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ANNEX 1

ANNEX

to the

COMMISSION RECOMMENDATION

on EU Host Nation Support Guidelines

ANNEX 1

Checklists for Host Nation

1.1. PREPARATION: ORGANISATION OF HNS ACTIVITIES

Ensure that the HNS concept and approach is well known and included in the emergency planning of the country.

To do:

- Identify the main actor responsible for coordinating HNS at central (in case it is not the National Emergency Management Authority) and all administrative levels.
- List all participating actors (public and private) involved in the process of HNS including the list of responsibilities and obligations for each of them.
- Evaluate the legislative instrument required to ensure HNS activity (national law, directive, procedure or memorandum of understanding).
- Identify aspects of the country's legislation that assisting countries and organisations should consider, either before or during the provision of cross-border disaster relief.
- Define procedure on how to ensure financial support necessary for HNS activity.
- Identify and highlight potential barriers to the effective delivery of international assistance (transportation issues, medical authorisation for material and personnel, flight authorisations, safety and security risks, telecommunication permits and authorisations, etc.).
- Suggest possible actions that country's authorities could undertake to address the potential barriers identified.

1.2. PREPARATION: PROCESS OF REQUEST OF INTERNATIONAL ASSISTANCE

Acknowledge the wide range of assistance available on request through the UCPM: experts, response capacities and in-kind assistance

To do:

- Check capacity and organization of all modules/capacities.
- Evaluate the different impact on HNS organization that incoming International Response Capacities (team of experts, one or more modules/capacities or in-kind assistance) will have.

Clarify procedures at country's central level covering requesting of the international assistance from the national focal point to the ERCC and ensuring that the forms are updated /maintained

To do:

- Define procedure to ensure an efficient flow of information to and from decision makers.

Consider making standard requesting procedures for types of incident (e.g.: flooding, earthquake, pandemic, forest fires) as well as for different type of assistance (experts, modules/capacities and in kind assistance)

To do:

- Identify for each category of disaster/incident the responsible authority for the establishment of request lists.
- In case of expert request not only the expert's professional profile but also the terms of reference of the requested activity should be included.

Include use of Templates for requesting/offering international assistance in contingency planning, courses, trainings and exercises

To do:

- Adapt and personalize templates in annex 2, share and test them in exercises ensuring that all actors involved are familiar with them.

1.3. PREPARATION of ARRANGEMENTS to FACILITATE HNS

Establishing a specialised team dedicated to HNS

To do:

- Set-up a dedicated HNS Cell within the competent country's authority/authorities in charge of coordinating HNS to International Response Capacities during emergency management.

In-country transportation

To do:

- List of public and private companies that can offer transport service of people and goods. Prepare draft contract and ensure to know how to cover renting costs.
- Set-up a framework for the use of international blue lights within the country.

Accommodation (food, shelter and sanitary)

To do:

- Arrange pre agreement forms for provision of lodging /accommodation and meal service.
- Identify how to cover operation costs.

Medical support

To do:

- Verify how to ensure access to medical service for experts or module team members.

Communication (terms, systems, limitations, frequencies etc.)

To do:

- Check limitations on the use of radio frequencies, or assignment of dedicated frequencies.
- Ensure pre-identification of radio frequencies that can be allocated to incoming international teams.

Fuel supply

To do:

- Arrange supply system if needed, in some cases consumption of fuel is quite extended (aircraft, helicopter used to extinguish forest fires).

Waive country's transport regulations like limitation or ban of travel

To do:

- Plan how to inform in advance police and other authorities involved.

Taxes, tolls and other fees

To do:

- Check through customs service taxes that can be waived before arrival of international assistance.

Interoperability of technical equipment

To do:

- Include in your planning a double check of possible gaps due to different standards in technical equipment to be solved prior to arrival of international assistance.

Recognition of Specialised Professions

To do:

- Requesting Countries should check in advance if specific professions are recognized by HN law.

Identification of entry points

To do:

- Identify the country's entry points (land, air, in-land waters/sea) and create and make available a catalogue of these points with practical information, contacts and limitations.
- Make sure that all country's stakeholders are informed of list of possible entry points to the country for incoming assistance as an awareness-raising issue.

Basic information available to share

To do:

- Prepare Country Profile – country's disaster response structure (including emergency command control), operational conditions, environmental/climate issues, cultural and political profiles, etc..

Personnel

To do:

- Identify, form and train personnel of HNS Cells.
- List all procedures and action HNS Cells are responsible for.
- Define different roles in HNS teams (i.e. registration at entry point, assistance/liaison to teams, coordination and communication at headquarters).
- Learn how to use electronic platforms dedicated to the coordination of international emergencies as they can help to set-up a more effective methodology for managing international emergencies. (e.g. CECIS, vOSOCC).

Financial issues

To do:

- Check possibility to introduce a declaration of state of emergency in case of disaster in order to appoint dedicated funds to cover cost of international assistance.
- Check if appropriate financial channels and procedures are in place to expedite and facilitate reimbursement of the incoming assistance if so required.

Support to other countries

To do:

- Be prepared in case a neighbour country will request international assistance to facilitate transit of teams through your country preparing for requests of: clearance, police escort, possible accommodation or fuel supply, waiving of transport regulations.

Making arrangements

To do:

- Be prepared by making agreements with neighbouring countries or with public and private companies to prepare the ground for their contribution to the management of emergencies on the country's territory.

1.4. EMERGENCY: REQUEST OF INTERNATIONAL ASSISTANCE

In the aftermath of a disaster as soon as you approach a request of international assistance be sure to be ready to activate the HNS system.

Be aware that your request of assistance will be directed to all MS/PS via CECIS. Each MS/PS, based on the availability of the resources, will respond through CECIS with a positive answer if it intends to provide assistance. This means that feedback from ERCC could partially or totally cover the request.

To do:

- Prepare a procedure to inform and pre alert all actors involved in the HNS process.
- Prepare acts necessary to authorize an official request of assistance.
- Set up an appropriate emergency co-ordination structure including all actors called to play a role with the activation of international assistance.

- Set up the request of assistance as soon as you have reliable data in order to figure out what is needed. Be realistic when formulating a request so that supply will meet demand without exceeding the needs to and avoid frustration on one side and bottleneck on the other side.
- Consider requesting support from the EU CP Mechanism in form of HNS experts in case of need.
- Consider sending a HNS LO to meet with team from SN as early as possible.

Ensure that all necessary information is included in your request.

Information to be included in the request:

- Details and contact of authority requesting assistance.
- Details of requested assistance, name and number of module/capacity needed, in case your request refers to in-kind assistance provide details for each item (i.e. number of winterized family tent for 6 people, diesel generator for 20kwa).
- Estimate duration of deployment (in case you refer to modules/capacities).
- Deadline by which offers will be considered.
- In case of in-kind assistance:
 - clarify if material is donated or not (in this case what is the estimated duration of use).
 - clarify if warehousing and distribution is provided.
 - provide consignee contact details to be included in all official documents (way bill, invoice and act of donation).
- Location of entry points (land, air, maritime transport) and details of the local contact point to be referred to
- Name of the location of the Base of Operations (BoO) if already available.
- Availability of HNS services (food, drinking water, fuel, accommodation, in-country transport, medical support, dedicated HNS LO, and interpreter). Where applicable, specifying if free of charge or not.
- If applicable, inform if you can ensure the waiving immigration requirements for the VISA, accept regulated professions (doctor, nurses, engineer, etc), provide temporary authorisation to legally operate on your territory (specifying area and limitations) provide security services in case of need.
- Inform where the VISA will be received by the incoming team and if there is a cost.
- Inform on required customs procedures (are there procedures for bringing assistance into the country? are certain materials prohibited?) and on existing restrictions to the import of materials (e.g. drones, radios etc.).
- Inform on veterinary control procedures.

- Inform if you will cover any damage suffered by third parties caused by international teams in consequence of the assistance provided.
- Ensure security arrangements and specific devices are provided if necessary (limiting as much as possible the use of military forces unless there are no alternatives).
- Any other service you can provide or exclude to provide that teams need to know about in advance.

1.5. EMERGENCY: ARRIVAL OF INTERNATIONAL ASSISTANCE

The HNS plan has to ensure from arrival at entry point that International Response Capacities will be under direct control of the Country's Authority and in particular referring to modules/capacities. The HNS cell should initiate an exchange of information with the incoming international teams prior to arrival on site. This will help both the teams and the affected country to prepare to overcome any potential obstacles more rapidly.

To do:

- ensure best use of the teams' capabilities from their arrival.
- integration of teams' operations with the ongoing response effort.
- support teams in all logistic needs including fuel, transport, food and accommodation.
- assistance to the teams in providing all contacts/relations with population and/or administrations.
- facilitate relations between teams and local/national operational centres.
- ensure a sufficient level of security for the teams.

An HNS Cell should be set up and operated apart from the local incident commander (the HNS Cell is not responsible for operational coordination of the teams or technical advise during the rescue/relief operations).

To do:

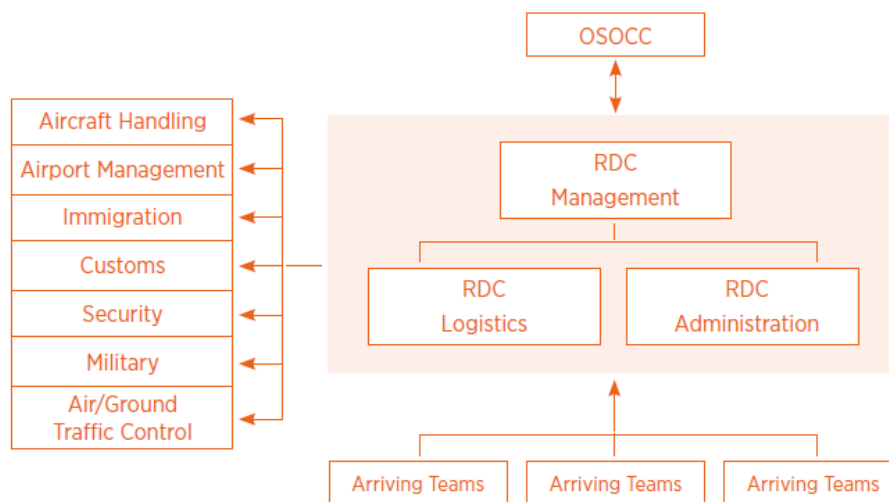
- The HNS cell or team can be organised in three main areas of activities:
 - *Registration (HNS R)* at the entry point or Reception and Departure Centre (RDC) established by the affected country.
 - *Assistance (HNS A)* for teams during the course of activities performed in the affected country.
 - *Coordination of HNS (HNS C)* at LEMA collecting and disseminating information coming from the international teams.

Upon entry in the country, the international assistance will be welcomed by HNS R at entry point or RDC (in any case in a safe area away from the emergency premises) in order to receive a general briefing and to arrange its transfer to the Base of Operations (BoO) assigned.

To do:

- HNS R will provide general information on the event and on the country's command and control structure and information on the HNS structure.

- HNS R will facilitate filling out all the relevant documentation/information about the team
- If the entry point is an airport, the areas of responsibility of the RDC can be outlined as indicated in the picture below.



As the team arrives at the Base of Operations (BoO) the assigned HNS A will provide a series of vital information

To do:

- 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 HNS for daily briefing and daily SitRep.

During all operations phase HNS A will ensure to the team

To do:

- logistic support;
- communication between local incident commander and LEMA;
- facilitate relations with all civil protection actors involved;

- support team leader/deputy team leader/liaison officer during coordination meetings;
- liaise any request coming from the mayor or other local authorities;
- communicate updates by LEMA regarding the activities carried out by the teams.

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

1.6. EMERGENCY: END OF OPERATIONS

The Host Nation Support plan through its cell/team should follow all actions related to the end of operations

To do:

- facilitate hand over procedure;
- donation procedure (donation certificates, custom invoices, loading lists, etc.);
- assist the demobilisation operation;
- provide necessary logistic support (e.g.: transportation);
- facilitate customs procedures if requested;
- finalizing the mission report.

1.7. REVIEWING HNS PROCEDURES AND PROCESSES IS NECESSARY

To do:

- Update the HNS plan with lessons learned.
- Review procedure if necessary.
- Include new actors in the process.