



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS (ECHO)

Emergency Response Coordination Centre
Civil Protection Emergency Response Capabilities

Guidelines

“Certification and registration” of response capacities in the European Civil Protection Pool (ECPP)

December 2025

Document history

Version # - Date	Changes made
Version 1 – October 2019	Set-up of certification guidelines
Version 2 – November 2023	Minor updates and edits
Version 3 – December 2025	Criteria for waiving Field Exercise added, revised minimum scoring, editing and restructuring

Table of Contents

PREFACE	3
ABBREVIATIONS.....	4
BACKGROUND	5
Context and Legal Basis	5
Purpose and objectives of the ECPP certification and registration	6
INTRODUCTION TO THE CERTIFICATION AND REGISTRATION PROCEDURE	6
Process overview	6
Certification requirements	7
Certification grid.....	8
Roles and responsibilities	8
Preparations	10
Estimated timeframe.....	11
CERTIFICATION AND REGISTRATION PROCESS	12
Step 1: Political Commitment.....	12
Step 2: Submission of Application	12
Step 3: Consultative visit	13
Step 4: Table-top exercise.....	14
Step 5: Field exercise	15
Step 6: Certification report	17
Step 7: Registration.....	17
ANNEX 1. DEFINITIONS.....	18
ANNEX 2. ECPP CERTIFICATION ACTIVITIES IN EU MODEX EXERCISES	19

PREFACE

These guidelines provide guidance to EU Member States and UCPM Participating States regarding the certification of emergency response capacities that are committed to the European Civil Protection Pool (ECPP or “the Pool”) prior to their registration in the Common Emergency Communication and Information System (CECIS) as part of the Pool. The guidelines contain practical information to prepare for, and navigate the certification process, in an efficient and organised manner. These guidelines do not replace applicable legal sources.

NB: These guidelines do not cover the certification of the following ECPP response capacities (as provided for in Implementing Decision (EU) 2025/704):

- Emergency Medical Teams and Rapid Response Mobile Laboratories that are classified by the World Health Organisation (WHO);
- Urban Search and Rescue teams, that are classified by INSARAG;
- ECPP experts for whom separate certification and registration guidelines exist;
- reliefs items and other types of in-kind assistance.

For additional clarifications, questions or suggestions, please contact the ECPP team in DG ECHO via ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu.

ABBREVIATIONS

CECIS	Common Emergency Communication and Information System
CP	Civil Protection
CV	Consultative Visit
DG ECHO	Directorate-General for European Civil Protection and Humanitarian Aid Operations
ECPP	European Civil Protection Pool
EMT	Emergency Medical Team
ERCC	Emergency Response Coordination Centre
EUCPT	European Union Civil Protection Team
FX	Field exercise
ICT	Information and Communication Technology
INSARAG	International Search and Rescue Advisory Group
MS	Member State
MODEX	Module exercise
OSOCC	On-site Operations Coordination Centre
ORC	Other Response Capacity/ies
PS	Participating State
SOP	Standard Operating Procedures
TAST	Technical Assistance and Support Team
TTX	Table-top exercise
UCPM	Union Civil Protection Mechanism
USAR	Urban Search and Rescue
WHO	World Health Organization

BACKGROUND

Context and Legal Basis

The legal basis for the certification and registration of response capacities in the ECPP is Decision No 1313/2013/EU of the European Parliament and the Council of 17 December 2013 on a Union Civil Protection Mechanism, referred to as Decision 1313/2013 in this document. The overall objective of the UCPM is to strengthen cooperation among EU Member States and UCPM Participating States in the field of civil protection to improve prevention, preparedness and response to disasters. All EU Member States participate in the Mechanism, as well as the following Participating States: Albania, Bosnia and Herzegovina, Iceland, Moldova, Montenegro, the Republic of North Macedonia, Norway, Serbia, Ukraine and Turkey. In this document, EU Member States and UCPM Participating States are collectively referred to as “Member States (MS)”.

The Mechanism is at the disposal of Member States and third countries in the event of a disaster, when national response capacities are overwhelmed. Each country may request assistance through the Emergency Response Coordination Centre (ERCC) on a voluntary basis. Member States then decide whether to respond to the request and make resources available.

To enhance the predictability of available response capacities, the ECPP – a pool of voluntarily pre-committed response capacities of the Member States – was created ⁽¹⁾. The Pool includes modules, TAST, Other Response Capacities (ORC) and categories of experts (for definitions see Annex 1). When a disaster occurs, the ERCC works in close cooperation with the Member States to coordinate the deployment of response capacities. In addition, financial support is available for the upgrade and repair of capacities offered to the Pool, as well as for covering operational costs such as transport costs, in case of deployment ⁽²⁾.

To strengthen the overall quality of the offered response capacities, Decision 1313/2013 further tasks the Commission with establishing and managing a procedure for the certification and registration of ECPP response capacities ⁽³⁾. The Commission Implementing Decision (EU) 2025/704, (hereafter "the Implementing Decision"), outlines the certification and registration process in more detail ⁽⁴⁾.

The certification and registration process is a key element of the quality assurance of ECPP response capacities. Other elements of the Pool's quality assurance include the training of team members, regular exercises of the capacities and expert exchange among peers.

The guidelines are part of a broader “Pool Toolbox” which centralises all relevant information and guidelines related to the Pool – including registration, certification and recertification, available financial support through adaptation grants, and related policy aspects. This toolbox is available on the [Union Civil Protection Knowledge Network website](#). All documentation is versioned, and updates are uploaded once they are available.

⁽¹⁾ See Article 11 of Decision 1313/2013, 2019/420 and 2021/836, respectively.

⁽²⁾ See Article 21 of the Decisions and the Regulation.

⁽³⁾ See Article 11.4 of the Decisions and the Regulation.

⁽⁴⁾ See Article 16 and Annex V of the Implementing Decision.

Purpose and objectives of the ECPP certification and registration

The guidelines provide practical guidance for each step of the certification and registration process and describe the respective roles of the Member States' Civil Protection authorities, capacities' staff, Commission representatives, and other supporting experts.

In particular, the guidelines serve as a practical tool for:

- Member States intending to commit response capacities to the Pool;
- Representatives, particularly the management team, of response capacities planning for or undergoing certification;
- The team of certifiers, namely peer certifiers and DG ECHO Pool certifiers.

The overall objective of the certification and registration process of the ECPP is to ensure that the capacities in the Pool are fully operational and meet established quality standards, enabling them to properly function during international deployments - in close coordination with host nation authorities and other deployed capacities.

Accordingly, the certification and registration process specifically aims to:

- guarantee that the capacities registered in the ECPP meet the quality requirements for international UCPM deployments, and support them in reaching these requirements;
- strengthen the knowledge of Member States about modules and other response capacities, such as quality and technical requirements, standard operating procedures (SOP), and operational best practices.

INTRODUCTION TO THE CERTIFICATION AND REGISTRATION PROCEDURE

Process overview

The process is launched when a Member State expresses its political commitment for a response capacity to become part of the ECPP, formalized by a letter from the Director General of the national civil protection authority to the Director General of DG ECHO. This political commitment must be accompanied by the application file, with all the necessary documentation on the capacity ⁽⁵⁾.

Upon formal acceptance of the application by DG ECHO, the capacity starts the certification process, which includes a consultative visit (CV), an international table-top exercise (TTX) and an international field exercise (FX). The table-top and field exercises are usually conducted through EU MODEX exercises (see Annex 2) ⁽⁶⁾.

After the CV, TTX and FX, the certification team provides the response capacity with written feedback, covering best practices, areas for improvement, and recommendations.

⁽⁵⁾ See Annex V of the Implementing Decision.

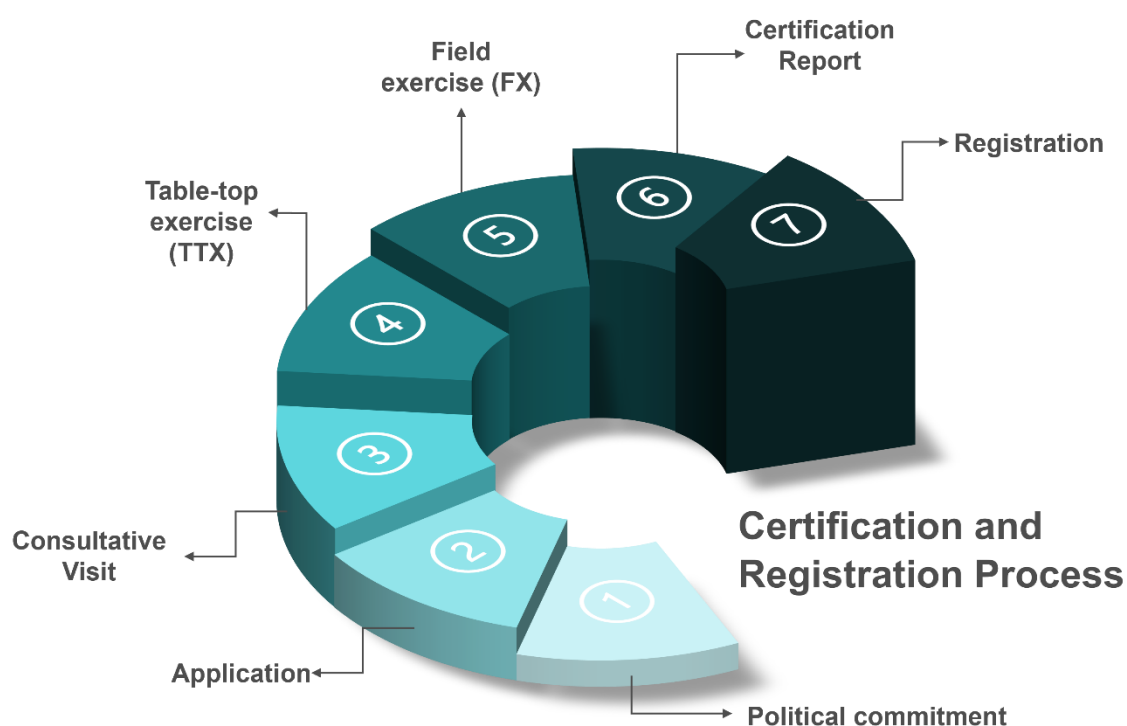
⁽⁶⁾ Other options are also possible, e.g., full scale exercises organised by a Member State.

This feedback supports the capacity in improving its procedures and meeting the certification requirements. When the certification process is successfully completed, the feedback is summarized in a certification report. This report, and a formal certificate, confirm the acceptance of the capacity in the ECPP. The Member State must then register the capacity as part of the ECPP in the Common Emergency Communication and Information System (CECIS). The seven steps of the certification and registration guidelines are shown in Figure 1.

This sequence of the certification process shall be followed to ensure response capacities gain the maximum benefit and complete the certification process in due time. A [streamlined certification and recertification process for “twin” ECPP capacities](#) has been defined in complementary guidelines.

While they are not certified by the Commission, USAR teams and EMTs still require the political commitment, the factsheet and the application form to be registered in CECIS once the UN-led classification process is finalised.

Figure 1: Steps of the certification and registration process



Certification requirements

To achieve the objectives of the certification and registration procedure, the certification focuses on the following quality requirements:

- 1) **Preparedness** (logistical, financial, legal and administrative provisions): The capacity should have established procedures to ensure smooth *preparation* for the capacity's deployment in international contexts, for the actual international *deployment* itself, and for the *return* of the capacity at the end of the deployment. These provisions must address the management of human resources, equipment, associated logistics and administration, and appropriate training of team members.

- 2) **Self-sufficiency**: Unless otherwise specified in Annex II of the Implementing Decision, the capacity should be able to cater for its own needs – such as food, water, fuel, basic medical support, communication – for a given time after arrival at the deployment site, as defined in Article 12 of the Implementing Decision. This ensures that the capacity can operate independently, even in challenging conditions, without placing an additional burden on the host nation.
- 3) **Interoperability**: the capacity should be capable to work efficiently with other mobilised response capacities and contribute smoothly to joint operations. This implies a common understanding of basic disaster response principles and effective communication flow, which should be supported by appropriate communication equipment, and technical compatibility of resources.
- 4) **Coordination**: the capacity should be prepared to coordinate its intervention with the other response capacities that are mobilised – both European and international capacities – and with the host nation’s coordination team.

For modules and TAST, the ECPP certification additionally ascertains that the minimum technical requirements are fully met, as defined in Annex II of the Implementing Decision. The requirements for TAST are further explained in the [TAST Guidance Document](#). No minimum requirements for “Other Response Capacities (ORC)” are defined.

Certification grid

The certification grid is conceived to assess the response capacity, and monitor changes, throughout the certification process, in particular during the CV, the TTX and the FX. The certification grid and its practical guide are available in the [ECPP toolbox](#).

The certification grid lists assessment items for each of the quality requirements.

Using the same certification grid throughout the certification process allows direct monitoring of the capacity’s improvements. The findings of this assessment are used to provide feedback to the offering country after each certification step and to inform the final certification report.

Each item of the certification grid is rated as follows:

- **Efficient – E**: the team fully meets or exceeds the requirements.
- **Satisfactory – S**: the team meets the requirements. However, there is room for improvement.
- **Basic – B**: the team does not yet meet the requirements for international deployment under the European Civil Protection Mechanism.
- **Not Applicable – NA**: the item cannot be assessed, either because the item is not relevant to the type of response capacity or cannot be assessed for this given certification step.

Roles and responsibilities

Committing and registering a response capacity in the ECPP entails certain responsibilities. Once capacities are registered in the Pool, they must be available for response operations under the UCPM, except in duly justified circumstances (⁷). They must

⁷ See Article 11 of the Decision.

also meet the agreed minimum quality requirements and, for modules, the minimum technical requirements⁸ for international deployments. The different roles and responsibilities of all actors involved are outlined below.

Member States

National civil protection authorities of the Member States hold the exclusive responsibility for committing response capacities to the ECPP and for all formal communication with the Commission. This implies that any public or private entity that intends to register a response capacity in the Pool must obtain prior approval from the national civil protection authority,

National civil protection authorities are responsible for ensuring that the response capacities committed to the Pool comply with national standards and are either fully operational or in the process of becoming operational for international deployments under the UCPM. Accordingly, they provide the necessary support to these capacities throughout the full certification and registration process.

Member States may also support the ECPP certification and registration process by appointing experts as peer certifiers.

Focal point for the capacity under certification

For each response capacity committed to the Pool, the national civil protection authority should designate a dedicated focal point for operational communication with the Commission throughout the certification process. The focal point is advised to keep the national civil protection authority informed of the progress of the certification process.

Certification team

The certification and registration process is overseen by the Commission, with a DG ECHO Pool certifier assigned to lead the process and act as primary interlocutor for both the capacity's management staff and the national civil protection authority.

In addition, experts from Member States are nominated by their civil protection authorities to act as peer certifiers. These peer certifiers are trained by the Commission, before being included in the peer certifiers' roster. They assist the Commission during the TTX and the FX by observing and verifying a series of indicators, as defined in the [certification grid](#).

The Commission selects peer certifiers from the roster based on their expertise and availability. When the required expertise is not available within the existing peer certifiers' roster, the Commission may select external experts to certify capacities.

Trainers

Each EU MODEX exercise provider maintains a pool of coaches/trainers, who are subject matter experts selected by the contractor and approved by the Commission. The trainers contribute to EU MODEX exercises in a coaching and mentoring role: they observe, analyse, review documents, and provide constructive feedback. They cooperate with the certification team prior and during the exercise by sharing their observations to help ensure a coherent and accurate assessment of the capacities undergoing certification and ensure alignment with the certification team's evaluation.

(⁸) See Article 11 of the Decision.

Exercise providers

Exercise providers are responsible for the overall exercise organisation (typically EU MODEX table-top and field exercises). Their role is to ensure that the certification requirements are integrated into the design, planning and conduct of the exercise, and are addressed in the scenario, events and injects.

Commission expert group on Capacities

The Commission expert group on Capacities ensures the continuous improvement and strengthening of UCPM capacities. Among its tasks, the Commission expert group on Capacities supports DG ECHO on “*all technical aspects of the development and management of the European Civil Protection Pool (Pool), including the quality assurance process (certification and registration)*”. Its terms of reference and rules of procedure are available in the [register of Commission Expert Groups and Other Similar Entities](#).

European Commission (DG ECHO)

The European Commission coordinates the certification and registration procedure for all response capacities committed to the Pool, providing the necessary support to ensure a timely completion of all certification steps and managing EU MODEX simulation exercises as a key part of the process. Further details on the organisation of the EU MODEX exercises are provided in Annex 2 (Planning of certification activities in EU MODEX exercises).

In addition to the administrative support, the Commission provides staff to lead the certification team in each step of the process and organises training courses for Member States’ experts before they join the roster of peer certifiers.

Unless stated otherwise, all communication with the Commission regarding the certification and registration process is addressed to a dedicated functional mailbox: ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu.

Preparations

Before committing the capacity to the Pool and formally submitting the application, it is recommended that the Member State ensures optimal preparedness of the concerned response capacity. This includes:

- The applicant Member State should be fully acquainted with the capacity’s expected requirements and standards as outlined in Decision 1313/2013 and its implementing rules. The member state must ensure the capacity complies with those requirements and verify that the application documentation is ready and complete. In addition, the management staff of the capacity should be familiar with the certification grid and its guide (see ECPP toolbox on the [Union Civil Protection Network website](#)).
- Particular attention in these preparations should be given to the ECPP certification quality requirements, i.e., self-sufficiency; interoperability; logistical, financial, legal and administrative provisions for proper preparedness and mobilisation in international contexts; coordination with other response actors and response capacities; and, for modules only, minimum technical requirements as defined in the Implementing Decision.
- Staff members with key responsibilities in the management of the response capacity should complete the relevant UCPM training, at least the Union

Mechanism Introduction Course (UMI). Functional knowledge of English, which is the most used language to communicate in international deployments, is essential. National Civil Protection authorities are encouraged to provide a general introductory training on the UCPM and international deployments for all team members of a capacity undergoing certification.

- It is strongly recommended that a project management approach is applied to the certification and registration process, including a dedicated project management team and appropriate human resources, a dedicated budget, and expected timelines for each step of the process and the corresponding milestones.
- In the project planning, particular attention should be given to the foreseen attendance of EU MODEX table-top and field exercises. It is of key importance to timely communicate this project planning to the Commission, to allow for proper arrangements with the consortia organising the EU MODEX exercises (see Annex 2).
- The European Commission provides financial support in the form of adaptation grants (upgrade and repair). Organisations owning response capacities may apply for adaptation grants during their certification process. The teams should acquaint themselves with general information on adaptation grants on the [Union Civil Protection Knowledge Network website](#) and information on open calls on the [UCPM funding portal](#).

In case further information and clarifications are needed at any stage in these preparations, please contact the Commission via the ECPP functional mailbox: ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu.

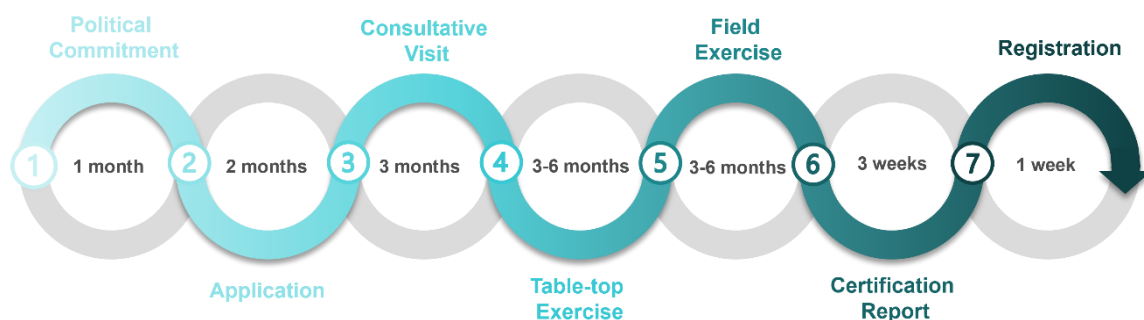
Estimated timeframe

Indicative timeframes for the different steps of the certification process are provided below to ensure the process remains swift and predictable. This will enable national civil protection authorities to plan more effectively and anticipate the mobilisation of the concerned staff. It also allows the Commission to provide optimal support, particularly regarding the capacity's integration into the overall EU MODEX planning.

For the CV, TTX and FX, a minimum timeframe of three months is recommended between the different steps to allow for the integration of recommendations from the previous step. After each step, the Commission provides a feedback report to the response capacity, including suggested improvements.

The overall certification and registration process is estimated to take approximately 20 months, depending on the availability of exercise slots. In case of significant delays, the Commission and the concerned Member State should consult mutually to identify possible solutions or reschedule the certification and registration process.

Figure 2: Indicative timeframe for the certification and registration process



CERTIFICATION AND REGISTRATION PROCESS

Step 1: Political Commitment

The certification and registration process starts with the political commitment and application of a new response capacity to the ECPP. The political commitment must be submitted as an official letter addressed to the Director-General of DG ECHO and sent to ECHO-DIRECTOR-GENERAL@ec.europa.eu, with the ECPP functional e-mailbox in copy: ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu.

The political commitment must specify the number of years the member States makes the response capacity available for UCPM response operations as an ECPP asset. The commitment period starts when the response capacity is certified.

Step 2: Submission of the application

Along with the political commitment, the Member State must submit a complete application file, including the completed ECPP application form, the capacity's SOP and the capacity's factsheet.

The SOP should outline the arrangements before, during and after international response operations under the UCPM, focussing on preparedness, self-sufficiency, coordination and interoperability. It should include, as an annex, the necessary templates and checklists to be used by the response capacity staff during operations (see certification grid).

The template for the application form can be found on the [Union Civil Protection Knowledge Network website](#). The entire application file is sent to the functional e-mailbox: ECHO-EUROPEAN-CIVIL-PROTECTION-POOL@ec.europa.eu. At this initial stage, it is also advisable for the capacity to have project management details prepared, as referred to above. The possibility to request an adaptation grant should also be considered.

Verification and re-iteration

Based on the documentation submitted by the Member State in the application file, the Commission assesses whether the capacity qualifies for inclusion in the ECPP.

This initial assessment takes into account the capacity goals ⁽⁹⁾ and gaps, the geographic distribution of ECPP response capacities, and the relative contributions of Member States.

The assessment also considers the extent to which the capacity meets the minimum technical requirements, as well as indicators for self-sufficiency and interoperability. The UCPM-related training of the team management is assessed, allowing for early identification of potential training requirements or other follow-up actions to support the certification process.

The Commission may request additional information or clarifications from the Member State until the application file is considered complete and the capacity is ready to proceed with the certification process. During the entire application phase, the Commission remains available to assist Member States in completing their application.

Acceptance of the application

Once the initial assessment is finalised, and the documentation provided meets all requirements, the Commission formally accepts the application by notifying the offering national civil protection authority in writing.

Timeline

The period between the formal submission of the complete application by the Member State and the formal acceptance by the Commission is expected not to exceed two months.

Step 3: Consultative visit

Description

The consultative visit (CV) consists of a meeting between the Commission, the management staff of the response capacity to be certified, and the Civil Protection authority of the Member State offering the capacity to the ECPP. The CV takes place in the country offering the capacity. In justified cases, it can alternatively be held online.

Scope and purpose

The CV enables the Commission to gain a better understanding of the offered capacity and to further assess the information provided during the application phase. Particular attention is given to logistical arrangements, self-sufficiency, staff preparedness aspects, and financial and legal arrangements in place for international deployments. Greater emphasis will be placed on assessing self-sufficiency in cases where waiving the FX is considered. The CV also addresses the post-mission phase. Specifically, it seeks to assess the completeness of the SOPs, including all associated annexes, such as templates, checklists and other relevant supporting documentation. It also serves to ensure adequate planning of the next steps of the certification – the table-top and field exercise – allowing sufficient time to incorporate the Commission’s recommendations and prepare the upcoming exercises.

The list of issues addressed during the CV can be found in the [certification grid](#).

⁽⁹⁾ See Article 14 and Annex III of the Implementing Decision

If a Member State offers more than one response capacity to the ECPP, and these capacities have similar components, such as procedures, equipment, or training, a joint CV can be organized.

Participants

The national Civil Protection authority of the offering State normally hosts the CV, together with representatives from the relevant Ministries involved in international deployments. In some cases, the entity owing the capacity may host the CV in cooperation with the national authority. Key management staff of the response capacity also participates, as do representatives of other ministries in case the response capacity is not under the direct responsibility of the national Civil Protection authority.

The Commission is usually represented by at least one DG ECHO official who is in charge of the certification and registration process of the capacity concerned.

Timing

The CV usually takes place within three months following the Commission's formal acceptance of the ECPP application for the capacity or at least three months before the capacity is due to take part in the TTX.

Documents to be provided

The civil protection authority of the Member State must provide the latest versions of all relevant information regarding the capacity to be certified, as outlined in Annex V of the Implementing Decision.

Step 4: Table-top exercise

Description

In the table-top exercise (TTX), the capacity participates alongside other international response capacities, in a simulated, discussion-based scenario alongside other international response capacities. The exercises will be mainly indoors (no field activities, no real assets or equipment, i.e. full modules), highly IT-based, involving extensive role-play scenarios as well as intensive interaction with all partners and actors (local and international), both virtually (via email and telephone) and face-to-face.

Scope and Purpose

The TTX is designed to evaluate coordination, decision-making and procedural effectiveness in a controlled environment. Those aspects are closely linked to effective communication with authorities, international coordination, interoperability with other assets and autonomy for carrying out operations. Therefore, the TTX aims to test the strategic and tactical decision-making of the capacity's management during an international deployment. This includes coordination with headquarters, other capacities and EUCPT, as well as adherence to procedures, reporting and communication arrangements. The exercise also covers situational assessment, definition of objectives, operational implementation, information management, monitoring, evaluation, and preparations to phase out of deployment.

Participants

The main participants in the TTX are the key management personnel of the capacity.

In addition, the institution owning the capacity is encouraged to nominate a headquarters representative to participate in the TTX, enabling the capacity to engage with the national level during deployment.

The certification team is composed of one Commission representative from DG ECHO, that might cover more than one team, and one peer certifier per capacity. The certification team uses the certification grid filled after the CV to assess the capacity's performance during the exercise, providing comments and ratings. The findings from the CV are also taken into account to ensure a comprehensive assessment.

Timing

The capacity should participate in a TTX within three to six months after the CV. This timeframe provides sufficient time to implement the recommendations arising from the CV. If necessary, the response capacity might postpone its participation in the TTX or be advised to repeat the TTX, in order to fully address the recommendations.

Documents to be provided

The capacity must provide all updated documentation relevant to the certification, in particular its SOP, and any written material produced during the exercise.

Step 5: Field exercise

Description

During the field exercise (FX) the capacity participates in an operation-based exercise, together with other international capacities, following a pre-determined scenario.

Purpose and scope

The FX aims to provide a realistic operational environment in which the response capacity can demonstrate its capabilities, in line with the minimum quality requirements as outlined in Decision 1313/2013 and its implementing rules. The minimum requirements are further described in the [certification grid](#). The FX focuses on the operational aspects of these requirements during all phases of an international deployment, namely mobilisation and arrival, operations, and demobilisation. The capacity defines its own training objectives ahead of the FX. Such training objectives, if applicable, should reflect recommendations made after the TTX.

The exercise allows the certification team to identify both best practices and areas requiring improvement. The recommendations are based on direct observation of operational activities and meetings, consultations with trainers, and a review of secondary data, such as daily reports, e-mails or posts on other information exchange platforms (MS TEAMS, virtual OSOCC, etc). These recommendations aim to strengthen preparedness and improve the capacity's performance in future international deployments.

Participants

The entire capacity and its staff participate in the FX.

For each response capacity undergoing certification during the FX, a certification team is mobilised. The team is composed of at least one peer certifier and one Commission

representative that leads and coordinates the process. When several capacities are certified during the same FX, the Commission representative will cover more than one capacity, while ensuring that at least one of the certifiers has the relevant technical expertise for each type of capacity being assessed.

Timing

The FX should preferably take place within three to six months after the TTX. This period allows the capacity to implement the recommendations from the TTX. Where necessary, the response capacity might postpone or repeat its participation in the FX to ensure all recommendations are fully addressed.

Documents to be provided

The capacity must provide all updated documentation relevant to the certification process, in particular its SOP, and any written material produced during the exercise.

Exceptions

In accordance with the Implementing Decision (Annex V), “*in duly justified cases, the Commission may decide to waive the requirement of participation in a field exercise for response capacities, when agreed criteria are met, as defined in the certification guidelines*”.⁽¹⁰⁾

Such cases exist when the capacity has a proven track record in deployments and scores high already after the TTX or when the capacity belongs to an uncommon type and cannot be accommodated in a FX.

While the 3-step certification process remains the rule, to address these two possibilities, the Commission may propose to waive the participation in a FX when either of the following two conditions is met:

1. At least 90% of the assessment items are rated as “Efficient” in the certification grid upon completing the TTX, in each of the certification criteria (Preparedness, Coordination, Interoperability and Self-Sufficiency). The Commission will also consider the capacity’s experience in international deployments and the familiarity with ECPP procedures of the offering State and of the entity owning the capacity. In case the capacity is already registered in a FX, there should be a minimum reasonable time interval between the TTX and the FX, so that the FX waiver does not have a negative impact on the preparation of the MODEX FX.

Or

2. There is no Field Exercise with a suitable scenario for this capacity in the foreseeable future. Not more than 25% of the assessment items for each criteria (Preparedness, Coordination, Interoperability and Self-Sufficiency) are rated as “Basic”, and, for modules, all minimum technical requirements are met.

NB: As self-sufficiency is thoroughly assessed during the FX, in cases where the Field exercise is waived, self-sufficiency must be proven differently, ideally during the CV.

⁽¹⁰⁾ Annex V of Commission Implementing Decision (EU) XXX

Step 6: Certification report

At the end of the certification process, the capacity will be certified if it meets the following requirement:

Not more than 25% of the assessment items for each criterion (Preparedness, Coordination, Interoperability and Self-Sufficiency) are rated as “Basic”, and, for modules, all minimum technical requirements are met.

If the capacity does not meet the above certification requirement, the capacity should work with DG ECHO (ECP team) to develop a remedial plan addressing the identified deficiencies. A repetition of one or more certification steps may be suggested to address the recommendations and give the capacity sufficient time to make the necessary investments to comply with the UCPM quality requirements. Alternatively, the capacity may demonstrate that the required improvements have been implemented. A follow-up visit by the Commission can be organised before certification is granted. For capacities that fail to make the necessary progress and are considered not to comply with the ECP certification criteria, the Commission may withdraw its acceptance of the application to the Pool.

If the certification requirements are met, the ECP team of DG ECHO prepares the certification report. It consolidates the key findings on the capacity in relation to the ECP certification criteria, highlighting best practices, areas for improvement and recommendations for further development.

The Commission sends the report, along with the certificate confirming successful completion of the certification process, to the national Civil Protection authority of the offering Member State.

Step 7: Registration

When sending the final report and the certificate for the capacity, the Commission also invites the national Civil Protection authority to register the certified capacity in the CECIS database as part of the ECP and to ensure that all necessary documentation is made available in CECIS.

The ECP certification of a capacity is valid for five years. Therefore, the capacities are reassessed not later than five years after issuance of the certificate. The process for recertification is defined in the Guidelines “[Recertification of Response Capacities in the European Civil Protection Pool \(ECP\)](#)”.

ANNEX 1. DEFINITIONS

Modules

A 'module' is a self-sufficient and autonomous predefined task- and needs-driven arrangement of Member States' capabilities or a mobile operational team from Member States, representing a combination of human and material means that can be described in terms of its capacity for intervention or by the task(s) it is able to undertake ⁽¹¹⁾.

The general requirements of modules are defined in Annex II of the Implementing Decision.

Technical Assistance and Support Teams (TAST)

The primary role of TAST is to accompany experts or teams deployed under the UCPM, ensuring their operational readiness by providing targeted support according to mission circumstances and needs:

The TAST provides or arranges for:

- Office set-up and running of office;
- Information and Communication Technology (ICT) support;
- Logistics and subsistence support;
- On-site transport support.

The general requirements for TAST are defined in Annex II of the Implementing Decision. Additional information can be found in the [TAST guidance document](#).

Other Response Capacities (ORC)

ORCs are either self-sufficient, autonomous, deployable and predefined task- and needs-driven arrangements of Member States' capabilities or mobile operational teams from Member States. They combine human and material means but have no minimum technical requirements defined. The category 'Other response capacity' also includes relief items.

Member States may offer ORC, based on disaster-related needs and lessons identified during previous response operations. Other response capacities

- may comprise resources from one or more Member State,
- must comply with relevant international guidelines,
- should be deployable at very short notice,
- Must operate self-sufficiently and autonomously,
- Must be able to cooperate with other relevant international actors (cf. Articles 9.1 and 9.4 of the Decision).

When offering ORC to the ECPP, Member states must clearly specify both technical and non-technical capabilities in their factsheets, such as self-sufficiency and transportation arrangements.

⁽¹¹⁾ Cf. Article 4 of the Decision and Regulation, respectively

ANNEX 2. ECPP CERTIFICATION ACTIVITIES IN EU MODEX EXERCISES

EU MODEX exercises are currently planned in biennial cycles. EU MODEX serves as the main platform for certifying ECPP response capacities covered by these guidelines. The EU MODEX exercise cycle is tailored to address established certification and recertification needs, while retaining flexibility to accommodate new requests.

Once the EU MODEX exercise schedule is available, the Commission will:

1. Publish all EU MODEX exercises on the ERCC Portal platform, where Members States and exercise providers have access to.
2. Inform ECPP national focal points of available exercise slots suitable for capacities undergoing certification.
3. Verify and approve the final list of capacities for each EU MODEX, giving priority to capacities undergoing certification (or recertification) over those registered for training purposes.
4. Share the final selection of capacities for each EU MODEX, including exercise providers and Member States' registered capacities.

The planning for the capacities' participation in EU MODEX exercises should follow the sequence of the certification process, i.e., first attending a table-top exercise (TTX) and then a field exercise (FX). Ideally, a minimum interval of three months should be kept between these steps to allow capacities to integrate recommendations from the previous step.

When EU MODEX exercise dates are available, the Commission invites peer certifiers to express their availability to be part of the certification team. The Commission selects the peer certifiers from the roster, based on:

- Availability and expertise,
- Avoidance of conflict of interests (e.g., nationality should differ from the team being certified).
- Previous participation in a certification workshop,
- Balanced representation of nationalities in the certification team,
- Proximity to the exercise location,
- Previous experience as a certifier,
- Complementarity of profile with other team members.

The final schedule of planned capacities and certifiers for each EU MODEX exercise represents a firm commitment for all participants. Member States' Civil Protection authorities should, as far as possible, ensure the availability of peer certifiers for certification activities.