

EUROPEAN CIVIL PROTECTION POOL

CERTIFICATION TOOL

(version March 2024)

For instructions, please refer to the Practical Guide on the ECPP certification grid
(version March 2024)

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<i>Official name for type of capacity:</i> 	<i>Country, Owner, Agency, Organisation:</i>
Brief description of the capacity: 	
Consultative Visit: <i>location, date</i> 	Certifiers Team: - Team Leader - 1 - 2 -
Table Top Exercise: <i>location, date</i> 	Certifiers Team: - Team Leader

	<ul style="list-style-type: none"> - 1 - 2 -
Field Exercise: <i>location, date</i>	<p>Certifiers Team:</p> <ul style="list-style-type: none"> - Team Leader - 1 - 2 -

QUALITY REQUIREMENTS:

1. PREPAREDNESS

Grid on administration, logistics, financial, training, health and standard operating procedures

Area evaluated		Rating: E/S/B/NA		
		CV	TTX	FX
Administration	1.1. Decision making process and procedures involving the relevant authorities are in place for international deployments, with particular reference to the ECPP	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.2. Operational procedures for alerting, describing communication lines, responsibilities and tasks between relevant authorities are established	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
Financial	1.3. Financial procedures are in place, including budget allocations, for international deployments, as well as procedures to request EU co-financing	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.4. The team has a dedicated budget for operational costs on site and for basic procurement	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.5. Maintenance and storage costs are ensured on a regular basis by the organisation, including replacement of damaged or donated equipment	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.6. Team personnel and equipment have adequate insurance procedures for operations inside and outside the EU	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
Staff preparedness and capacity development	1.7. A preparedness/capacity development plan for international deployments is in place, overseen by a dedicated project manager	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.8. Dedicated resources (both human and financial) are allocated for the further development of the capacity and quality assurance, including its participation in the certification process	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.9. A clearly established roster management system is established, including pre-arranged agreements with experts, criteria applied to become part of the roster and gender balance	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
Logistics and mobilisation	1.10. The equipment of the capacity is centralised in a main warehouse or procedures are in place to regroup it	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.11. The point of departure and transport solutions for international missions are pre-identified	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.12. There are logistics specialists at HQ level	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.13. The team includes logistic specialists	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.14. Operation manuals for tools and equipment are available to team members	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.15. The team includes personnel able to deal with customs clearance, tax exemption certificate, donation certificate	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>

	1.16. The team includes personnel able to deal with basic administration and procurement	Choose an item.	Choose an item.	Choose an item.
	1.17. Equipment is regularly maintained while being warehoused	Choose an item.	Choose an item.	Choose an item.
Training	1.18. Staff engaged in missions abroad are specifically trained for that purpose	Choose an item.	Choose an item.	Choose an item.
	1.19. A UCPM training path, with different levels in line with the team functions, is designed for the personnel of the capacity	Choose an item.	Choose an item.	Choose an item.
	1.20. Key management personnel are kept updated on international coordination matters	Choose an item.	Choose an item.	Choose an item.
	1.21. Regular exercises are conducted for the team to train necessary practical skills	Choose an item.	Choose an item.	Choose an item.
	1.22. Developing language skills is part of personnel's preparedness	Choose an item.	Choose an item.	Choose an item.
	1.23. Cross cutting issues (i.e. ethics, cultural awareness, gender, vulnerabilities, humanitarian principles, cooperation between civil protection and humanitarian assistance) are incorporated in the training of team personnel	Choose an item.	Choose an item.	Choose an item.
	1.24. Participation of team members in the UCPM training programme is promoted	Choose an item.	Choose an item.	Choose an item.
	1.25. Management personnel of the team are trained in Safety and Security (S&S) issues	Choose an item.	Choose an item.	Choose an item.
Health	1.26. Staff follows regular routine medical check-ups	Choose an item.	Choose an item.	Choose an item.
	1.27. A system for ensuring staff health before, during and after deployment, including vaccinations and mental health, is established	Choose an item.	Choose an item.	Choose an item.
	1.28. Medical check of the personnel is carried out before departure for response operations	Choose an item.	Choose an item.	Choose an item.
	1.29. The organisation provides psychosocial support to team members if required (e.g. debriefing after mission)	Choose an item.	Choose an item.	Choose an item.
Standard Operating Procedures (SOPs)				
General	1.30. Relevant documentation is available in English	Choose an item.	Choose an item.	Choose an item.
	1.31. Capacity structure and organigram with personnel tasks are illustrated	Choose an item.	Choose an item.	Choose an item.
	1.32. Training file for capacity members (national, UCPM, S&S, other international), including English language skills is kept and updated	Choose an item.	Choose an item.	Choose an item.
	1.33. Code of conduct for international deployments	Choose an item.	Choose an item.	Choose an item.
	1.34. Equipment packing list (including dangerous goods)	Choose an item.	Choose an item.	Choose an item.
	1.35. Equipment transport plan (including different transport means/arrangements)	Choose an item.	Choose an item.	Choose an item.
	1.36. Team members' contact list template (including passport, visa, international driving license, vaccination, emergency contact, etc)	Choose an item.	Choose an item.	Choose an item.

Checklists	1.37. Checklist for establishing a base of operations (BoO) including S&S, camp management, waste management, WASH, food, lighting, dirty and clean areas, etc	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.38. Checklist for RDC meeting	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.39. Checklist for personnel preparedness before mission (including grab bag)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
Procedures and plans	1.40. Plan of action (PoA)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.41. Alerting plan/procedure (in case of emergency)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.42. Pre-deployment procedure, including team briefing	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.43. Sketch of planned BoO lay-out	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.44. Deployment procedure	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.45. Coordination structure on site	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.46. Border crossing, customs and visa procedures (for entrance and exit to/from affected and transit countries)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.47. Personnel accountability procedure	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.48. Vaccination protocol	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.49. Medical protocol (including screening before and after deployment)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.50. Equipment check procedure	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.51. Information management plan	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.52. Reporting procedure	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.53. Operational communication plan (means and equipment)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.54. Media plan (e.g. information material, key messages)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.55. Demobilisation plan	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.56. Donation procedures	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.57. S&S procedures (including allocation of tasks and arrangements for critical incidents)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.58. Evacuation plan (including medical evacuation plan)	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>
	1.59. Post-mission plan, including team debriefing	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>	<input type="text" value="Choose an item."/>

	1.60. Daily situation report template	Choose an item.	Choose an item.	Choose an item.
Templates	1.61. Affected country information template	Choose an item.	Choose an item.	Choose an item.
	1.62. Log-book template	Choose an item.	Choose an item.	Choose an item.
	1.63. PoA template	Choose an item.	Choose an item.	Choose an item.
	1.64. S&S plan template	Choose an item.	Choose an item.	Choose an item.
	1.65. Handover template	Choose an item.	Choose an item.	Choose an item.
	1.66. Donation template	Choose an item.	Choose an item.	Choose an item.
	1.67. End of mission report template	Choose an item.	Choose an item.	Choose an item.

Findings on administration, logistics, financial, training, health and standard operating procedures

CV	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
TTX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
FX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:

2. SELF-SUFFICIENCY

Self-sufficiency grid

Area evaluated		Rating: E/S/B/NA		
		CV	TTX	FX
General	2.1. Cash and/or credit cards are available to ensure self-sufficiency	Choose an item.	Choose an item.	Choose an item.
	2.2. Capacity to manage a BoO, if requested	Choose an item.	Choose an item.	Choose an item.
BoO establishment	2.3. Capacity to support a joint BoO management system, if requested	Choose an item.	Choose an item.	Choose an item.
	2.4. S&S, logistics, camp management considered/factored into the BoO establishment	Choose an item.	Choose an item.	Choose an item.
	2.5. BoO flexible enough to adapt to on-site limitations	Choose an item.	Choose an item.	Choose an item.
BoO subsistence	2.6. Adequate accommodation for the expected number of personnel and days	Choose an item.	Choose an item.	Choose an item.
	2.7. Adequate power generation and lighting	Choose an item.	Choose an item.	Choose an item.
	2.8. Adequate fuel capacity	Choose an item.	Choose an item.	Choose an item.
	2.9. Adequate WASH system	Choose an item.	Choose an item.	Choose an item.
	2.10. Adequate waste/garbage management procedures	Choose an item.	Choose an item.	Choose an item.
	2.11. Adequate availability of food and water (stocks), including kitchen facilities	Choose an item.	Choose an item.	Choose an item.

Medical	2.12. Medical or paramedical staff within the capacity's personnel	Choose an item.	Choose an item.	Choose an item.
	2.13. Adequate medical facilities and supplies (for team members)	Choose an item.	Choose an item.	Choose an item.
Equipment	2.14. Equipment available to start operations with while setting up the BoO simultaneously	Choose an item.	Choose an item.	Choose an item.
	2.15. Clearly identified and safe storage room within the base camp	Choose an item.	Choose an item.	Choose an item.
	2.16. Adequate equipment maintenance during response operations	Choose an item.	Choose an item.	Choose an item.
	2.17. Capacity to perform minor repairs of equipment during deployment	Choose an item.	Choose an item.	Choose an item.
Communication	2.18. Adequate equipment to communicate effectively with home country	Choose an item.	Choose an item.	Choose an item.
	2.19. Adequate equipment to communicate effectively within the team	Choose an item.	Choose an item.	Choose an item.
	2.20. Adequate equipment to communicate effectively with external partners	Choose an item.	Choose an item.	Choose an item.
Local transport	2.21. Transportation on-site, with own assets or through arrangements with other capacities/partners	Choose an item.	Choose an item.	Choose an item.

Self-sufficiency findings

CV	Best Practices:
	Areas for improvement:
	Recommendations:
	Summary:
TTX	Best Practices:
	Areas for improvement:
	Recommendations:
	Summary:
FX	Best Practices:
	Areas for improvement:
	Recommendations:
	Summary:

3. INTEROPERABILITY

Interoperability grid

Area evaluated		Rating: E/S/B/NA		
		CV	TTX	FX
Language	3.1. Personnel in the team management speak sufficient English for operations	[Choose an item.]	[Choose an item.]	[Choose an item.]
Compatibility of personnel and equipment	3.2. The team can assist other teams with equipment if requested	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.3. The team can provide logistical support to other stakeholders or teams	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.4. At operational sites, the team is integrated in the emergency response structure	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.5. Equipment is compatible with other teams' equipment standards	[Choose an item.]	[Choose an item.]	[Choose an item.]
Command and control structures / reporting	3.6. The command and control function of the team can adapt to LEMA demands, if necessary	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.7. Team management is aware of the international coordination structures	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.8. The team makes use of standardised reports and templates	[Choose an item.]	[Choose an item.]	[Choose an item.]
Communication and IT tools	3.9. The team communicates effectively with their HQs	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.10. Team members communicate effectively among themselves	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.11. The team communicates effectively with external partners	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.12. The team communicates effectively with the media	[Choose an item.]	[Choose an item.]	[Choose an item.]
PoA	3.13. The team develops a structured PoA (including situational assessment; development of strategies to achieve objectives; team composition and organisation; assignment of resources; management of ongoing operations; identification of accomplishments; logistics and communications; S&S; media management; other additional resources if required).	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.14. The team shares relevant information from the PoA with relevant actors and provides regular reporting to coordination structures on progress and shortcomings	[Choose an item.]	[Choose an item.]	[Choose an item.]
	3.15. The team shares relevant information from the PoA with relevant actors and provides regular reporting to coordination structures on progress and shortcomings	[Choose an item.]	[Choose an item.]	[Choose an item.]

	3.16. Team members are regularly informed and briefed on the main topics of the PoA	Choose an item.	Choose an item.	Choose an item.
	3.17. Team management is regularly assessing the situation and updating the PoA accordingly	Choose an item.	Choose an item.	Choose an item.
	3.18. There is a well-defined team composition with clear requirements for every role to implement the PoA	Choose an item.	Choose an item.	Choose an item.
	3.19. There is flexibility to reassign tasks if necessary	Choose an item.	Choose an item.	Choose an item.
	3.20. Tactics are developed and adapted to changing circumstances	Choose an item.	Choose an item.	Choose an item.
	3.21. The PoA considers the possible interactions with other actors (local and international)	Choose an item.	Choose an item.	Choose an item.
S&S	3.22. The S&S function is clearly identified in the team structure	Choose an item.	Choose an item.	Choose an item.
	3.23. A S&S plan is prepared and updated during the mission	Choose an item.	Choose an item.	Choose an item.
	3.24. Team members are regularly informed and briefed on the main topics of the S&S plan	Choose an item.	Choose an item.	Choose an item.
	3.25. The S&S plan considers possible interactions with other actors (local and international)	Choose an item.	Choose an item.	Choose an item.

Interoperability findings

CV	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
TTX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
FX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:

4. COORDINATION

Coordination grid

Area evaluated		Rating: E/S/B/NA		
		CV	TTX	FX
Mobilisation	4.1. The team inserts relevant information in the VOSOCC during mobilisation	Choose an item.	Choose an item.	Choose an item.
	4.2. Management personnel of the team or MS/PS HQ interacts with the ERCC, other capacities and stakeholders	Choose an item.	Choose an item.	Choose an item.
	4.3. The team anticipates the first needs (accommodation, food, water, etc) of the staff, to be met through Host Nation Support (HNS) before arrival in the affected country and this is reflected in the capacity's factsheet.	Choose an item.	Choose an item.	Choose an item.
	4.4. The MS/PS HQ remotely supports its team	Choose an item.	Choose an item.	Choose an item.
Arrival and Reception and Departure Centre (RDC)	4.5. The team is aware of and able to interact with the RDC	Choose an item.	Choose an item.	Choose an item.
	4.6. The team can support the RDC function if necessary	Choose an item.	Choose an item.	Choose an item.
	4.7. The team swiftly establishes contact with coordination structures such as EUCPT/UNDAC/LEMA/HNS cell/EMTCC/UCC	Choose an item.	Choose an item.	Choose an item.
	4.8. The team reports to its own HQ of its safe arrival	Choose an item.	Choose an item.	Choose an item.
Base of Operation (BoO)	4.9. If requested by the RDC, the team is prepared to deploy on assessment and/or operations	Choose an item.	Choose an item.	Choose an item.
	4.10. The team coordinates and liaises with other stakeholders in selecting a BoO location	Choose an item.	Choose an item.	Choose an item.
	4.11. The team interacts appropriately with other capacities/stakeholders in establishing its BoO	Choose an item.	Choose an item.	Choose an item.
	4.12.4.13. The team ensures EU visibility in UCPM deployments/exercises	Choose an item.	Choose an item.	Choose an item.

Operations	4.13. The team has an efficient working arrangement with the LEMA	Choose an item.	Choose an item.	Choose an item.
	4.14. Management personnel communicate, collaborate and coordinate with the LEMA (including soft skills)	Choose an item.	Choose an item.	Choose an item.
	4.15. Management personnel are familiar with HNS guidelines to ensure understanding of what to expect from LEMA	Choose an item.	Choose an item.	Choose an item.
	4.16. The team is prepared and attends the relevant coordination meetings	Choose an item.	Choose an item.	Choose an item.
	4.17. The team shares relevant information during coordination/other meetings	Choose an item.	Choose an item.	Choose an item.
	4.18. Operations are coordinated with coordination structures	Choose an item.	Choose an item.	Choose an item.
	4.19. The team is able to support the coordination functions with personnel/resources	Choose an item.	Choose an item.	Choose an item.
	4.20. Management personnel communicate, collaborate and coordinate with the EUCPT (including soft skills)	Choose an item.	Choose an item.	Choose an item.
	4.21. The team has an efficient working arrangement with the OSOCC	Choose an item.	Choose an item.	Choose an item.
	4.22. The team has an efficient working arrangement with other response teams	Choose an item.	Choose an item.	Choose an item.
	4.23. The team has an efficient working arrangement with the United Nations partners (i.e. UN clusters)	Choose an item.	Choose an item.	Choose an item.
	4.24. The team has an efficient working arrangement with Humanitarian Actors (i.e. NGOs)	Choose an item.	Choose an item.	Choose an item.
Demobilisation and handover	4.25. The team develops its exit strategy in coordination with the affected country coordination structures and/or operational cells	Choose an item.	Choose an item.	Choose an item.
	4.26. Demobilisation details are posted in the VOSOCC	Choose an item.	Choose an item.	Choose an item.
	4.27. The team prepares appropriate handover documentation for coordination structures and/or operational cell	Choose an item.	Choose an item.	Choose an item.
	4.28. The team provides verbal feedback of its operations to coordination structures	Choose an item.	Choose an item.	Choose an item.

	4.29. The handover report includes all relevant operational information, follow up, etc	Choose an item.	Choose an item.	Choose an item.
	4.30. Donations of equipment, if any, are documented	Choose an item.	Choose an item.	Choose an item.
	4.31. Management personnel conducts an operational on site (hot) debrief with team members	Choose an item.	Choose an item.	Choose an item.

Coordination findings

CV	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
TTX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
FX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:

5. TECHNICAL REQUIREMENTS (MODULES ONLY)

Technical requirements grid

Area evaluated	Rating: E/S/B/NA		
	CV	TTX	FX
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.
	Choose an item.	Choose an item.	Choose an item.

Technical requirements findings

CV	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
TTX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary:
FX	Best Practices: - - - -
	Areas for improvement: - - - -
	Recommendations: - - - -
	Summary: