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Technical Assistance and Support Teams

T A S T

T A S T

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Guidance Document

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1 Introduction

Based on the EU CP legislation[1], the guidance document describes, how to build up Technical assistance and support teams (TAST), specifying in detail the different types of TAST. This is based upon general requirements defined in the Commission Implementing Decision[2] and takes into account the experiences, lessons learned and best practice from different missions and exercises in the recent years.

According to the definition, the **primary role of TAST** is to provide logistical support to expert teams when they are dispatched under activation of the Union Civil Protection Mechanism (UCPM)[3].

Such expert teams deployed under the UCPM shall be referred to as EU Civil Protection Teams or in short EUCP Teams (EUCPT).

EUCP teams deployed to provide advice on preparedness and prevention measures, in the sense of art. 5(2) and art. 13(3), shall be referred to as “advisory missions” in the context of this document.

TAST shall ensure expert teams ability to work by providing support in different areas according to the circumstances and needs of a mission: administrative/office and ICT support, subsistence/logistics and transport support on site. This enables the experts to concentrate on their core mission objectives.

[1] Decision (EU) 2019/420 of the European Parliament and the Council of 13 March 2019 amending Decision No 1313/2013/EU on a Union Civil Protection Mechanism;
Decision No 1313/2013/EU of the European Parliament and the Council of 17 December 2013 on a Union Civil Protection Mechanism (Text with EEA relevance), OJL 347/924;

[2] Commission Implementing Decision of 16.10.2014 laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism and repealing Commission Decisions 2004/277/EC, Euratom and 2007/606/EC, Euratom OJEC C(2014) 7489 final
Commission Implementing Decision (EU) 2019/1310 of 31 July 2019 laying down rules on the operation of the European Civil Protection Pool and rescEU (notified under document C(2019) 5614)
Commission Implementing Decision (EU) 2018/142 of 15 January 2018 amending Implementing Decision 2014/762/EU laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism *(notified under document C(2018) 71)*

[3] Decision No 1313/2013/EU art 4 (11), art. 17 and art. 22 (a)

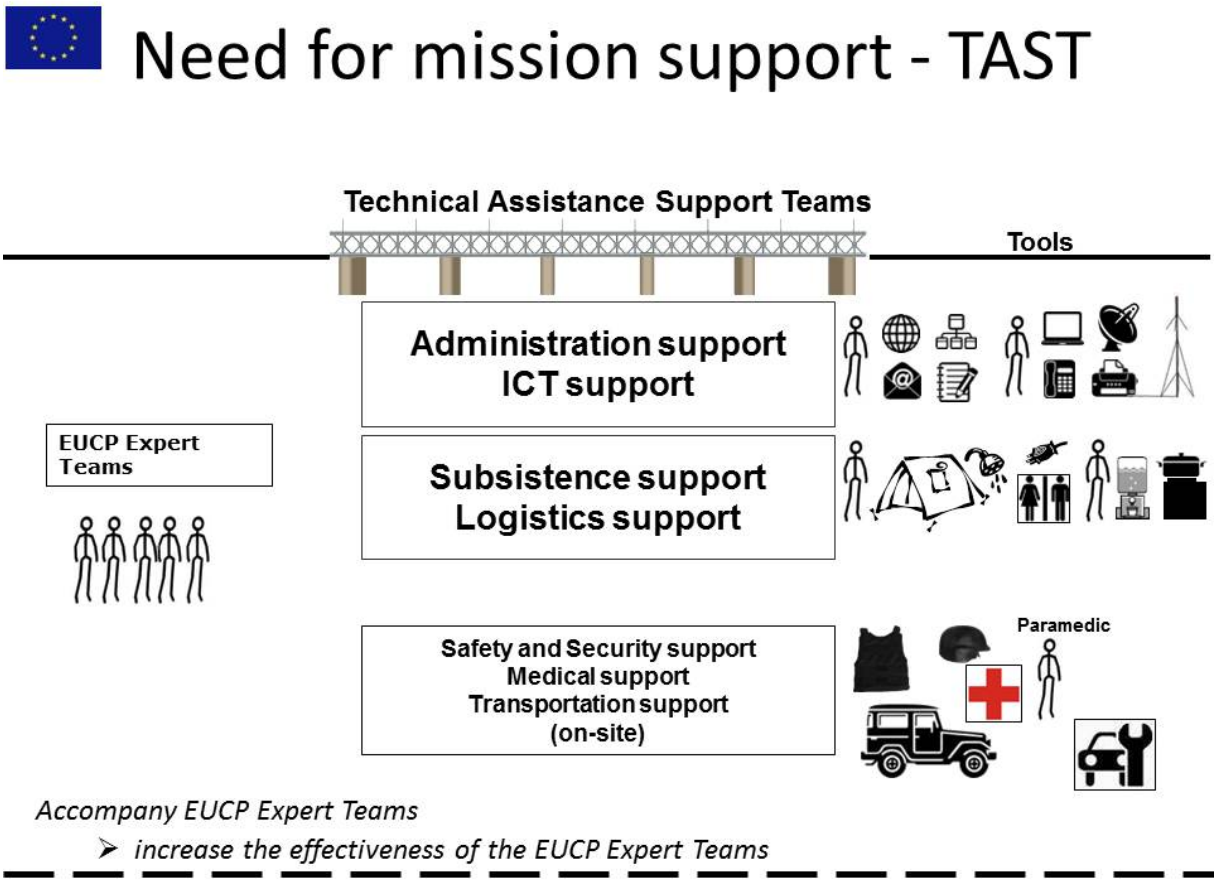


Fig 1: Technical Assistance and Support Teams as support system for EUCPT

According to the general requirements laid down in Annex II of the above mentioned Decision[3], depending on the type of support needed for EUCP expert teams, the following types of TAST are established:

I. TAST ICT/Admin support including petty cash

II. TAST subsistence / logistics support

III. TAST additional/horizontal components (e.g. medical, safety security support)

Furthermore, TAST types are subdivided into several units of different size / strength, which can all be deployed independently or combined with each other.

[3] See footnote 2

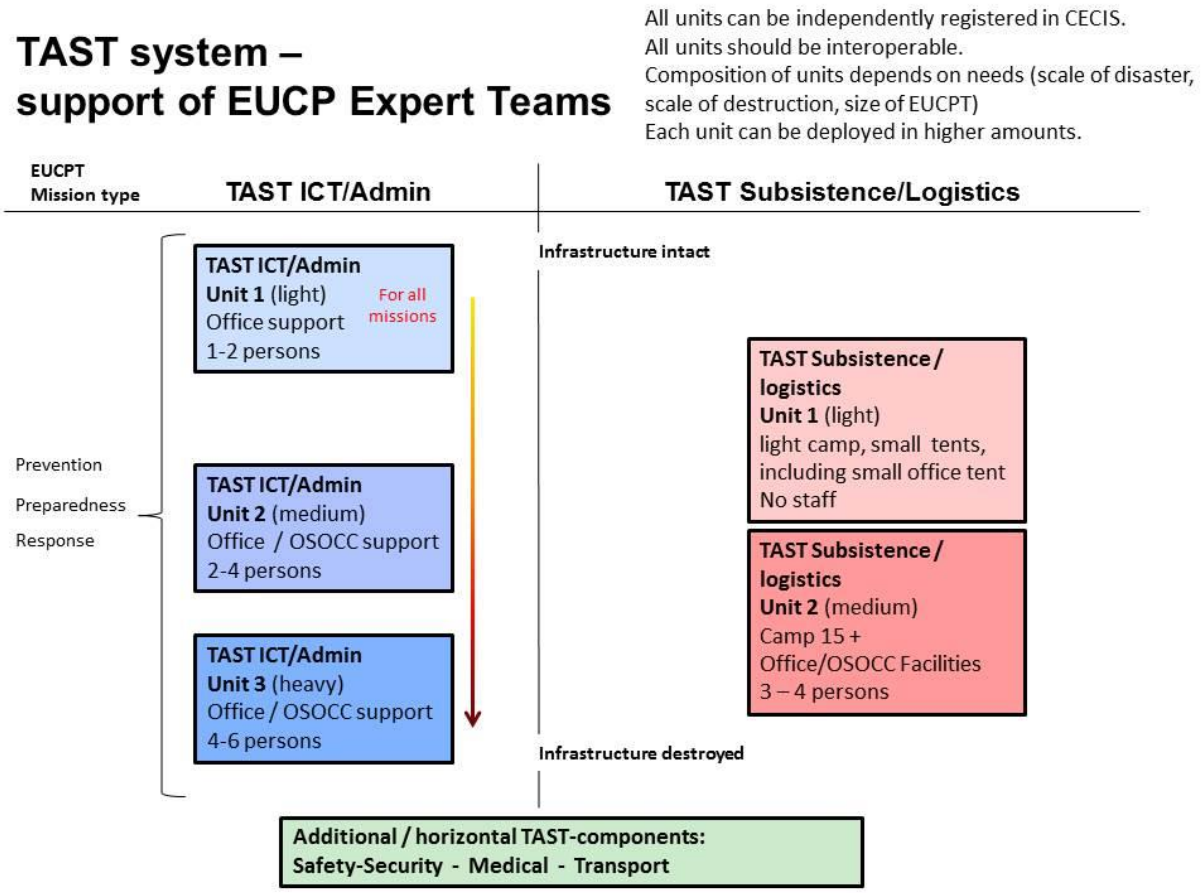


Fig 2: TAST system – support of expert teams. Different TAST-types, subdivided into several units of different size. Detailed description see chapters 5, 6, 7.

2 Principles

The different TAST types – TAST ICT/Admin, TAST subsistence, as well as the additional / horizontal components – are composed of units of different size. According to experiences, lessons learned and best practice from different missions and exercises, the following principles should be taken into account when developing the TAST–types and its units:

- EUCPT compliance with the self-sufficiency requirements shall be guaranteed by the TAST through necessary staff, equipment and consumables or by making the necessary arrangements on the site
- TAST components shall be available for departure maximum 12 hours after the request
- TAST will bring along petty cash based on the needs of the mission context and duration with the possibility of increasing / topping up the financial resources if the mission requires, e.g. additional experts deployed, rotation of EUCPT, mission extension, etc.
- The amount and currency of the petty cash is requested by the ERCC in the initial TAST request; TAST types and its units may be composed of resources provided by one (or more Member States, where it is useful to use synergies)
- TAST types and also its units can be registered individually in CECIS

- The individual TAST units of the different types may be deployed separately as required. They should therefore have the capability to operate individually
- The individual TAST units should be able to cooperate jointly as a team and be interoperable with units of other TAST types
- TAST, when deployed outside the Union, should be able to operate with international disaster response capabilities supporting the affected country
- From an administrative perspective, TAST members can be deployed under an Agreement of service with the European Commission, similar to other EUCPT members, or as a national team
- TAST members are fully part of the EUCPT. They are included within the SOPs for EUCP Mechanism Experts
- Pre-mission briefing has to be provided to the TAST. TAST should be familiarized with the EUCPT mission mandate/objectives and vice versa

TAST do not perform any leadership or coordination functions, but support those as required.

3 Scenarios – composition of TAST

The composition of the overall TAST deployed (types with different units) has to be adapted for each deployment, depending on the situation on site.

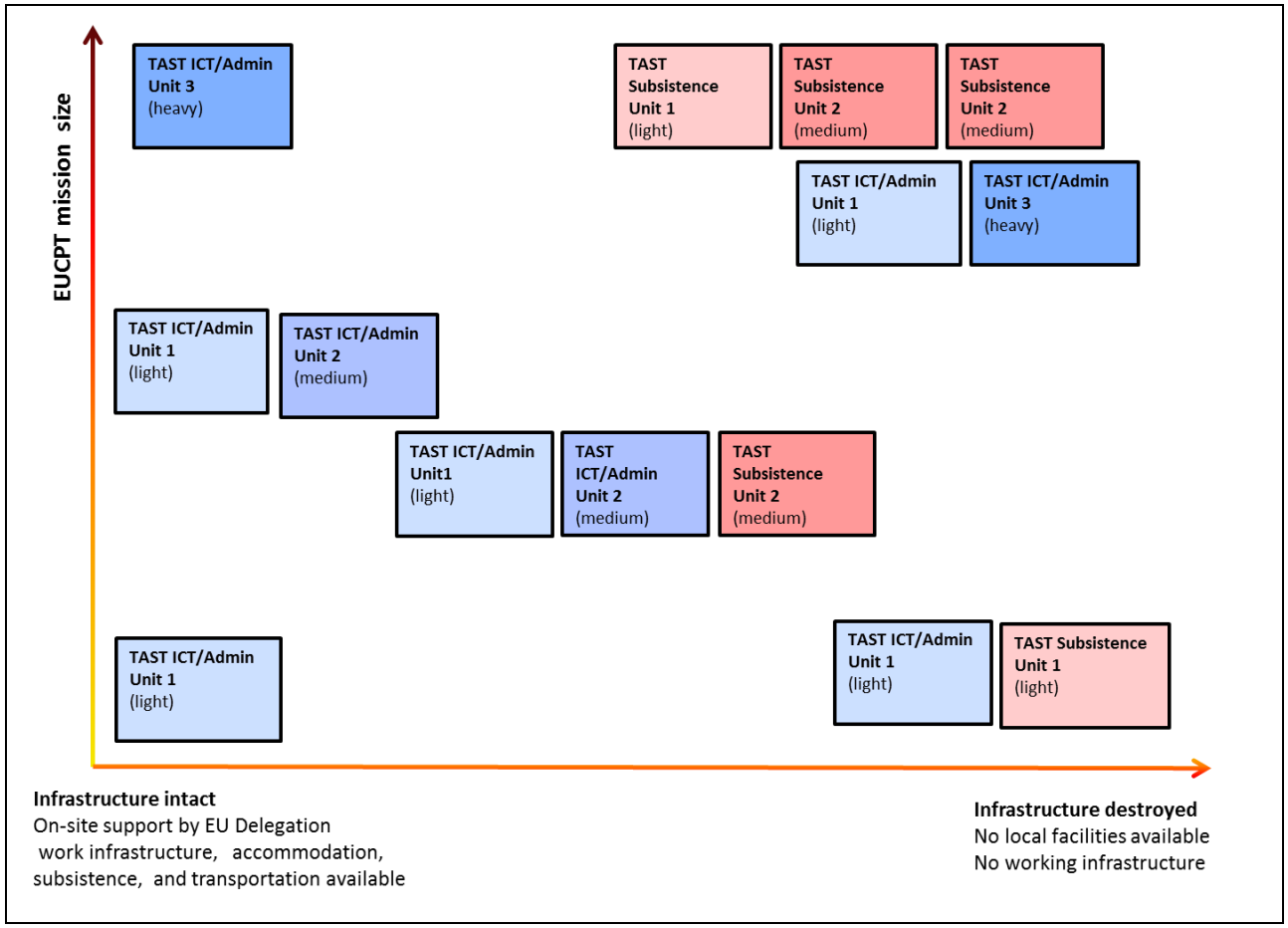


Fig 3: Scalability of the TAST system depending on the size of the EUCPT and the infrastructure on site. Other contextual circumstances, apart from the infrastructure on site, can also influence the decision on the deployment of TAST components. See in figure 4 below, examples of TAST components depending on the needs.

The flexibility of TAST types and its units as described above is of a key importance. However a deployed TAST configuration should be needs driven and TAST should remain service-minded throughout a deployment. In line with this flexibility, the request for TAST support should define the mission requirements for TAST in terms of support needed (admin/office, ICT, subsistence, logistics, etc.) and in terms of expected results and outcomes, rather than in terms of equipment needed.

The following factors could be used to determine the type and size of TAST (not exhaustive):

- Type of mission (response, advisory)
- Size of the EUCP Team to be supported
- Severity and scale of the disaster
- Degree of infrastructure destruction on site
- Supply situation in the affected country
- Accessibility of assets
- Degree of support on site, e.g. by the EU delegation, an ECHO RSO/field office, embassies
- Degree of the support on site by the affected country (Host Nation Support)
- Degree of support by other international actors
- Security situation, medical situation
- Duration of the mission

To further clarify the selection of the components and the composition of components that are requested, different types of expert missions are described as examples:

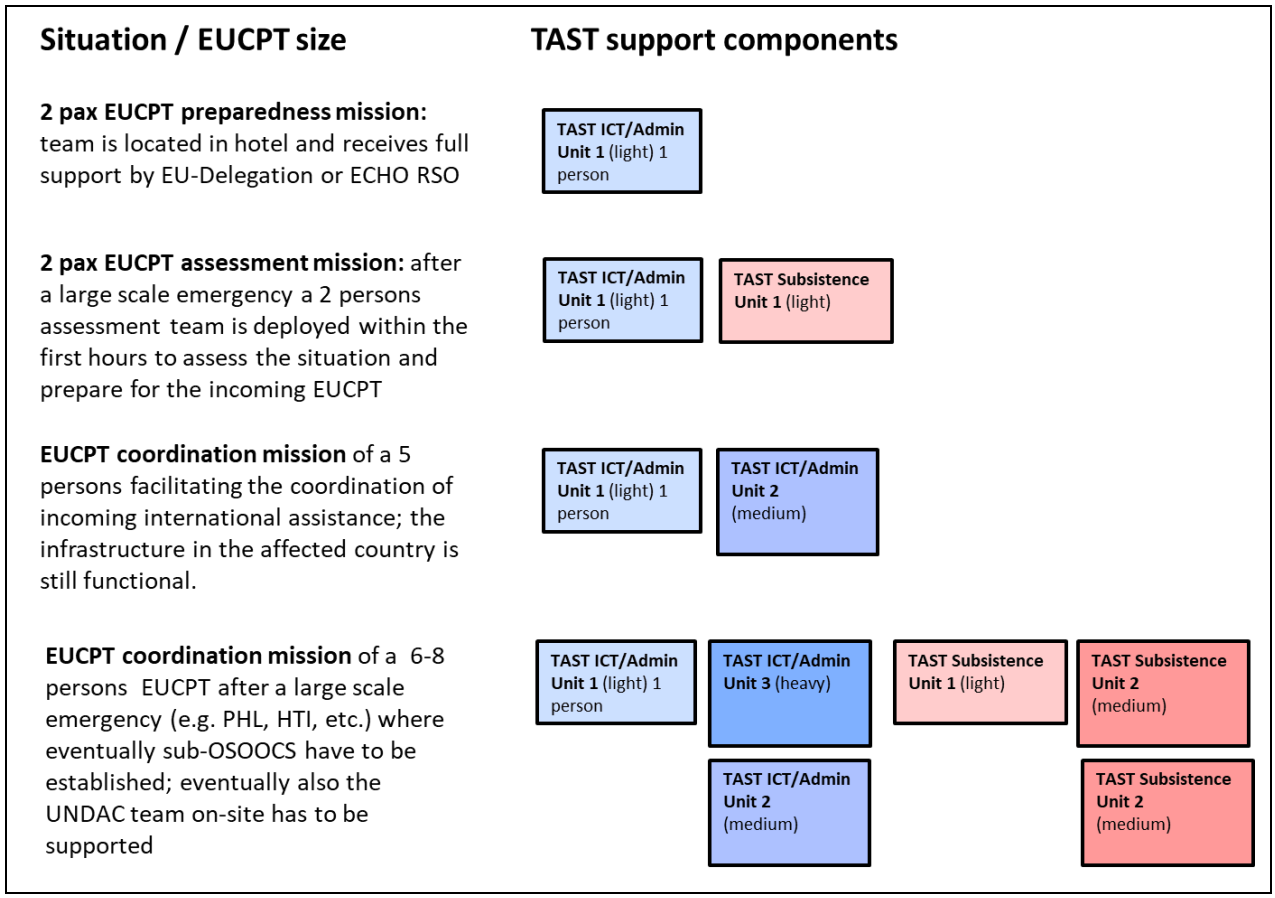


Fig 4: Examples for TAST support components depending on the needs

4 TAST personnel

TAST experts have to meet high professional, technical and administrative requirements in line with their respective tasks. All TAST experts should have a clear understanding of their specific role and expected results. The profiles for TAST personnel in the respective units derive from the tasks of the individual support units mentioned above. According to their functions within the components, they need specific qualifications (see following chapters). In addition to the specific qualifications required for the individual components, each TAST expert must meet the following general profile:

- reliability, sense of responsibility
- team spirit, critical judgment
- intercultural competence
- adaptability, flexibility
- organizational skills
- availability on very short notice for a minimum deployment period of 14 days
- willingness to undergo advanced and continuous training and to participate in international exercises
- good reading, writing and verbal skills in English, the knowledge of additional languages is helpful
- adequate health and vaccination status
- high physical and mental resilience
- trained on the equipment in their given function
- trained on safety and security related matters and first aid. Specialized training in these fields are strongly recommended, e.g. HEAT, UNDSS, Red Cross, etc.
- maintain a high/good level of hygiene

All TAST personnel should be prepared and trained for missions abroad. In addition, personnel should be trained according to the component they are part of and their respective function in the team (e.g. ICT/Admin support training, logistics training, and camp training).

In addition, all TAST personnel should participate in the UCPM training and exercise programme which is currently under revision and will include a specific training path for TAST personnel. This training path will include the following levels: UMI (induction course), SEC (safety and security), ODC (operational deployment), MODEX TTX (table top exercise), Operational specialization and a MODEX FX (field exercise).

TAST personnel is deployed as integral part of the EUCP Team. Therefore, TAST personnel work under the leadership of the EUCPT Team leader. In case of a bigger TAST (several units and several TAST staff), one person in the TAST should be the responsible Chief of Operations for the TAST activities.

5 TAST ICT / ADMIN – type

In order to be capable of supporting a EUCP Team of varying size according to the mission, this TAST type is available in various units, different in size.

TAST ICT/admin units covering the area of “administration support”, including petty cash, and “telecommunication/ IT support” are in **every** EU-Civil Protection Mechanism (EUCP) expert mission of high importance.

The potential tasks, which can be fulfilled by the TAST ICT/admin units depending on the type of the TAST ICT/Admin unit are:

- Review and assessment of the serviceability of telecommunication equipment in the country of deployment (before deployment)
- Establish and start-up an office / OSOCC including telecommunication and IT equipment
- Set-up, operation, use and maintenance of IT workstations; network set-up (wired, wireless); e-mail account management;
- Set-up, operation, use and maintenance of telephone systems; satellite systems, mobile phones, internet telephone systems, etc.
- Establish and operate a reception and departure center (RDC)
- Set up and operate a reception desk
- Support information management task, gathering and analyses (also Internet-based; knowledge of relevant sources of information) Photo/ video documentation, support visibility arrangements of the mission
- Develop and maintain situation maps, information display and situation summaries;
- Support the preparation of situation reports
- Create/support presentations, briefings, hand-out materials
- Create and update of various lists (e.g. contact lists, attendance lists, shift plans; team overviews, lists of incoming goods etc); create business cards and name tags
- Support the update of the mission logbook and document mission expenses / petty cash management (see chapter 8.4).
- Support the preparation and organization of meetings, as well as preparation of video/phone conferences; taking meeting minutes
- Support mission-related planning (communications, plan of action, safety and security)
- Support documentation management (filing system etc.), as well as ensure backup systems (data security)
- Support the dissemination of information (technical part)
- Support the planning, preparation and conduction of assessments (technical part)
- Support travel arrangements (car rentals, hotel and flight booking, etc.)
- Set-up, operation, use and maintenance (trouble-shooting and minor repairs) of radio equipment; set-up of networks, relays and radio relay links, ensuring radio capability (e.g. when deployed within the UN framework to adhere to MOSS compliancy rules); application of the international voice procedures.
- Set-up and ensure electric power supply
- Etc.

The electronic equipment for TAST ICT/Admin units should be standardized to the extent possible, e.g. qwerty keyboards as well as the use of common software and applications, e.g. Teams. Details regarding technical specifications and requirements

should be discussed and agreed in the TAST working group. Specific training sessions within the UCPM training programme should be organized accordingly.

TAST ICT/Admin units should display the EU visibility on various items from their deployment kits, e.g. EU flag on the tents. The Commission will support registered TAST with EU visibility items.

5.1 TAST ICT/ADMIN – Unit 1 – Office Support

In cases, when sufficient support is available on site and a small expert team (2-5 persons) is deployed in a mission, the smallest unit TAST ICT/Admin is deployed – Unit 1 (light).

TAST ICT/Admin
Unit 1 (light)
Office support
1-2 persons

The TAST ICT/Admin unit 1 (light) can provide administration support, including petty cash, as well as information/communication technology support for a small EUCP Team, where the basic infrastructure is intact. The module provides basic office services, communications, and internet access to enable the EUCP Experts to concentrate on their mandate. The accompanying technical equipment is limited and can be operated by one to two persons (telecommunication / IT experts), who setup the equipment, ensure maintenance and provide general administrative, logistical and operational support.

The minimum ICT and office equipment needs to comprise the following items:

- 2-3 Laptops
- 1 Internet router (wireless, 3/4/5G, ISP access through an ethernetcable, other)
- 1 Small printer
- 1 Scanner (small size)
- 2 Hand held sat phones
- 1 Office sat phone with internet connection (BGAN)
- Office supplies
- 1 GPS
- 1 Digital camera

5.2 TAST ICT/ADMIN – Unit 2 – Office / OSOCC Support (medium)

In cases of larger EUCPT missions (5-7 experts) with more complex tasks such as the establishment of coordination structures (office, OSOCC) in areas, where the basic infrastructure is intact, a medium TAST ICT/Admin unit is deployed – Unit 2 (medium). It comprises more equipment and more staff (in comparison to unit 1).

TAST ICT/Admin
Unit 2 (medium)
Office / OSOCC support
2-4 persons

The TAST ICT/Admin unit 2 (medium) can provide administrative support, including petty cash, as well as information/communication technology support for a medium size EUCP Team, where the basic infrastructure is intact. It can set up an office or an OSOCC and provide office services, communications, and internet access to enable the EUCP Experts to concentrate on their mandate. It can be divided into two separate units, to support separate deployments of the EUCPT, such as assessments, the set up of an RDC etc.

The accompanying technical equipment can be operated by two to four persons (telecommunication/IT experts, administrative staff), who setup the work spaces, ensure maintenance and provide general administrative, logistical and operational support.

The minimum ICT and office equipment needs to comprise the following items:

- 6-10 Laptops or similar
- 2 Wireless routers, incl. 4 Port Switches
- Network cable
- 1 Small printer
- 1 Laser printer
- 1 Scanner (small size)
- 1 Projector
- 4 Hand held sat phones
- 2 Office sat phones with internet connection (BGAN)
- Office supplies
- 2 GPS
- 2 Digital cameras
- Smart phones for local sim cards
- Cables, multi-socket
- Toolkit (network)
- Connector kit

5.3 TAST ICT/ADMIN – Unit 3 – OSOCC Support (heavy)

In case of a EUCPT mission, where infrastructure in the affected country is not available, and the team has to be completely self-sufficient a heavy TAST ICT/Admin unit is deployed – Unit 3 (heavy). The purpose of the unit is to provide a tented office and equipment for the setup of an OSOCC with up to 10 work spaces and to support the running of the OSOCC.

TAST ICT/Admin
Unit 3 (heavy)
Office / OSOCC support
4-6 persons

The TAST ICT/Admin unit 3 (heavy) can provide administrative support, including petty cash, as well as information/communication technology support for a EUCP Team, where infrastructure is not available and the team has to be self-sufficient. It can set up a tented office/ OSOCC, build up to 10 work spaces and provide office services, communications, and internet access to enable the EUCP Experts to concentrate on their mandate. It can be divided into separate units, to support separate deployments of the EUCPT, such as assessments, the set up of an RDC etc.

The accompanying technical equipment can be operated by four to six persons (telecommunication/IT experts, administrative staff, logistics staff), who set up the tented office, establish the work spaces, ensure maintenance and provide general administrative, logistical and operational support according to the tasks listed above).

The minimum ICT and office equipment needs to comprise the following items:

- Office tent (equipped with tables and chairs, lightning etc.)
- Generator (min 1,5 kVA)
- 10-15 Laptops
- 2 Wireless routers, incl. 4 Port Switches
- Network cable
- 1 Small printer
- 1 multifunction laser printer (color)
- 1 Scanner (small size)
- 1 Projector
- 6 Hand held sat phones
- 3 Office sat phones with internet connection (BGAN)
- Office supplies
- 4 GPS
- 4 Digital cameras
- Cables, multi-socket
- Toolkit (network)
- Connector kit
- Radio equipment

This unit should be combined by TAST Subsistence / Logistics – types, according to the needs.

Any additional or more specific needs – depending on the environment and / or mission specificities – will be indicated by the ERCC in the request for TAST.

5.4 Qualification of personnel for TAST ICT / Admin

Personnel deployed as part of the TAST ICT / Admin units should have the following profile in addition to the general qualifications described above.

Professional background: network administrator, software engineer, data base administrator, electrician (radio technology) or comparable.

Additional skills:

- Knowledge about the concept of TAST and other international support system

- Understanding of the Union Civil Protection Mechanism and its administration
- Familiar with the international disaster response mechanism framework
- Overview of the international disaster coordination system and understanding of the structure and role of an OSOCC; knowledge about the cluster system
- Administration skills, experience in mission support
- Familiarity with / experience in logistics, especially in the area of procurement and customs procedures
- Excellent skills in Microsoft Office and other software
- Ability to handle mission technology, such as GPS, BGAN, Satphones, Radios etc.
- Knowledge of the “international voice procedures”

Participation in trainings and exercises:

- Relevant trainings within the framework of the Mechanism
- Participation in other relevant courses in the ICT/ admin support staff area
- In addition participation in exercises such as the Modules Table Top Exercises or the Field Exercises as support staff

6 TAST Subsistence / Logistics – type

The subsistence support TAST type covers the areas of accommodation and catering, as well as logistics support.

Because the subsistence support units will never be the only support units on deployment, additional personnel from other units can temporarily be employed in the Subsistence / logistics units to assist.

6.1 TAST Subsistence / logistics – unit 1

In case of a small mission within the first hours of an emergency in an area where infrastructure is not available (advance team) or if a EUCPT has be split up for an assessment in an area without intact infrastructure the TAST Subsistence / logistics unit 1 might be deployed with the EUCPT.

TAST Subsistence / logistics
Unit 1 (light)
light camp, small tents, including small office tent
No staff

The TAST Subsistence/ logistics unit 1 provides the experts with very basic accommodation and working facilities, and is not meant to be used for longer than a few days (usually up to 5 days).

The equipment should be as light as possible in order to be taken as overweight equipment in the same flight. Supporting staff is not needed.

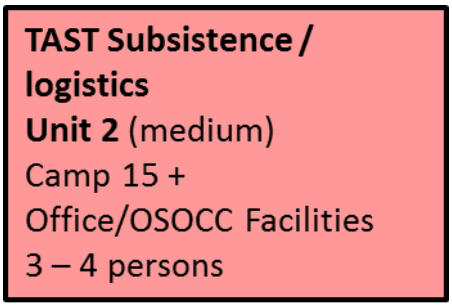
It needs to comprise at least the following items:

- 3 – 5 Sleeping tents (for 1 or 2 persons)
- 1 Small office tent
- 2 - 5 Sleeping bags, mosquito domes
- Hygiene kit
- Water / food

The TAST subsistence unit 1 will always be operated and managed by a TAST ICT/Admin unit 1 to ensure the self-sufficiency of the team.

6.2 TAST Subsistence / logistics – unit 2

In case of a mission into an area, where infrastructure is not available the TAST subsistence / logistics unit 2 provides basic working and living conditions for up to 15 persons (EUCP team including TAST).



The TAST Subsistence / logistics unit 2 has the following tasks:

- Ensuring accommodation and catering for the EUCP Team (including TAST)
- Coordination and realization of the set-up, operation and dismantling of quarters, considering appropriate selection of space and site (environmental factors, land space requirements …) and necessary security measures
- Ensuring the functioning and operation of the required infrastructure (electricity, sanitation, water, wastewater and camp security)
- Coordination, procurement and provision of spare parts on site if necessary
- Provision of food (depending on the situation on site and the size of the expert team)
- Coordination of local staff for running the camp (if necessary)
- Support to the expert team in the field of logistics (e.g. handling of customs)

Three to four staff are deployed together with the equipment to build up the camp and its infrastructure.

In case of bigger missions, the deployment of a higher number of single components has to be envisaged.

The TAST Subsistence/ logistics unit 2 needs to comprise at least the following items:

- Accommodation capacity for 15 persons (including field beds, sleeping bags, mosquito domes etc.)
- Light kitchen and kitchen equipment
- 1 Fridge (could be procured locally as appropriate)
- Food and water for 15 persons / 10 days
- Sanitation facilities (including showers and toilets)
- Electricity provision (main site and backup), cables etc.
- Lighting equipment
- Tools
- Office facilities (tent, table, chairs …),

On site, appropriate fire prevention / firefighting measures shall be put in place by the TAST.

The TAST subsistence unit 2 will always be supplemented by TAST ICT/Admin units to ensure the self-sufficiency of the team.

In case of bigger missions, the deployment of multiple TAST Subsistence / logistic units has to be envisaged.

6.3 Base camp (heavy)

Not part of TAST – system.
A basecamp provides a comprehensive field accommodation and office compound providing living and working facilities for up to 60 persons. It includes accommodation (higher standard than in the above mentioned units), working area, kitchen and canteen, laundry, water production, water and sanitation, medical facility, power supply, welfare, etc. It is fully operational 10 – 14 days after arrival and designed to operate for 3 – 12 months. Such facilities are usually provided under the UCPM by the International Humanitarian Partnership (IHP) countries.

6.4 Qualification of personnel for the TAST Subsistence / logistics units

Staff of the subsistence support components should be composed in such a way, that different areas such as infrastructure, logistics, safety & security aspects are covered. The personnel should have the following profile in addition to the general qualifications described above:

Professional background: technician, engineer, craftsman or comparable and/or logistics background.

Additional skills:

- Knowledge about the concept of TAST and other international support system
- Understanding of the Union Civil Protection Mechanism and its administration
- Familiar with the international disaster response mechanism framework
- Overview of the international disaster coordination system and understanding of the structure and role of an OSOCC; knowledge about the cluster system
- Experience in mission support
- Ability to plan, set up, run and administrate a camp and its infrastructure (e.g. electricity infrastructure, water supply, waste water management, waste management etc.)

- Ability to handle the respective camp equipment
- Familiar with procurement procedures
- Familiar with customs procedures
- Experience in logistics
- Knowledge of safety and security aspects related to housing/camps
- Knowledge of the “international voice procedures”

Participation in trainings and exercises:

- Relevant trainings within the framework of the Mechanism
- Participation in relevant courses in the subsistence / camp area
- In addition participation in exercises such as the Modules Table Top Exercises or the Field Exercises as support staff
- Participation in other international trainings (logistics cluster trainings etc.) is of added value

7 Additional / horizontal components

In several missions additional components might be necessary to complement the ICT / Admin units and/or subsistence/logistics support units.

7.1 TAST Transport support component

The transport support component is mainly an organizational component, organizing transport of the EUCP Team on site. In most cases, vehicles as well as local drivers will be hired on-site.

In cases, where transport is impossible to organize in the affected country, the component could comprise vehicles plus tool kit.

Potential tasks in the area of transport support could be the following:

- Ensuring transport of the EU expert team and support personnel
- Support the coordination of the vehicle operation
- Operation of motor vehicles (cars, trucks), also under difficult conditions
- Vehicle maintenance including minor repairs
- Operation of HF radio
- Support of the expert team in the field of logistics.

In addition to the general qualifications described above (Chapter 6.4), staff of the transport support component should have especially the following qualifications:

- professional background: car mechanics or comparable
- knowledge of HF radio communication
- knowledge of logistics and especially fleet management

7.2 TAST safety and security support component

This component consists only of equipment that will be carried as required by the situation. It comprises safety equipment (depending on the situation) as well as special security equipment for extraordinary situations (such as Kevlar helmets and flak jack-

ets). They should be added, when deploying to an area where there is a security threat and an evacuation of the team might be necessary.

7.3 TAST medical support

This component consists only of supplies and equipment that will be carried as required by the situation. The component will include also basic personal protective equipment (protective masks, gloves) and hygiene items (disinfectant sprays, dispenser) to enable operating in pandemic like conditions.

The component can also include a paramedic, if required. Depending on the situation, basic first aid equipment or advanced equipment should be included. There are two sets, a light first aid kit and a heavy kit for a paramedic, the latter comprising material and personnel (medical).

Basic first aid equipment should also be included in the administration or subsistence components.

8 Additional features – specialised TAST types

In addition to the TAST components and its units described above, special units and features are available which can supplement the TAST under certain circumstances.

8.1 Satellite communication unit

In certain emergency situations, communication infrastructure dependant on terrestrial infrastructure is destroyed or not available. In such cases Satellite technology can provide narrowband and broadband IP communications (Internet, data, video, or voice over IP) with portable VSAT antennas, covering the needs of the relief workers.

Those systems can complement the above described TAST ICT/admin units.

8.2 Radio Capability unit

During emergencies, radio could be used for first-line and backup communications over long distances, mainly in remote regions. Radio capability (VHF hand held radios, VHF base station, antenna, supplies, VHF repeater) does not replace fixed and mobile telephony as the first communication option, but it serves in certain emergencies as back up communication.

8.3 TAST under cold conditions[4]

Responding to disasters in very cold, sub-zero, temperatures and environment are extremely challenging and require special equipment and knowledge of the impact of cold on human beings and techniques and tools.

[4] Reference is made to the EU co-funded project „EU cold conditions module"; more details can be found in the publications of that project.

In cold conditions, the way equipment function is different. Accumulators and batteries loose power, clothes get wet and lose their insulating qualities etc. Cold conditions have a significant impact on physical and mental factors of the personnel.

8.3.1 Adaptation of communication equipment and other electronics

Communication equipment must be protected against cold, as it reduces the capability of power supplies to transmit and freezes the accumulators. Any unnecessary moving of electronic equipment, from warm space to cold conditions in particular, should be avoided in order to prevent the humidity accumulated in the equipment from freezing. At low temperatures, the plastic parts and cable insulation become brittle and hard, and may freeze. As a general rule to prevent unnecessary damage to equipment, all items should be kept as dry as possible and should not be bended, twisted or stressed unnecessarily in the cold. If equipment can be warmed, even slightly, it should be done.

Electronic equipment should always be protected from extreme cold and from the effects of ice and snow. The main difficulty with electronics in the cold is the fast depletion of batteries and the lowered output of power sources. Also electronic equipment should be kept at a stable temperature. Often rapid changes of temperature are more damaging to electronics than mechanical equipment.

Condensation and freezing can be seen as the main problems for mechanical equipment. These can be prevented by regular maintenance, use of proper lubricants and protecting the equipment from the environment whenever possible.

8.3.2 Adaptation for the camp set up

When assembling a camp, the effects of the climate, direction of wind, and any piling up of snow in storms and blizzards must be taken into consideration. The points and shape of the terrain, as well as any protective locations in the terrain, such as hills and buildings, should be considered when selecting the site for the accommodation and service tents whenever possible. The way, the different materials conduct cold must also be considered, for instance in the selection of tools.

The camp should be equipped with a sufficient number of snow tools, such as snow pushers, shovels and brushes. The camp should offer a possibility for drying clothes and equipment separately on designated racks in tents set up for maintenance purposes. Snowy, wet, and damp equipment cause extra humidity in the accommodation tents, causing humidity problems inside the tent. Humidity reduces the temperature inside the tents. It must be ensured that snow cannot get inside any tents and cause humidity problems.

8.3.3 Personal preparation

Active operations in cold conditions may double the energy consumption of the body. During active operations in cold conditions, staff should eat warm, easily digestible meals that contain plenty of carbohydrates several times a day. The risk of dehydration is great, and therefore, one should regularly drink warm liquids that contain sugar even when not feeling thirsty. Smoking reduces peripheral blood circulation and increases exposure to frostbite. Alcohol expands the vascular system, and therefore significantly increases heat loss.

In order to prevent injuries, frustration and fatigue, staff should closely follow safety procedures.

8.4 Petty Cash Management

The support with petty cash during a EUCP Experts mission falls within the responsibility of the TAST. The overall amount of the petty cash and currency will be communicated by the ERCC before deployment.

For a sound management of the petty cash expenses the following documentation procedure need to be adhered to:

- ✓ Petty cash journal – only hand written / document proven (see Annex 1); each financial transaction need to be filled in and the sequential number must correspond to the accounting document
- ✓ Each financial transaction must have a proper accounting document, which must include the original receipt and a logical explanation, which makes clear to third parties why this expense was done (this means not only the *what* should be answered but also the *why* and for *whom* – by name). These accounting documents need to be signed by the responsible TAST member and the EUCP Team Leader (see Annex 2)
- ✓ If there is no chance to receive an original receipt the possibility to write an "Auxiliary document" is given, however this should be the absolute exemption (see Annex 3)
- ✓ Electronic overview/ summary list of all financial transactions(see Annex 4)
- ✓ For documentation of handover a specific amount of cash to team members a "Temporary Receipt" has to be used (see Annex 5)

The national regulations, laws and administrative procedures (e.g. for procurements) of the TAST offering country must be respected, therefore the above mentioned documentation might be written in both languages national language and English.

The whole package of originals, including the expenses list must be send afterwards to the ERCC for the final reimbursement procedure. Therefore it is recommended to make copies of all petty cash documentation where possible and if time allows.

9 List of abbreviations

ADMIN	Administration
BGAN	Broadband Global Area Network (Satellite Communication)
CECIS	Common Emergency Communication and Information System
ECHO RSO	ECHO Regional Support Office
ERCC	Emergency Response Coordination Centre
EUCPT	European Union Civil Protection Team
FX	Field Exercise
GPS	Global Positioning System
HF	High Frequency (Radio Communication)
ICT	Information and Communication Technology
IP	Internet Protocol
MOSS	Minimum Operating Security Standards for UN field operations
OSOCC	On-Site Operations Coordination Centre
PS	Participating State (within the Union Civil Protection Mechanism)
RDC	Reception Departure Centre
SOP	Standard Operating Procedures
TAST	Technical Assistance and Support Team
TTX	Table Top Exercise
VHF	Very High Frequency (Radio Communication)
VSAT	Very Small Aperture Terminal (VSAT), two-way satellite ground station

Electronically signed on 20/05/2021 10:39 (UTC+02) in accordance with article 11 of Commission Decision C(2020) 4482