



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)
Disaster Preparedness and Prevention
Knowledge Network and Evidence-Based Policy

Role of the National Training Coordinator

1. BACKGROUND

1.1. Union Civil Protection Mechanism

The Treaty on the Functioning of the European Union underpins the commitment of the European Union (EU) to support and complement actions of the Member States' in preventing, preparing and responding to disasters, and to promote cooperation among national civil-protection services (Article 196).

The Union Civil Protection Mechanism (UCPM) was first established in 2001¹. Throughout the years, it has been developed into a comprehensive framework for European Union cooperation in disaster prevention, preparedness and response².

The overall objective of the UCPM is to strengthen cooperation among the EU Member States and Participating States³, and to facilitate coordination in the field of civil protection in order to improve the effectiveness of preventing, preparing and responding to disasters.

Following the revision of Decision 1313/2013⁴, the European Commission established a Union Civil Protection Knowledge Network (Knowledge Network) to aggregate, process and disseminate knowledge and information relevant to the UCPM.

The training, exercises and exchanges programmes are a key component of the Knowledge Network⁵. They enhance the coordination of civil protection assistance interventions by developing the competences of experts involved, and by ensuring improved compatibility and interoperability between intervention teams. As vital disaster preparedness instruments, these programmes improve the overall UCPM response capability.

The training and exercises programme is linked to the European Civil Protection Pool. The certification process for UCPM capacities to be registered in the Pool is carried out through

¹ Council Decision No. 2001/792/EC Euratom, OJ L 297 of 15.11.2001.

² Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism (OJ L 347 of 20.12.2013) [EUR-Lex - 02013D1313-20210101 - EN - EUR-Lex \(europa.eu\)](#)

³ Currently, 33 states - the 27 EU Member States. Norway, Iceland, Montenegro, Serbia, North Macedonia and Turkey are participating to the UCPM. In light of Article 28(1a) of Decision No 1313/2013/EU, where reference is made to Member States, it shall be understood as including Participating States as defined in Article 4(12) of Decision No 1313/2013/EU.

⁴ Regulation (EU) 2021/836 of the European Parliament and of the Council of 20 May 2021 amending Decision No 1313/2013/EU on a Union Civil Protection Mechanism (OJ L 185, 26.05.2021).

⁵ For an overview of the Union Civil Protection Knowledge Network and the Training, Exercises and Exchanges Programmes, see the Knowledge Network Platform on: <https://civil-protection-knowledge-network.europa.eu/>

the UCPM exercises. Only those experts who have successfully completed the deployable training path will be able to register in the Pool of Experts.

The training, exercises and exchanges programmes create a forum for sharing of experiences and for networking among Member States' national experts and capacities personnel. This aspect is further reinforced with the Knowledge Network Platform⁶.

1.2. UCPM Training, Exercises and Exchanges Programmes

UCPM Training Programme

The UCPM training programme that will continue until the end of 2022, includes 10 interlinked UCPM training courses - from basic to high-level and refresher training⁷. In addition, specialised joint EC-UN courses⁸ prepare participants for specific deployments, like environmental or medical emergency missions. The ad-hoc training branch addresses emerging needs such as training for Mass Burns Teams or for Integrating Responder Teams onsite in an emergency. E-learning modules are available on different disaster management topics and in different languages, from stand-alone courses such as Cultural Sensitivity and Gender or Information Management to pre-learning for general courses⁹.

UCPM Exercises Programme

The exercises programme offers a variety of civil protection exercises to enhance prevention, preparedness and disaster response. These include:

- 1) Modules field and Tabletop exercises (MODEX), divided into different exercise formats and types of response capacities;
- 2) Full Scale exercises to improve civil protection preparedness and response to all kinds of disasters inside or outside the EU; and
- 3) Other exercises, such as Plug-in exercises and Host Nation Support tabletop exercises.

New UCPM Training and Exercises Programme

The new training and exercises programme that will start in 2023 is an improved and integrated programme, whereby MODEX tabletop and field exercises are embedded in the deployable experts training path. The full-scale exercise will also be part of the refresher training activities for experienced experts.

The new training and exercises programme consists of a wide range of learning pathways, training courses, exercises and activities:

- “deployable training path” targeting experts and capacities personnel to be deployed on UCPM missions;
- “non-deployable” training courses for the civil protection and disaster management stakeholders who support the UCPM at home organisations and countries;

⁶ Union Civil Protection Knowledge Network: <https://civil-protection-knowledge-network.europa.eu/>

⁷ UCPM Training Brochure: <https://civil-protection-knowledge-network.europa.eu/disaster-preparedness/union-civil-protection-mechanism-training-programme>

⁸ Ongoing EC-UN joint courses are: Logistics Response Team, Environmental Emergency Training, Emergency Medical Team Coordination Cell and USAR Coordination Cell.

⁹ The ELearning Online Platform (<https://ucpm.e-learning.cc/>) will be replaced by EU Academy (<https://academy.europa.eu/>) in 2023.

- “specialisation” training courses linked to the expert's function profiles;
- “refresher” activities; and
- “ad-hoc” training events to better respond to new and emerging risk and needs.

For an overview of different training courses and learning paths in the new UCPM Training and Exercises Programme, see Annexes 1a) and 1b).

UCPM Exchange of Experts Programme

The exchange of experts programme gives civil protection experts the opportunity to share experiences, gain knowledge on specific topics and strengthen operational skills by a system of exchange. Experts can either apply to go on an exchange or civil protection organisations can invite them. The duration of the exchange can vary in length, from a few days to up to three months and it can be individual or an exchange in a small group. The latter can include the maximum number of 10 experts per group for the exchanges with experts from multiple eligible countries.

The role of the National Training Coordinator varies depending on how civil protection is organised in the country.

In some Member States, the NTC is responsible for identifying, managing, and maintaining the national system of experts and stakeholders enrolled in the training, exercises and exchanges programmes. In other Member States, this role focuses on the coordination of these activities. The National Training Coordinators do this in consultation and agreement with the national competent authorities.

The National Training Coordinator role contributes to the successful running of the training, exercises and exchanges programmes, since they ensure that qualified and competent experts and staff are trained to support UCPM activities and operations on the ground. As a result, the National Training Coordinator position and duties also reinforce the UCPM response capability.

The National Training Coordinator role should be recognised and supported within the national competent authority.

Adequate coordination should be ensured between the National Training Coordinator and the Union Civil Protection Knowledge Network Training and Exercises Working Group¹⁰.

2. MAIN DUTIES AND RESPONSIBILITIES OF NATIONAL TRAINING COORDINATOR

- 1.** The National Training Coordinator raises awareness, communicates about and promotes the UCPM training, exercises and exchanges programmes within their own Member State, with the support of the European Commission.
- 2.** The National Training Coordinator supports on an ad-hoc basis the Union Civil Protection Knowledge Network Training and Exercises Working Group in the development of the training, exercises and exchanges programmes and with necessary preparatory work and relevant proposals.

¹⁰ Formerly known as the Training Policy Group (TPG).

3. The National Training Coordinator identifies the national UCPM experts' training and exercises needs or coordinates this work together with the national competent authorities.

To achieve this, the National Training Coordinator reaches-out, establishes and maintains a close relation, coordinates and collaborates with the national competent authorities, relevant national institutions and organisations (also beyond the traditional civil protection actors), the national civil protection experts and disaster management staff.

The National Training Coordinator ensures that the involved authorities, institutions and organisations understand the UCPM training and exercises programme, with its different training pathways, courses and activities.

4. The National Training Coordinator maintains a close relation and regularly communicates about their experts' participation in the training, exercises and exchanges programmes with the European Commission, National Training Coordinators of other Member States, Member States training centres, training courses staff, exercises staff and staff of the exchange of experts programme and all other relevant stakeholders.

5. The National Training Coordinator collaborates, shares and exchanges information and updates with National Training Coordinators from other Members States.

The National Training Coordinator actively participates in the meetings of National Training Coordinators, which take place at least once per year.

For performing their duties and responsibilities, the National Training Coordinator can use the Knowledge Network Platform for support.

6. The National Training Coordinator is responsible for several activities concerning the experts participation in the training, exercises, and exchanges programmes:

- a) With all civil protection experts and civil protection and disaster management stakeholders interested in training, exercises and exchanges programmes, the National Training Coordinator shares basic information about the Knowledge Network and the Knowledge Network Platform.
- b) With all civil protection experts and civil protection and disaster management stakeholders participating in the training and exercises programmes, the National Training Coordinator, in consultation and agreement with the relevant competent authorities:
 - identifies or coordinates the identification of Member States experts to participate in the training and exercises programme, according to the eligible target groups for the different courses and/or exercises and the minimum selection criteria (where required). The National Training Coordinator encourages gender balance in this process.
 - presents and explains the training and exercises programmes to the participant or ensures that this is carried out by the relevant competent authorities
 - discusses with the participant their ideal UCPM learning path or ensures that this is carried out by the relevant competent authority
 - nominates or selects participants for a training course or an exercise in line with the pre-requisites and/or selection criteria (where required) and established procedures

- shares basic information with the participant about the EU Academy, the Learning Management System for the UCPM training and exercise programme or any future IT learning tools and platforms.
- c) With the civil protection experts who participate in the “deployable” training path, in line with the Participant Performance Assessment and Evaluation Framework in (Attachment 1), and in consultation and agreement with the relevant competent authorities, the National Training Coordinator:
- liaises with the relevant authorities, national departments and focal points for civil protection to identify experts to take part in the training and exercises programme, taking into account that experts attending the “deployable” training path will in the future be nominated to the Pool of Experts, making themselves available for deployments
 - presents and explains the “deployable” training path to the participant
 - assesses the participant’s profile, potential, motivation, and commitment to be deployed, in line with the selection criteria
 - nominates or selects participants for the deployable path, in agreement with the relevant competent authorities and according to the selection criteria
 - supports participants in their individual UCPM learning and development path
 - addresses feedback on participant’s performance with the participant and follows-up on recommendations provided by the training course or exercise staff.
- d) With the civil protection experts and civil protection and disaster management stakeholders who participate in the Exchange of Experts programme:
- checks and validates requests for exchanges of experts in consultation and agreement with the relevant competent authorities

7. The National Training Coordinator uses the Online Registration Tool¹¹ to nominate, select (where appropriate), register, and validate the expert’s participation in a training course and/or an exercise.

The National Training Coordinator is responsible for meeting the deadlines for nomination of participants to the courses and exercises and validating applications for exchanges.

The National Training Coordinator should prepare reserve lists of experts to nominate in the event of additional available placements on the courses and exercises.

8. The National Training Coordinator regularly verifies the list of national experts who participated in a training course, exercise and/or deployment/mission via the Experts’ Database¹² of the Online Registration Tool. The European Commission regularly informs the National Training Coordinator about any changes in the list of their experts in the Experts’ Database.

The National Training Coordinator should report to the European Commission any incorrect or missing information and signal the new inactive experts who will not be considered for future training, exercises and/or missions.

¹¹ Online Registration Tool: <https://ercportal.jrc.ec.europa.eu/Preparedness/Training-Registrations#/>

¹² Experts Database: <https://ercportal.jrc.ec.europa.eu/Preparedness/Experts-Database-#/expert?pageIndex=1&pageSize=10>

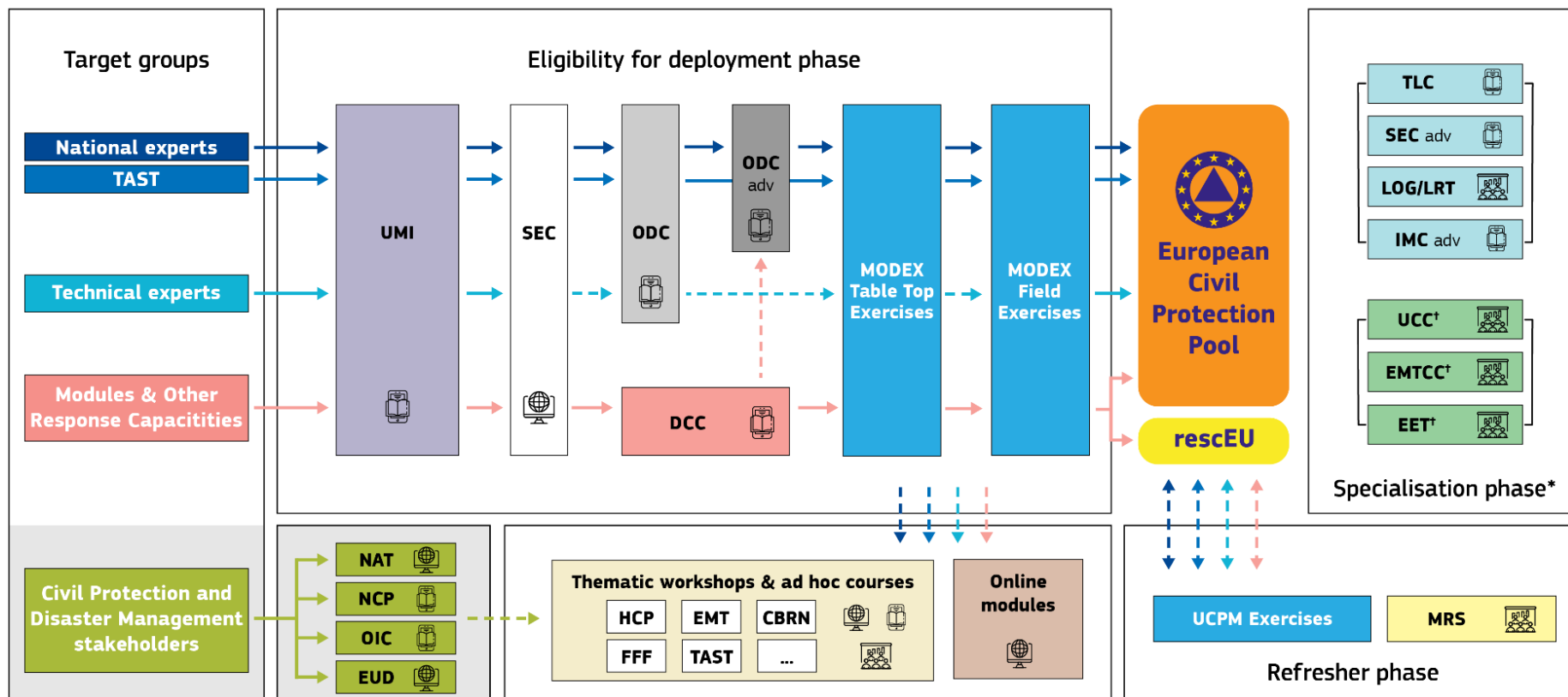
3. LIST OF ANNEXES AND ATTACHMENTS:

- *Annex 1a*: Diagram of the new UCPM Training and Exercises Programme
- *Annex 1b*: List of training activities in the new UCPM Training and Exercises Programme
- *Attachment 1*: Participant Performance Assessment and Evaluation in UCPM courses

Annex 1a - Diagram of the new UCPM Training and Exercises Programme



UCPM Training and Exercises Programme



* Access to the courses in the specialisation phase will depend on the respective course eligibility criteria and the expert's individual profile and specialisation.

[†] Other UN courses possible, depending on needs and availability.

UMI = Union Mechanism Introduction Course
 SEC (adv) = Safety & Security Course (advanced)
 ODC (adv) = Operational Deployment Course (advanced)
 DCC = Deployable Capacities Course
 TLC = Team Leadership Course

LOG/LRT = Logistics Response Team Course (EU-UN)
 IMC adv = Information Management Course (advanced)
 UCC = USAR Coordination Cell Course (EU-UN)
 EET = Environmental Emergency Training (EU-UN)
 MRS = Mechanism Refresher Seminar

EMTCC = Emergency Medical Team Coordination Cell Course (EU-WHO)
 NAT = Mechanism Introduction Course for National CP-DM staff
 NCP = Mechanism Course for National Authorities UCPM Contact Points
 OIC = Operational Integration Course
 EUD = Mechanism Introduction Course for EU Delegations & ECHO Offices staff

Annex 1b – List of training courses and activities in the new UCPM Training and Exercises Programme

1) **“Deployable training path”**, composed of training courses and exercises for experts and capacities’ personnel to be deployed on UCPM missions.

Training courses under the “deployable” path include:

- The Union Mechanism Introduction Course (UMI)
- The Safety and Security course (SEC)
- The Operational Deployment course (ODC)
- The Operational Deployment course advanced (ODC adv)
- The Deployable Capacities Course (DCC)

The deployable training path also includes the MODEX table-top and MODEX field exercises.

2) **“Specialisation phase”** for the deployable experts. These include training courses aligned with the European Union Civil Protection Team (EUCPT) function profiles – i.e. coordination & assessment experts on information management, logistics, safety and security and team leader/deputy team leader, and specialised joint EU-UN training courses for Modules/Capacities and technical Experts.

Training courses under the specialisation phase include:

- The Team Leadership Course (TLC)
- The Safety and Security course advanced (SEC adv)
- The Information Management Course advanced (IMC)
- Logistics Response Team Course (EU-UN)
- Joint EU-UN courses, such as the Environment Emergency Training, Emergency Medical Team Coordination Cell Course, and USAR Coordination Cell Course

3) **Training courses for the Civil Protection and Disaster Management Stakeholders**, who hold an important function in the European Civil Protection system, but who will not be deployed on a UCPM mission.

Training courses under this category include:

- The Mechanism Introduction Course for National CP-DM staff (NAT)
- The Mechanism Course for National Authorities UCPM Contact Points (NCP)
- The Operational Integration Course (OIC)
- The Mechanism Introduction Course for EU Delegations and ECHO Offices staff (EUD)

4) **“Refresher phase”** will provide an opportunity to update and refresh knowledge and skills through:

- Mechanism Refresher Seminar (MRS)

- UCPM Full-scale exercises

- Community engagement under the Knowledge Network activities.

5) Special training opportunities to better respond to the emerging risk and needs consist of stand-alone e-learning modules, ad-hoc training courses, training of trainers and thematic seminars and workshops on a wide-range of Civil Protection