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ANNEX 7

ANNEX

to the

COMMISSION RECOMMENDATION

on EU Host Nation Support Guidelines

ANNEX 7

Terms of Reference for HNS Cell

Reference No.:

Date:

TERMS OF REFERENCE FOR HOST NATION SUPPORT (HNS) CELL

HNS Cell Tasks

The HNS Cell represents the facilitator of cooperation between the Local Emergency Management Agency (LEMA) and the international response capacities for the duration of their mission in the country and is designed to:

- support the better use of the capabilities of the teams from their arrival;
- support the integration of the 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 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 advice during the rescue/relief operations.

HNS Cell Organisation:

The HNS Cell should be established within the competent authority/authorities in charge of HNS to international intervention during emergency management as part of the overall HNS concept. All personnel involved in the HNS Cell, including HNS LOs should follow essential training about the UCPM, and should have appropriate language skills, with good skill in negotiation and coordination management, possibly with previous experience within international operations context.

It is recommended that the HNS Cell be 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 the moment of entering into the country, International Response Capacities' teams will be welcomed by the HNS LO of 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.

The HNS LO of HNS R will provide:

- General information on the event and on the country's command and control structure;
- Information on the HNS structure.

The HNS LO of 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;
- Delivery of mission summary report to be returned after its completion to the HNS Cell at the BoO;
- Escorting to the BoO;

2. Assistance

The HNS LO of NHS A will provide a series of vital information to the International Response Capacities' teams:

- general briefing on the situation at local 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 for daily briefing and daily SitRep.

During all operations phase the HNS LO of HNS A will ensure to the International Response Capacities' teams:

- logistic support;
- facilitation of communication between local incident commander and LEMA;
- facilitation of relations with all civil protection actors involved;
- support to representatives of International Response Capacities during coordination meetings;
- communication of any request coming from local authorities;
- facilitation of communication to LEMA regarding the activities carried out by the team.

At the end of operations HNS LCP of 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 will ensure a daily contact with all teams operating in the area through the HNS LO of HNS A.