIREMENTS

In addition to the general requirements (see above), the following requirements shall apply:

Competences

Required	Desirable
Knowledge	

• Technical knowledge in a specific subject area that is required in disasters – according to the ToR of the mission • Basic knowledge of UCPM	
Skills	
• Technical report writing	

Experience

Required	Desirable
• Experience in the field where the technical expertise is required at level of mid-senior/ senior level	• Previous national/international missions • Familiarity with the CP system

Training courses and exercises

Required	Desirable
	UCPM training courses (TEC or CMI)

7. ERCC LIAISON OFFICER

Short function description

The main function of the ERCC liaison officer (LO) is to support coordination of the UCPM assistance operations by liaising with the ERCC, the competent authorities of the State requesting assistance and other actors on site (ECHO field office, EU DEL, UN and other partners) facilitating a smooth flow of information.

In addition, the LO shall participate and contribute in assessing the civil protection needs of the country requesting assistance in view of the possible assistance available from the Participating States.

The LO shall support the mission and the Team Leader (e.g. assist / deputise the Team Leader in media contacts and briefings/daily situation reports) and advice the Team on political and other sensitive aspects of the mission.

The roles and responsibilities of the TL/DTL may be assumed by the ERCC LO in certain circumstances (e.g. sickness) authorised by the ERCC.

Task description

Phase	Tasks
Alert, mobilisation and mission preparation	• Gather all relevant information on the mission and the country, including safety and security briefing • Gather from the ERCC the contact details and relevant background information of the Team members • Arrange in coordination with the ERCC a Team briefing
Deployment	• Information gathering in order to get situational awareness and an overview of other actors involved in the response • Establish preliminary contact with relevant EU counterparts

Operations	• Ensure preparations for the Team's arrival - if deployed in advance of a EUCP Team • Liaise on the ground with other EU services, in particular ECHO field office, EU Delegation and other EU institutions on site, including coordination as necessary with the MS embassies • "Guardian" of the code of conduct and ensure, if and when applicable, compliance with EU institutional procedures • Ensure the compliance with the EUCPT TOR's and templates of information and other products and briefings prepared by the EUCP Team • ensure visibility on the EUCP deployment/activation • Contribute to the drafting of the daily situation report • Assist with the establishment of a suitable platform for on-going cooperation, communication and reporting structures • Support the Team Leader of the EUCP Team (e.g. assist / deputise the Team Leader in media contacts and briefings) • Liaise with UN and other civil protection and humanitarian partners • Liaise daily with the ERCC, ECHO security cell and communication unit • Provide advice for the Team, specifically on political and other sensitive aspects of the mission, such as humanitarian principles, EU institutions, UN system, cultural awareness, civ-mil issues, safety and security
Hand-over	• Wrap up/handover of unresolved issues of EUCP mission once EUCP Team has left • Contribute to the drafting of the final EUCP Team report • Ensure hand-over with relevant stakeholders/partners • Arrange meeting with competent national authority and present the outcome and achievements of the EUCP Team mission • Mission debriefing with Team experts • Provide all relevant mission information to the incoming EUCP Team
After mission	• Close down the mission formally with the ERCC in conjunction with the Team Leader • Contribute to lessons learnt process • Assist in finalising and circulating mission report to Team experts

REQUIREMENTS

In addition to the general requirements (see above), the following requirements shall apply:

Competences

Required	Desirable

Knowledge	
• Good working knowledge of the EU structures and procedures • Good working knowledge and understanding of the UCPM and its workings • Good working knowledge of UN structures • Good working knowledge of the humanitarian response system	• Specific knowledge needed for the mission (e.g. logistics, CBRN, civ-military, marine pollution, environment, etc.)
Skills	
• Ability to bridge the gap, if any, between the UCPM and the other international response agencies • Reporting skills • Communication skills • Political awareness • Ensure harmonisation among the Team members	• Specific skill-set needed for the mission (e.g. logistics, CBRN, civ-military, marine pollution, environment, etc.)

Experience

Required	Desirable
Participation in a field exercise or deployment for at least one emergency with the national team (if SNE)	• Prior deployments as ERCC LO • Prior mission experience • Specific background needed for the mission (e.g. logistics, CBRN, civ-military, marine pollution, environment, etc.)

Training courses and exercises

Required	Desirable
• UCPM training courses (CMI, OPM, UCPM exercise) or relevant UN trainings • HEAT • Participation in a field exercise or deployment for at least one emergency with the national team (if SNE) • Training course, exercise or UCPM mission in the last 2 years	• Specific training based on the mission (e.g. UNDAC, humanitarian aid)

<div align="center">**FUNCTION PROFILE TEMPLATE**</div>

- Function description

- Tasks description

    - Alert, mobilisation and mission preparation

    - Deployment

    - Operations

    - Hand-over

    - After mission

- Requirements (compulsory and desirable)

    - Competences

        o Professional competences: *denote organisation, process, task and workplace specific skills and knowledge.*

        o Methodological competences: *the cognitive skills to apply flexibly and to manage complex situations in different contexts (like problem structuring or decision-making)*

        o Personal competences: *the ability for self-assessment and to provide oneself a basis to further develop within one's work*

        o Social competences: *the ability to act in situations of social interaction in a communicative, cooperative and self-organized way for a successful development of the realization of aims and plans*.

    - Experience

    - Training and exercises

    - Health