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Prevention, Preparedness and Response to Man-made and Natural Disasters in Eastern Partnership countries – PPRD East 2

Final Inception Report

March 30, 2015



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Summary

PROJECT TITLE: Prevention, Preparedness and Response to Man-made and Natural Disasters in Eastern Partnership countries – PPRD East 2

CONTRACT NUMBER: 2014/235-249

COUNTRIES: Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine

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ABBREVIATIONS

| | |
|---------|---|
| ARS | Armenian Rescue Service |
| ARC | Armenian Red Cross Society |
| AzRC | Azerbaijan Red Crescent Society |
| BRCS | Belarusian Red Cross Society |
| CAG | Country Advisory Group |
| CECIS | Common Emergency and Information System |
| CIMA | International Centre on Environmental Monitoring Research Foundation |
| CIS | Commonwealth of Independent States |
| CMC | Crisis Management Centre |
| CP | Civil Protection |
| CPESS | Civil Protection and Emergency Situations Service |
| DG | Directorate General |
| DG ECHO | Humanitarian Aid and CP Department of the European Commission – Directorate General |
| DM | Disaster Management |
| DRM | Disaster Risk Management |
| DRR | Disaster Risk Reduction |
| EaP | Eastern Partnership |
| EC | European Commission |
| EFAS | European Flood Awareness System |
| EFFIS | European Forest Fire Information System |
| EMA | Emergency Management Agency (Department) |
| EMC | Emergency Management Centre |
| ENP | European Neighbourhood Policy |
| ENPI | European Neighbourhood and Partnership Instrument |
| ERRA | Electronic Regional Risk Atlas |
| ERCC | Emergency Response Coordination Centre |
| EU | European Union |
| EWS | Early Warning System |
| GIS | Geographic information system |
| GOA | Government of Armenia |
| GSHAP | Global Seismic Hazard Assessment Program |
| GTZ | German Technical Cooperation Agency |
| HFA | Hyogo Framework for Action |
| HNS | Host Nation Support |
| ICDO | International Civil Defence Organisation |
| ICT | Information, Communication and Telecommunication Technologies |

| | |
|------------------|---|
| INSARAG | International Search and Rescue Advisory Group |
| INSPIRE | Infrastructure for Spatial Information in Europe |
| ISDR | International Strategy for Disaster Reduction |
| JICA | Japan International Cooperation Agency |
| KE | Key Expert |
| LSG | Local Self Government |
| MIA | Ministry of Internal Affairs |
| MoD | Ministry of Defence |
| MoENR | Ministry of Ecology and Natural Resources |
| MoES (or MES) | Ministry of Emergency Situations |
| MoFA | Ministry of Foreign Affairs |
| MoH | Ministry of Health |
| MoNREP | Ministry of Natural Resources and Environmental Protection |
| MoTAES | Ministry of Territorial Administration and Emergency Situations |
| MPC | Main Planning Conference |
| MRCS | Moldavian Red Cross Society |
| NAG(s) | National Advisory Group(s) |
| NATECH | Natural Hazard Triggering a Technological Disaster |
| NATO | North Atlantic Treaty Organization |
| NEA | National Environmental Agency |
| NEMIS | National Emergency Management Information System |
| NERP | National Emergency Response Plan |
| NGO | Non-governmental organization |
| NHMS | National Hydro-meteorological Service |
| NHMC | National Hydro-meteorological Centre |
| NKE | Non-key Expert |
| NSC | National Security Council |
| OCHA | Office for the Coordination of Humanitarian Affairs |
| OECD | Organisation for Economic Co-operation and Development |
| OFDA | Office of Foreign Disaster Assistance |
| OPERA | Operational Eo-based RAInfall-runoff forecast |
| OSCE | Organization for Security and Co-operation in Europe |
| OXFAM | Oxford Committee for Famine Relief |
| PfP | Partnership for Peace |
| PPRD East | EU funded Programme for the Prevention, Preparedness and Response to Man-made and Natural Disasters in the ENPI East Region |
| R&D | Research and Development |
| RoA | Republic of Armenia |
| REC | Regional Environmental Centre |

| | |
|--------|--|
| SDCA | Swiss Development Cooperation Agency |
| SEPES | State Emergency Prevention and Elimination System |
| SHS | State Hydro-meteorological Service |
| SOPs | Standard Operating Procedures |
| TACIS | Technical Assistance to the Commonwealth of Independent States |
| TEIA | Trans-boundary Effects of Industrial Accidents |
| ToR | Terms of Reference |
| TPIR | Training Programme for International Responders |
| TTX | Table Top Exercise |
| UA | Ukraine |
| UCPM | Union Civil Protection Mechanism |
| UN | United Nations |
| UN ECE | United Nations Economic Commission for Europe |
| UNDAF | United Nations Development Assistance Framework |
| UNDP | United Nations Development Programme |
| UNEP | United Nations Environment Programme |
| UNICEF | United Nations Children's Fund |
| UNISDR | United Nations International Strategy for Disaster Reduction |
| WMO | World Meteorological Organization |

EXECUTIVE SUMMARY

This inception report provides an overview of the EU Programme for Preparedness, Prevention and Response to Man-made and Natural Disaster in EaP Countries (PPRD East 2) and presents how the Programme will be implemented over the coming four years. The report covers the inception period from December 1, 2014 to February 28, 2015. It is based on the Terms of References developed by the EU and the Proposal prepared by the implementing Consortium¹, which had been refined, where required, to provide a clear and concise description of how the Programme will be implemented by the Expert Team and Consortium, what deliverables will be produced, and in which sequence. This is therefore the document that aims to clarify outstanding aspects and uncertainties, address new issues or tasks identified during the inception period, and list the anticipated deliverables.

Section 1 provides a project synopsis, Section 2 provides relevant Programme context, country background for Partner Countries and notes, key issues and appraises the Programme's assumptions and risks, while Section 3 outlines some clarification to the methodology and ToRs. Activities during the inception period are presented in Section 4. The work plan and estimated number of working days for the whole implementation are provided in Section 5.

1. PROGRAMME SYNOPSIS

1.1. OVERALL OBJECTIVE

The overall objective of the PPRD East 2 is to contribute to the peace, stability, security and prosperity of the Eastern Partner Countries and to protect the environment, the population, the cultural heritage, the resources and the infrastructures of the region by strengthening the countries' resilience, preparedness and response to man-made disasters and disasters caused by natural hazards.

1.2. PURPOSE

Based on the results of the PPRD East Programme - Phase 1, the purposes are as follows:

- Strengthening of the Partner Countries' civil protection capacities for disaster prevention, preparedness and response;
- Strengthening regional cooperation and bringing the Partner Countries progressively closer to the EU Civil Protection Mechanism.

1.3. RESULTS TO BE ACHIEVED

The following results are to be achieved:

Result A. In the Partner Countries institutional and legal framework on disaster management and prevention is improved and approximated to the *EU acquis* and best practice. This entails in particular:

- a. The relevant provisions of the *EU acquis* and best practices related to the prevention and management of disasters (e.g. EU Floods Directive, EU Civil Protection policies) are transposed

¹ Consortium has been set up with a view at proposing a very well balanced composition, under geographical, technical and institutional aspects, including: **MWH** (BE) and **DEMA** (DK), **CMC Finland** (Fi), **CIMA** (It) and **Austrian Red Cross** (At)

in the national legislation or regulatory framework and are implemented. In case this relevant EU *acquis* and best practices cannot be fully transposed during the lifetime of the Programme, national roadmaps leading to it are established and approved;

b. Development of regional and national action plans implementing Risk Assessment Policies/Strategies and progress in the development of national risk assessments and disaster risk management planning is achieved;

c. Legislative framework and inter-institutional arrangements in this domain have been adapted and formalised, in particular on the basis of the recommendations of the PPRD East Programme Phase 1.

Result B. Partner Countries and Participating States of the EU Civil Protection Mechanism cooperate closely through regular exchanges of information, expertise and best practices, trainings, table-top exercises and a joint regional exercise.

Result C. The Electronic Regional Risk Atlas, developed under PPRD East Programme Phase 1 is further developed and put in practical use by Partner Countries. Data accessibility and comparability is improved at national and regional level, in line with the requirements of the Hyogo Framework for Action Agreement and in consistency with the European common approach for developing national loss databases and sharing of information.

Result D. Awareness about disasters (natural and man-made), their prevention and response, is improved in the Partner Countries, amongst civil protection professionals, volunteers and within the population in general.

1.4. PROGRAMME APPROACH

The Programme approach is clearly outlined in the Technical Proposal. There will be no substantive changes proposed, however the timetable and certain activities have been revised to reflect the current needs and priorities in the Partner Countries.

The Programme-underlined approach is based on the following principles:

- Realistic and step-wise solutions with strong focus on the priorities for prevention, preparedness and response to man-made and disasters caused by natural hazards;
- Cost-effectiveness while balancing the mixture of flexible instruments proposed to achieve the maximum effects with the reasonable costs;
- Predictability while taking into account any changes that might take place in the EU legislation in the nearest future, and finally;
- Application of the lessons learned from the EU Member States' experience and recommendations for good practice application.

1.5. GENERAL MANAGEMENT

The Programme is technically managed and implemented from a regional office established in Kyiv, Ukraine. A dedicated programme office has been established within the DEMA premises in Copenhagen, Denmark.

The PPRD East 2 Steering Committee is the decision-making body of the Programme, composed of one senior level representative from each Partner Country, one National Programme Coordinator who is the first contact point and permanent and active partner in the implementation of the Programme, and representatives of the European Union. The Steering Committee will meet once a year to steer the Programme, give an opinion on progress reports or other relevant documents developed by the Programme, and to endorse the work plan for the coming implementation period. Meetings of National Programme Coordinators will usually precede the Steering Committee meetings, with an aim to address and clarify any operational and technical issues related to the implementation of the Programme, and to provide inputs to the Steering Committee members necessary for the strategic decision-making and to the endorsement of the Work Plan. Whenever possible, and with an aim to attract and provide opportunity for EU Member States to participate at the Steering Committee meetings and to be actively involved in the Programme implementation, the PPRD East 2 Steering Committee meetings will be organised back-to-back with the EU Civil Protection Committee meetings.

At the national level, the Programme will maintain and enhance the close cooperation and timely exchange of information with EU Delegations (EUD) in all six Partner Countries already established within the Phase 1. This will be provided through timely information sharing of PPRD East 2 events and key/non-key experts visits; bilateral meetings of key experts and local coordinators with EUDs; chairing National Advisory Groups (NAG) meetings and all other PPRD East 2 events (when available) and through the provision of progress reports and document developed within the Programme.

In addition, Programme will continue working with the NAG established during Phase 1, which consist of representatives of relevant national Governmental institutions and other key stakeholders (national and international) active in civil protection and disaster risk management at the national level. The NAG has a “consultative/operational mandate”, i.e. to oversee and/or monitor the implementation of the Programme’s Work Plan to ensure that the results are produced on time and entirely in-line to meeting national priorities. Additionally, the NAG also serves as an information sharing mechanism at the national level with an aim to enhance the country’s ownership of the Programme.

As a mechanism to secure effective and efficient exchange of information in Partner Countries, the Programme will establish the network of local coordinators. Local coordinators in Armenia, Belarus, Moldova and Ukraine have been already appointed; local coordinators in Azerbaijan and Georgia are in the process to be appointed. The role of local coordinators is to contribute to the overall communication and coordination between the expert team and national stakeholders, among the national stakeholders as well as between the consortium and national service providers. Local coordinators will provide “on the ground” logistic, administrative and technical support and will serve as an executive administrative support to the National Advisory Groups.

2. ANALYSIS OF THE PROGRAMME

2.1. RELEVANT PROGRAMME CONTEXT

The six Partner Countries are part of the EU neighbourhood and as such benefit from cooperation with the EU in the frame of the European Neighbourhood Policy (ENP), with an aim to achieve the closest possible political association and the greatest possible degree of economic integration. This goal builds on common interests and on values — democracy, the rule of law, respect for human rights, and social cohesion. The ENP is a key part of the European Union's foreign policy.

2.2. COUNTRIES' BACKGROUND

2.2.1. Armenia

In the autumn of 2014 the Ministry of Emergency Situations has been merged with the Ministry of Territorial Administration, thus forming the Ministry of Territorial Administration and Emergency Situations (MoTAES). As it was the case with the Ministry of Emergency Situations, MoTAES is supported by the National Security Council, which is formed and presided directly by the President of the Republic, which has an overall coordinating and facilitating role for the governance of the disaster risk management system. The National Security Council plays a critical role in the process of any reform related to the security sector under which DRR falls. In 2012 Armenia developed its National Disaster Risk Reduction (DRR) strategy. The modernization and further development of the DRR system has been considered as an important issue in the implementation of the National DRR Strategy. Such a need has been emphasized after the 1988 Spitak earthquake, which favoured, due to the great impact of the event on the population and the Government, the institutionalization of disaster risk management and the introduction of relevant programmes (PPRD East and DRR National Platform being two examples). The development of systems for forecasting man-made and disasters caused by natural hazards, early warning and rapid response, monitoring of man-made contaminated lands, hosted in relevant structures for identification and management of emergency risks are ongoing. From these, the Government of Armenia is trying to provide more accurate levels of awareness and education to the population.

Armenia updates

Armenia hopes that PPRD East 2 Programme will include more tangible results and overcome material difficulties. Electronic Regional Risk Atlas will be important in Phase 2: current problems with the servers should be solved, and additional training is needed. MoTAES is working with the UN DMT and developing an inter-agency contingency plan with UN OCHA in case of earthquake or nuclear accident. Host Nation Support has been taken into account in the “earthquake plan”. Agreements from various Ministries are expected to be obtained during this year. Same process will be launched this year for the “nuclear plan”.

The Red Cross of Armenia cooperates closely with IFRC and the Disaster Response Emergency Fund (DREF). They can respond quickly and flexibly without having to wait for a Government request to take action. DG ECHO is the key donor to restore the DREF. They have a long history of working with volunteers. Since 2010, working within DIPECHO Programme, they have established 18 community voluntary groups, but an MoU still needs to be signed regarding the utilization of the groups. These are not Red Cross teams as such – the ownership is with the communities. RC Armenia also works on community based DRR training teachers, providing training materials, arrang-

ing competitions and ensuring involvement of the families. At the moment, RCA is conducting a legal survey on preparedness of Yerevan City - a pilot has started and is being coordinated with IFRC Geneva.

2.2.2. Azerbaijan

The Ministry of Emergency Situations (MES) is responsible for the development and implementation of the state policy and regulation in the area of civil defence and civil protection. In 2009 the Azerbaijan Government approved the State Programme on Socio-Economic development of regions of the Republic of Azerbaijan, which represents a first attempt to mainstream DM policies in economic planning. In relation to disaster management, the State Programme addresses the establishment of the Early Warning System (EWS) and the introduction of the insurance related to hydro-meteorological hazards. Other challenges are related to the improvement in the risk assessment methodology in order to produce the necessary scenarios to develop prevention strategy, improve preparedness and ameliorate emergency coping and recovery. The issue of looking at the emergencies at regional level is fundamental in emergency coping given the setup in the area. Last but not least, data policy in Azerbaijan should be discussed in light of the international frameworks on public data usage: specifically on environmental data.

Azerbaijan updates

There is a Government decision to bring legislation in accordance with EU legislation. Law on Civil Defence of Azerbaijan dates back to before the Ministry of Emergency Situations was created and the Law needs to be renewed. It is expected that the new legislation will provide explanation of the terms “civil defence” and “civil protection”, but for the moment MES use the term civil defence to cover both. With regard to civil protection, MES cooperates with many international partners and the activities can be implemented in different ways. As the Steering Committee member and the National Programme Coordinator informed PPRD East 2 Expert Team, EU and Azerbaijan signed a an agreement on water issues² however flood issues were not included. While MES has no objection for addressing the Floods Directive within the PPRD East 2, MES wonders if “twinning” might be more cost-efficient way to address the approximation to *EU acquis*, as they are already twinning with Lithuania on approximation of Law on Nuclear Safety and find this is a useful method.

2.2.3. Belarus

In order to enhance the effectiveness of civil defence and the national emergency warning system the Republic of Belarus defined the basic state policy until 2020 identifying eight main directions in the field of civil defence and protection of population and territories from emergency situations with an aim to achieve the balanced interests of individuals, society and the state in the field of safety of life, in the context of the national security, and to integrate them in a unified state system of civil protection in force in peacetime and in wartime. Ministry of Emergency Situations (MoES) is responsible for the implementation of the state policy. The disaster management system in Belarus is focused mainly on man-made disasters, while additional attention should be devoted to develop legislation on prevention measure such as systematic risk assessment, early warning systems, risk awareness and successful functioning of the National Platform for Disaster Risk Reduction. Another challenge is the aspect of communication and information to the population. People have to know which kind of disaster can impact the area where they live and what they have to do in case of disaster. The in-

² however, no details were given about the nature and the framework of this agreement. Additional information should be collected during the national assessments

volvement of population as civil protection volunteers helps to fill this gap, but it needs resources for training and equipment. Participatory process in the definition of emergency plan based on detailed risk maps, validated at local level, can largely improve the effectiveness of disaster risk management approach.

Belarus updates

The Republic of Belarus is improving the civil defence legislation in a stepwise manner. For that purpose, MoES is requesting an inventory of EU directives and other basic documents governing civil protection in the form of a compendium. The MoES is interested in participating in the regional field exercises to be organized within the Programme and is ready to host and to provide the venue for this event. In addition, Belarus has already initiated the process to approximate national legislation to the SEVESO Directive, with a goal to finalise the process till the end of 2015.

The Belarus Red Cross (BRC) works closely with volunteers. Over 23,000 volunteers are trained annually through various mechanisms and in various areas of training. BRC has 5000 permanent volunteers of which 80% are college and high-school students, while more experienced volunteers are involved in emergency response. BRC supported the development of the draft Law on Volunteering. The document was submitted to the Parliament but has not been yet adopted. The BRC is ready to renew the work on the draft Law.

A new edition of the Water Code is coming into force on May 21, 2015. This document is significantly harmonized with the EU legislation. It will serve as a basis for the development of management plans for 5 river basins including flood risk management components.

Belarus has experience in implementing and has been implementing international projects aimed at protection of water resources. Specifically, the following projects are under implementation: “Linking Environment and Security in Belarus” funded by SIDA; “Management of the Niemen River basin with account of adaptation to climate change” funded by UNECE and “Environmental Protection of International River Basins Project” funded by EU.

With regard to the ERRA, the necessity to develop such system was emphasized and it was suggested to consider the possibility of its integration with the existing monitoring system.

2.2.4. Georgia

The disaster management system in Georgia is mostly response-oriented, providing a certain number of regulations addressing emergency functions, tasks and responsibilities. Parallel laws and competing institutions govern this phase, thus the uncertainty in the command and control chain persists (also due to a significant power diffusion in disaster management topics). The legislative framework should be improved in order to clarify the competences. A participative process should be undertaken among the different actors involved in emergency management, in order to strengthen the National Emergency Response Plan, mainly with the focus on the clarification of responsibilities of all involved authorities by themselves and on broad coordination of their activities in the framework of the National Platform for Disaster Risk Reduction. Clear links between different state organizations describing their functions, responsibilities and information sharing procedures must be established and legally enforced.

Georgia updates

From June 2014, Georgia has a new Law on Civil Safety that establishes a unified emergency management system, which unifies all governmental and non-governmental organizations and cancels

some previous regulations in emergency management area. According to this Law the organizations/authorities will have clearly defined objectives, tasks and obligations within the full emergency management cycle: prevention, preparedness, response and recovery. During the elaboration process of the draft Law on Civil Safety, many recommendations and suggestions received through the EU Twinning Programme with French Civil Protection (implemented in 2013) and through the PPRD East Programme Phase 1, have been taken into account. This new Law brings institutional reform in emergency management: all fire-rescue units, also municipal/city emergency management services will become under direct supervision of Emergency Management Agency (Department) of the Ministry of Internal Affairs, which will now manage emergencies at all levels except to industrial/site level.

2.2.5. Moldova

Republican Commission for Emergency Situations functions, at policy level, is a national multi-sectorial body responsible for policy development and planning for crisis preparedness, mitigation and response. Its Head is the Prime Minister; the Deputy Head is the Director of the Civil Protection and Emergency Situations Service (CPESS). Overall responsibility for disaster management lies with the Ministry of Internal Affairs (MIA), while the implementation function is imposed on the Civil Protection and Emergency Situations Service (CPESS), which is the MIA's subordinate agency. The country legislation covers mostly man-made disasters; the legal framework for disasters caused by natural hazards has been less developed. The disaster management system is mostly response-oriented. The legislation covers with good details the responsibility and rights of responders from the service as well as citizens and NGO volunteers. Less attention is devoted by the legislation to prevention measure such as systematic risk assessment, early warning systems, emergency plans, land use planning, information to the public and establishment of National Platform for DRR.

Moldova update:

CPESS regards the Electronic Regional Risk Atlas (ERRA) as an important disaster management tool, which they wish to be able to use as soon as possible. CPESS want to integrate the data from the ERRA studies made for Moldova to INTERGRAPH - software used by their Dispatchers Centres. Those data will contribute to their day-to-day activities. CPESS also hope to take ERRA studies and guidelines as basis for development of the methodology for risk assessment at the district level.

In regard to the civil protection/disaster management capacity building programme, in October 2014, CPESS in close cooperation with the General Inspectorate for Emergency Situations of the Ministry of Administration and Interior of Romania organized a joint EU funded exercise "PRUT 2014". This common exercise was organized in two phases: phase 1. TTX – for information exchange, notification, request, acceptance and deployment of assistance between Romania and Moldova; phase 2. field exercise – cooperation among response teams. Based on this experience, CPESS has offered to host the PPRD East 2 regional field exercise.

Moldova is working towards strengthening the institutional and legislative framework by implementing step-by-step recommendations developed within the PPRD East Programme Phase 1 (Technical Report #4: Strengthening the Eastern Region's Institutional and Legislative Frameworks):

- As a first step for establishing a single emergency number, in Republic of Moldova were created three Common Dispatch Centres (North, Centre and South). These Centres can be reached through three emergency numbers: 901 – fire fighters and rescuers, 902 – police, 903 – ambulance.
- An operational crisis management centre has been installed in the premises of the CPESS. There is now a need to provide administrative instructions/standard operating procedures mak-

ing it obligatory for all relevant ministries/government institutions to nominate representatives for the centre and to participate in training and exercises.

- The working group has been established for development of a risk assessment methodology according to historical data and which will be included in the National Civil Protection Plan.
- A joint response plan in emergency situations/disasters at the border regions between Moldova and Romania was developed and approved.
- Systematic collection, archiving and utilization of data on disasters losses is conducted in standardized format. CPESS use GISCUIT software for storing all the data on emergency situation on geospatial platform.

Finally, in regard to raising awareness, in July 2014 CPESS organized a field exercise attended by all national mass-media. The topic of that exercise was response to earthquake consequences. At this event, about 20 journalists participated from national TV channels. They were divided into different response teams such as rescuers, fire fighters and car accidents, and spent 24 hours in the field. The main objective was fully accomplished and the mass-media understood the environment when a disaster hits.

2.2.6. Ukraine

“The State Target Programme on Protection of Population and Territories from Emergencies of Technological and Natural Origin for 2013-2017”, adopted in 2012, is aimed to strengthen the prevention and response phase, support the elimination of potential sources of pollution and foster the modernization of State Emergency Service (SES) in terms of tools, technology and the scientific research. The “Code of Civil Protection of Ukraine” (adopted on 2nd October 2012) provides the current legislative basis in the field of civil protection; it extensively covers all the phases of the disaster cycle: pre-disaster, the emergency and post-disaster. Nonetheless the present legislation sometimes still lacks appropriate sub-legislation. In addition, inter-ministerial cooperation on civil protection should be strengthened also through agreements and legal acts. Related, the risk assessment methodology should be improved and shared with all the institutions in order to produce the necessary awareness scenarios, to develop prevention strategy, improve preparedness and ameliorate emergency coping and recovery. Transparent data sharing among institutions must be encouraged. In the field of chemical, biological, radiological and nuclear risk assessment the approaches widely used by the partner countries are largely inherited from the Soviet era and are based on the concept of “maximum allowed concentration”. It is important to translate the current risk calculation methods into the risk function calculation based on the “hazard index” calculation, which allows a better forecast of possible damages and losses and better contingency and response planning respectively.

Ukraine update:

According to the Chapter 6 «Environment» Section 5 «Economic and Sectoral Cooperation» of Association Agreement between the European Union and Ukraine, signed on June 27, 2014 in Brussels, the State Emergency Service of Ukraine is highly interested in deep cooperation with the European Union in the field of civil protection. An official letter has been signed and addressed to the DG ECHO expressing Ukraine’s interest in progressive integration into the Civil Protection Mechanism of the European Commission.

In reference with the above the draft of the Joint Action Plan (JAP) with the Directorate-General on Humanitarian Aid and Civil Protection of the European Commission for 2015-2016 has been developed by SES and forwarded to DG ECHO for consideration. The latest information is that the JAP will be signed in Brussels during the Union Civil Protection Forum scheduled for May 6-7, 2015.

Besides, after consultations with DG ECHO experts - EUCPM, expert assistance for the improvement of legal framework of Ukraine in the field of civil protection has been requested. In addition, Ukraine has already initiated the process to approximate national legislation to the SEVESO Directive, with a goal to finalise the process till the end of 2015.

2.3. TARGET GROUPS

National civil protection and disaster risk management authorities are the key beneficiaries and main stakeholders of the Programme. Ministries of Environment/Natural Resources, as well as other Governmental institutions, such as Ministries responsible for the development of infrastructure and land planning, Ministries in charge of industry, Ministry of Foreign Affairs, border control, Ministries responsible for education, health and veterinary issues etc. will be involved in Programme activities when appropriate. Some of them, when addressing the Host Nation Support, will be engaged while addressing the approximation to the *EU acquis*. National Parliaments and specific committees and working groups will be targeted especially in relation to the transposition of *EU acquis* and best practices into national legislation and/or regulatory framework. Academia and scientific community will be consulted during further development of ERRA and when addressing disaster risk assessment and disaster loss data. Non-Governmental Organisation/Civil Society Organisations (national and international) and media will be approached for potential collaboration on information sharing and raising public awareness. Already established coordination and collaboration with international and donor organisation (the UN specialized agencies, NATO, the World Bank, etc.) will be further enhanced with an aim to create synergies and avoid overlapping and duplication of efforts. Private sector will be approached by the Programme when appropriate, with an aim to become actively involved in national civil protection/disaster risk management systems, either during prevention or as a part of the preparedness for response and response.

2.4. RELATED PROJECTS AND DONORS

EU-funded projects

A large number of EU-funded projects that are relevant to the disaster prevention and preparedness are currently being implemented in the Partner Countries through the European Neighbourhood Policy Instruments (ENP), the Instrument for Nuclear Safety and Cooperation (INSC) and the Instrument for Stability and Peace (IfSP). Among them it is worth mentioning the Shared Environmental Information System (SEIS); EPIRB project and EU Water Initiative; the Disaster Preparedness ECHO (DIPECHO) Programme; the CBRN Centres of Excellence (CoE) – Strengthening CBRN first response capabilities and regional cooperation in South East Europe, Southern Caucasus, Moldova and Ukraine; and the ENVSEC - the Environment & Security Initiative, a partnership of OSCE, UNDP, UNEP, UNECE, NATO and REC.

In addition to projects being implemented in the EaP region, the following regional projects addressing civil protection and disaster risk management should be mentioned: the Civil Protection Cooperation with the candidate countries and potential candidates - Phase 2 (IPA CP Cooperation Programme II); The Euromed Programme for the Prevention, Preparedness and Response to natural and man-made Disasters (PPRD South 2) and the Programme for Prevention, Preparedness and Response to Floods in the Western Balkans and Turkey (IPA FLOODS).

Activities funded by other donors

The two-year project on improving the safety of Tailings Management Facilities is implemented in

Ukraine by the International HCH & Pesticides Association (IHPA) and funded by the German Federal Environment Agency (Umweltbundesamt-UBA). The project started in July 2013 and is scheduled till the end of June 2015. The project will carry out a fundamental analysis of the legal framework with respect to tailings management facilities and introduce Safety Guidelines and Good Practices for Oil Terminals. The Steering Committee meeting and the Final International Workshop have been scheduled for May 18-19, 2015 in Kyiv, Ukraine.

UNDP has been active in several Partner Countries, namely Armenia, Belarus, Georgia and Moldova, in the area of disaster risk reduction and disaster risk management.

NATO is also active in the region in the field of disaster risk management.

Bilateral relations with the EU Civil Protection Mechanism

Based on the new Union Civil Protection Mechanism legislation in effect since January 2014 (Article 28.2), new possibilities for cooperation are made available to the European Neighbourhood countries:

- DG ECHO initiated with the Joint Research Centre (JRC) the extension of EFAS (European Floods Alert System) to the European Neighbourhood countries where relevant, including the delivery of a technical study on the countries' capacities to build up flood early warning systems and/or flood monitoring systems;
- DG ECHO initiated with JRC a long-term technical programme, which should facilitate the implementation of the SEVESO Directive and the strengthening of chemical accident prevention in the European Neighbourhood countries;
- The European Neighbourhood countries became eligible for the Mechanism Exchange of Experts programme and DG ECHO peer reviews;
- The European Neighbourhood countries became eligible for the annual calls for Prevention and Preparedness projects and Civil Protection Exercises. Successful utilization of these opportunities depends however on the submission of a qualitative proposal and a partnership with EU MS which should be in the lead of such project.

2.5. MAIN CONSTRAINS, RISKS AND ASSUMPTIONS

Due to the regional dimension, variety of tasks and their complexity, the time is of critical importance for implementation of this important but challenging Programme. The main constraints and problems the Programme has experienced up to date, even if they have not or only slightly impacted the activities so far can be summarized as follows:

Geopolitical instability:

- Frozen (or not so frozen any more) conflicts throughout the region – Armenia vs. Azerbaijan, Russia vs. Georgia (Abkhazia and South Ossetia), Russia vs. Moldova (Transnistria)
- Conflict in the east of Ukraine

Relation with the beneficiaries:

- Azerbaijan expressed displeasure for not being consulted when ToR was developed and the expressed opinion that approximation to the EU acquis should be addressed with the “twinning” mechanism and not via PPRD East 2
- Request received in Belarus to compensate national experts – civil servants if they participate in Programme implementation activities

- Risk of key beneficiaries not willing to commit human resources for the implementation of Programme activities has arose

Staffing and handover:

- Resignation of KE3 and identification/mobilization of new KE3

The Annex 1 presents the identified risks and assumptions for the entire duration of the programme as well as suggested mitigation measures.

3. WORK PLAN

The PPRD East 2 Work Plan has been developed on the basis of the ToR, technical proposal; achievements of the PPRD East Programme Phase 1, information gathered during the inception phase, kick-off meetings held in Kyiv and in Brussels, and during the brief fact-finding missions to Partner Countries undertaken by the Core Expert Team. This Work Plan includes the detailed Plan of Action for the first year of PPRD East 2 implementation as well as the overall, 4-year PPRD East 2 Work Plan. The purpose of the Work Plan is to present methodological and programmatic approaches adopted for the implementation of the PPRD East 2 Programme and for the achievement of the results requested by the ToR, based on comments, suggestions and recommendations received both from the EU and from Partner Countries during the inception period (December 2014 – February 2015).

3.1. OVERALL APPROACH

Throughout its duration, the PPRD East 2 Programme will be guided by the 5 following principles:

- Participation of a whole society, including Parliaments and relevant parliamentary committees, Governmental institutions, private sector, academia, media and NGO/CSO;
- Partnership approach between Partner Countries and the European Union in order to constantly fine-tune the provision of technical assistance to the actual needs and priorities of all beneficiaries;
- Promoting cooperation between Partner Countries and the EU Member States;
- Close coordination, communication and synergies with other on-going projects and initiatives implemented currently in the region and in singular countries;
- Developing an enabling environment based on solid policy and legislation framework accompanied by a strong political commitment.

Organisation and flexibility are crucial for the successful implementation of the PPRD East 2, taking into account, on one hand, that activities and tasks proposed within the technical proposal are quite ambitious, and on the other hand, the various challenges and complexity of the region. Taking also into consideration the experience of the PPRD East Programme Phase 1, a highly detailed first year Plan of Action is presented. The intention is, when endorsed by the PPRD East 2 Steering Committee, proposed to and approved by EU, to implement this first year Plan of Action with minimal alterations. The overall 4-years' PPRD East 2 Work Plan, focusing on activities and tasks planned for years 2-4, is of a more flexible nature, with an aim to take into consideration budgetary limitations as well as to adjust to and accommodate needs and priorities that might emerge during the life of the Programme.

All four results/implementation activity areas are interlinked and mutually supportive and complementing. The proposed implementation approach is based on the firm dedication of the Expert Team to provide to each Partner Country all technical assistance needed (in the form of technical expertise and capacity building) to achieve all four prescribed results and to secure their sustainability. Thus, the Expert Team will assist Partner Countries, supported by EU – EC and Member States - and other interested parties, in the institutionalisation of thematic topics that will be addressed within the Programme into the Partner Countries' national civil protection/disaster risk management systems. The thematic topics that will be assessed by the PPRD East 2 are quite numerous:

- flood management and approximation to the EU Flood Directive;

- industrial hazards and SEVESO Directive;
- data and information sharing and INSPIRE Directive;
- disaster risk assessment and Electronic Regional Risk Atlas;
- disaster loss data collection and processing;
- disaster risk management planning;
- inclusion of DRR in public spending;
- civil protection capacity building including the organisation of the field exercise;
- Host Nation Support;
- lessons learned concept;
- EU volunteerism approach;
- awareness raising.

The Expert Team is fully aware that needs and priorities of Partner Countries are similar but not quite equal. Consequently, the interest of Partner Countries in addressing the above listed thematic topics may differ, as well as the Partner Countries' availability to allocate (human) resources needed for the approximation of national legislation to the *EU acquis*. At the same time, support that will be provided by the Programme is also constrained with the budgetary limitation. The very initial mapping of Partner Countries needs, priorities and interests has been undertaken during the brief initial fact-finding missions to the Partner Countries. The finalisation of the mapping – the update of Partner Countries' profiles - will be done through the follow-up short assessment missions and desktop analysis focusing on current status of the civil protection and disaster risk management systems and on specific thematic topic (to be undertaken in the period April - June 2015 for data and information collection, July – September 2015 for analyses, gaps, recommendations and roadmaps development).

Nevertheless, and in order to be pragmatic and realistic in our approach, and taking into consideration the most recent developments related to the civil protection and disaster risk management in EU and the last recast of the Union Civil Protection Mechanism legislation, the expert team has divided thematic topics into two groups. The first group comprise the “key” topics – the expert team will assist each Partner Country to address, implement and/or institutionalise these topics into national CP/DRM system:

- flood management and approximation to the EU Flood Directive;
- disaster risk assessment and ERRA;
- inclusion of DRR in public spending;
- Host Nation Support;
- civil protection capacity building including the organisation of the field exercise;
- lessons learned concept related to the field exercise;
- methodology for disaster loss data collection and processing;
- awareness raising,
- EU volunteerism approach.

The second group of programmatic topics is considered to be “secondary” – only if Partner Countries express high interest and complement that interest by sharing information and committing necessary human resources, and if permitted by the budget, the Expert Team will provide technical assistance to address, implement and/or institutionalise these following thematic topics into their national CP/DRM system:

- industrial hazards and SEVESO Directive³;
- data and information sharing and INSPIRE Directive;
- disaster risk management planning.

Partner Countries' readiness to share necessary data and information and to commit adequate expertise and human resources, not only for the capacity building events but also for collecting and analysing documentation, developing suggestions and recommendations, drafting guidelines, procedures, road-maps and eventually legal documents (laws, sub-laws, technical guidance, methodologies, standard operating procedures and similar), will confirm their genuine need and interest, and create the ownership of the process and of the outcomes. Thus the sustainability of achieved results will be secured.

3.2. CAPACITY BUILDING AS A CROSS-CUTTING ISSUE

PPRD East Programme Phase 1 has already raised awareness about the need for changing attitudes with regard to disaster risk management approaches in the six Partner Countries. Shifting to a pro-active pre-disaster planning and orientation on disaster risk management and resilience building will require a sound level of skills, experience and knowledge, which will be pursued through a consistent, comprehensive and integrated approach to capacity building related to disaster risk management as a cross-cutting issue implemented in all activity areas.

The concept of capacity building has been constantly evolving over the years with changes in the overall practice. Different science disciplines underline different features of capacity building accompanied by different methodological approaches. Thus there is no agreed universal definition of what constitutes capacity building. Some organizations limit the definition of capacity building to strengthening organizations and skills, while many others apply a broader approach that includes levels of capacity from the individual to the whole of society.

The European Commission/Europe Aid published in 2005 a Reference document no. 1 entitled "Institutional Assessment and Capacity Development", which instead of capacity building uses a term capacity development. This document offers a conceptual framework for dealing with capacity development issues. At the same time the note mentions the absence of a globally agreed definition of capacity development. It also emphasizes that in this context focus on definitions is rarely fruitful. However, it is highly important to distinguish between the critical concepts such as:

Capacity – What is there?

Capacity development – How does capacity change?

Support to capacity development – How outsiders can support such change process?

Based on the Phase 1 findings and recommendations, the working assumption is that currently none of the six Partner Countries has developed a comprehensive and coherent capacity building programme for disaster risk management. This assumption is yet to be confirmed or amended during the brief initial fact-finding missions to Partner Countries expert team will undertake in February 2015. In line with the above-mentioned EU Reference document, the Programme will address all three critical concepts. In the first stage and as part of the follow-up to short assessment mission and desktop analysis (March - June 2015), a brief analysis of existing disaster risk management capacities will be conducted in all Partner Countries. Based on these findings, the fine-tuning of the proposed capacity building methods will be undertaken to best fit the experience and knowledge that

³ Complementary actions to the ECHO-JRC long-term technical programme facilitating the implementation of the SEVESO Directive and the strengthening of chemical accident prevention in the European Neighbourhood countries

should be delivered to the Partner Countries. And finally, major attention will be paid to the selection of best practices, capacity building events, types and high quality trainers to support the change process, as well as to the selection of the participants at the capacity building events, thus to secure the sustainability of changes we will introduce.

Capacity building includes a broad spectrum of activities:

- Organizational development, the elaboration of management structures, processes and procedures within an organization, also the development and management of relationships among the different organizations and sectors (public, private, community, etc.).
- Institutional and legal framework development, introducing legal and regulatory changes to enable organizations, agencies and institutions at all levels, and in all sectors, to strengthen their capacities.
- Human resources development, the process of equipping individuals with the skills and access to information, training and knowledge that helps them to perform their duties adequately and efficiently.

Capacity building can play an essential role in reducing negative consequences of man-made disasters and those caused by natural hazards. It is a cross cutting activity, which will be carried out throughout all activity areas and throughout the entire duration of PPRD East 2 in order to achieve all expected results in an efficient and satisfactory manner. It is considered as a powerful and effective tool for delivering technical assistance thus creating an enabling environment for changing attitudes and contributing to the enhancement of the capacity and capability of programme beneficiaries. It is also recognized that one of the most important resources for civil protection organizations in disaster management domain is well-trained and capable staff able to provide expertise and demonstrate skills and leadership essential for an effective disaster risk management.

An essential feature of effective capacity building is the development and management of partnership of all stakeholders and sectors. PPRD East 2 will spare no efforts to make this feature clearly evident in all its capacity building efforts.

The overarching goal of PPRD East 2 capacity building activities is to strengthen capabilities of disaster risk management stakeholders in six Partner Countries to support their respective public, private and community sectors on “how to” develop and maintain their institutions, individuals and practices to achieve a sound level of disaster risk management and to independently manage the process. Strengthening of capacities will address all phases of disaster management cycle. However, to increase the efficiency and sustainability of these efforts, a special emphasis will be given to disaster risk management by focusing on preparedness and prevention/mitigation components.

Practical activities will follow five critical steps:

- Engaging adequate disaster management stakeholders having the necessary authority, expertise and resources.
- Assessing disaster risk management’s assets and needs.
- Designing capacity building actions at regional, sub-regional and national level.
- Implementing capacity building actions via already established institutions and systems.
- Monitoring and evaluating capacity development process.

To maximise the capacity building power of events planned in the framework of the PPRD East 2, it will be of great importance to select the type of event that will best fit the experience and knowledge to be created. Traditional conferences, seminars, workshops and other classroom events will be complemented by modern capacity building approaches such as on job trainings, exercises, mentoring and study tours:

- **Conferences and meetings** will be used for formal regional and national events to exchange views and information on various topics and often featured by keynote presentation concerning the main topic. The lectures delivered during these events will not necessarily be academic in nature all the time. The audience will usually involve a larger number of participants (20-50 participants) from different sectors.
- **Workshops/seminars** will be educational/academic in nature. They will be delivered to a smaller audience (12-30 participants) covering a specific topic or limited number of topics. The aim of workshops/seminars will be to share information with the participants thus contributing to building their knowledge base. Additional features will include interactive nature, participatory approach, questions, feedbacks and evaluation. A variety of training tools and techniques will be applied.
- **Seminars** will bring together one or more experts on the subject matter providing training primarily via lectures and discussions.
- **Workshops** will be more intense than seminars involving desktop exercises to allow participants to test their new skills and knowledge during the event under the guidance and mentoring of the instructor/lecturer.
- **On-the-job training** will take place at the work place on a one-to-one to maximum one-to-ten basis. It will require structured and systematic approaches similar to mentoring, with careful consideration of key aspects such as timing, the methodology applied and quality of the mentor. All involved, those being trained and the mentor, need to be motivated and interested. The advantage of this training approach is that it takes place in the normal working environment.
- **Study tours** will bring civil protection and disaster risk management officers from Partner Countries to EU Member State(s) to gain an insight to EU/EC approaches to a comprehensive and integrated disaster risk management.
- **Training Courses** will take place at three levels: Basic, Operational Management, and Advanced. The courses will aim at a combination of civil protection officials and officials from other governmental institutions with responsibilities in regard to host nation support.
- **Table-top exercises** will be conducted with the dual purpose of strengthening the networks of national authorities with various responsibilities relating to host nation support, and of developing skills and expertise in information management by simulating real emergencies.
- **The Large-scale Field Exercise** will test the cooperation between rescue teams from all Partner Countries, as well as from selected the Union CP Mechanism Participating Countries.

3.3. OBSERVATIONS FOR PROGRAMME SUCCESS

The achievement of the activities presented below would require utmost commitment from Partner Countries. Not only that support and participation from the key national partners – civil protection and disaster management authorities would be required, but also the involvement of other national disaster risk management stakeholders will be crucial to maximising the sustainability of the programme's outputs. Therefore a high level of effort would be devoted to ensure active involvement of as many stakeholders as possible in Programme implementation that lay ahead of us.

3.4. OVERALL 4-YEAR WORK PLAN

The 4-year PPRD East 2 Work Plan presents the activities, methodology and approaches the Expert Team will utilize in order to assist Partner Countries to achieve results stated in the ToR. The activities planned for the years 2-4, presented in the overall Work Plan, are of a more flexible nature than the ones planned for the first year, with an aim to allow adjustment to the budgetary limitations as well as to potential needs and priorities that might arise, either from EU or from Partner Countries. All activities, planned to be implemented, during the first year of implementation (December 2014 – November 2015) are presented in details in the Chapter 3.5 Detailed first year Plan of Action.

3.4.1. Inception Phase

The inception phase is the crucial period for the successful launch of the Programme implementation. It has been implemented in the period December 2014 – February 2015, concluded with the submission of the Inception Report to the EU.

3.4.2. Activity Area A

Activity Area A will address the approximation of Partner Countries to the EU Floods Directive, development and/or further improvement of national risk assessments as well as the improvement of Partner Countries' legislative and institutional civil protection/disaster risk management framework.

Activity A.1 Capacity Building for the Implementation of the EU Floods Directive and for addressing flood prevention

Under Activity A.1 capacity building activities including on the job trainings will be undertaken addressing: development of flood hazard maps and flood risk maps (as per Chapter III of the Directive 2007/60/EC); development of guidelines for the development and adoption of Floods Risk Management Plans (as per Chapter IV of the Directive 2007/60/EC) and development of national roadmaps with outstanding challenges and opportunities for the adoption of the EU Floods Directive in the Partner Countries. The adoption of thus developed legal documents is the responsibility of the key beneficiaries supported by appropriate national authority in charge for flood management and relevant/dedicated Parliamentarian committee.

The following tasks and subtask have been perceived within this Activity:

- **Task A.1.1 Update on EU Floods Directive adoption in ENPI-EAST region**
 - Subtask A.1.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses
 - Subtask A.1.1.2 Preparation and organization of the Regional Workshop on Floods Directive
- **Task A.1.2 Trainings for strengthening of capacities needed for the implementation of EU Floods Directive**
 - Subtask A.1.2.1 Drafting the Guidelines on Flood Risk Management
 - Subtask A.1.2.2 Preparation and organisation of National Flood Risk Management Workshops

In total, 6 national workshops will be organised in the period December 2015 – March 2016 with the following objectives:

- Present, discuss and re-draft, together with the workshops participants, the Guidelines on Flood Risk Management
- Address all stages of the flood risk management, as approached by the EU Floods Directive.

- Facilitate round table discussion at the national level between disaster managers and scientists/technicians thus obtaining the complete comprehension of the requirements for the approximation to the EU Floods Directive.

Expected results are:

- Finalisation of the 6 National Road Maps addressing outstanding challenges, opportunities and way forward for the adoption of the EU Flood Directive in the specific Partner Country during the implementation of the PPRD East 2.

As a follow-up to national workshops, 2 Sub-regional Road Maps and one Regional Road Map will be finalised and the adaptation of the Guidelines on Flood Risk Management to the PPRD East environment will be developed.

Proposed sessions/topics that will be presented/addressed at national workshops:

- Full comprehension of the requirements for the approximation to the EU Floods Directive, cross cutting discussions between managers and scientists/technicians
- Interactive sessions on flood risk management
- Final drafting of National Road Map addressing outstanding challenges and opportunities for the adoption of the EU Flood Directive in particular Partner Country
- Definition of additional inputs for the finalisation of 2 Sub-regional Road Maps with specific focus on trans-boundary issues in integrated flood management, as well as for the finalisation of the Regional Road Map.

National Workshop will be organised in the period December 2015 - March 2016.

▪ **Task A.1.3 Development of flood hazard maps and flood risk maps**

This Task will deliver Guidelines on integrated flood management in continuity both with the EU guidelines on risk assessment, the EU Flood Directive and the Hazard and risk assessment methodology developed for the Partner Countries during PPRD East phase 1. As a part of this Task, one river basin will be selected as a Case Study of a detailed flood risk assessment.

Activity A.1 will be implemented in the period March 2015 – November 2016.

Activity A.2 Development and/or further improvement of national risk assessments

Activity A.2 will build upon the hazard and risk assessment methodology developed in Phase 1 by the Partner Countries as well as on activities planned under A.1, C.1 and C.2. This activity will raise the capacity of Partner Countries to undertake multi-hazards risk assessments and disaster risk management planning in order to pave the road for the development of the National and Sub-National Disaster Risk Management Plans.

- **Task A.2.1 Capacity building activities for multi-hazard risk assessments and disaster risk management planning**
- **Task A.2.2 Multi-Risk Disaster Assessment at National Scale**
- **Task A.2.3 Disaster Risk Management Planning at national and sub-national scale**

Activity A.2 will be implemented in the period **December 2015 – November 2017**.

Activity A.3 Provision of support for the improvement of countries' legislative framework and inter-institutional arrangements

With this activity the analysis of the current status of adoption of recommendations provided through the PPRD East Programme Phase 1 will be undertaken and thus the update of country profiles. After the presentation of updated country profiles to the EU and Partner Countries, the further steps will be undertaken to institutionalise “mandatory” – Host Nation Support, inclusion of DRR in public spending – and selected “optional” thematic topics, in conjunction with task A.2.3, task B.1.2, activity B.2, activity C.2 and activity E.1.

- **Task A.3.1 Update of Country profiles**

- Subtask A.3.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses
- Subtask A.3.1.2 Drafting the update of Country profiles
- Subtask A.3.1.3 Presenting the updated Country profiles to Partner Countries

- **Task A.3.2 Support for recommendation uptake**

Activity A.3 will be implemented in the period **April 2015 – August 2018**.

3.4.3. Activity Area B

The capacity building programme aimed to achieve Result B will consist of the following elements:

Activity B.1 Capacity building through civil protection trainings and exchange of information, expertise and best practice regarding the EU Civil Protection Mechanism

- **Task B.1.1 Strengthening Network of National Programme Coordinators and Operational 24/7 Contact Points**

The network of National Programme Coordinators (NPC) and the operational 24/7 contact points will be strengthened through their participation in the NPC regular meetings, in the EU Civil Protection Forums, in the Table Top Exercises (TTX), in the civil protection trainings and, in general, through their active participation and contribution to the realisation of the whole activity B. This task will be implemented throughout the whole duration of the Programme – February 2015 – November 2018.

- **Task B.1.2 Capacity Building through Lessons Learnt (LL)**

In order to strengthen the ability in the Partner Countries to develop their emergency management systems through past experiences, the Expert Team will assist Partner Countries to establish/strengthen their procedures in the field of lessons learnt focusing on presenting the LL approach and especially on implementation of recommendations developed during the regional filed exercise. This task will be implemented in the period March 2015 – September 2018.

- **Task B.1.3 Civil Protection Training Programme**

The dual purpose of the Civil Protection Training Programme is to provide the participants with better knowledge and understanding of the functions and possibilities within the Union Civil Protection Mechanism, and to strengthen the networking between relevant officials in the partner countries and between these and civil protection officials in EU Member States, especially those hosting the training courses. It is suggested to the countries that half of the participants should come from organizations other than the civil protection authorities. In particular, ministries of foreign affairs, health, water management, agriculture, transport and infrastructure, police, border control and the military could be relevant participants in the courses. As HNS is seen as a key element also in the OPM courses, the same 50/50 division of participants is, suggested, to be maintained for the OPM courses. In addition, there should be a logical connection between the experts trained in the courses and the ones to be involved in the HNS TTXs (ideally the same people).

○ Subtask B.1.3.1 Basic Training Courses

The Basic Training Courses, with up to 24 participants each (four from each Partner Country), will be conducted at the DEMA Technical School at Tinglev, Denmark. The curriculum of the basic training will cover introduction to the large-scale disaster environment, the international actors in disaster relief, specifically the EU Civil Protection Mechanism, the disaster prevention – preparedness – relief – recovery continuum, basic principles for Host Nation Support, cultural awareness, and basic principles for civil-military cooperation in disaster relief.

The course will be conducted as a mixture of lectures, group work, and exercises. The basic training will be conducted in a manner that will promote the participants to come together and creating network between the experts in the Partner Countries. The course will do so by using modern adult learning methodology and principles that ensures high involvement by the participants, thus increasing the outcome of the training. To ensure high involvement the training will use relevant scenarios from the Electronic Regional Risk Atlas.

KE2 and NKE HNS will do the detailed planning of the courses, in cooperation with National Programme Coordinators. It is foreseen that the course will be conducted mostly in English with simultaneous interpretation to Russian.

Suggested dates for the Basic Training Courses are:

- BAT1 June 15-19, 2015
- BAT2 August 31 –September 4, 2015
- BAT3 November 9-13, 2015
- BAT4 November 30 –December 4, 2015

○ Subtask B.1.3.2 Operational Management Training Courses

Two Operational Management Training Courses will be conducted with up to 24 participants each (four from each Partner Country). The participants in the courses should have completed a Basic Training Course. The courses will be conducted at the DEMA Staff College at Snekkersten, Denmark.

The curriculum of the Operational Management Training Course will include an in-depth discussion of the roles and functions of international actors in disaster prevention and relief (the EU Civil Protection Mechanism, ECHO, the UN OCHA and specialised agencies, the Red Cross (IFRC and ICRC), regional bodies, and non-governmental organizations). The course will further include such subjects as early warning, establishment and functions of an OSOCC, team deployment procedures, risk assessment and field security.

Lectures and group work will be supplemented by an exercise based on a fictitious scenario with injects taken from relevant scenarios from the Electronic Regional Risk Atlas. As with the Basic Training Course, the course will use modern adult learning methodology and principles and build on the experience with coordination between independent organisations in disaster management training.

KE2 and NKE HNS will do the detailed planning of the courses, in cooperation with NPCs. Ideally the course will be conducted mostly in English, but with interpretation into Russian.

Suggested dates for the Operational Management Courses are:

- OPM1 May 2-6, 2016
- OPM2 June 27 – July 1, 2016

○ Subtask B.1.3.3 Advanced Training Courses

The Advanced Training Courses will be conducted at the Crisis Management Centre (CMC) Finland with a maximum of 24 participants (four from each Partner Country) who have previously completed the Basic and the Operational Management Training Courses either within the PPRD East 2 or during the PPRD East Programme Phase 1.

The courses will look at the most recent developments concerning the international organizations, in particular the latest legislation for the Union Civil Protection Mechanism (Decision 1313 of 2013), the UN Transformative Agenda, and the IFRC initiatives for the development of International Disaster Relief Legislation. The courses will include discussions of best practices and lessons learnt from disasters both in Europe and worldwide, and the participants will be invited to share their own experiences and include relevant elements from the Electronic Regional Risk Atlas.

It is proposed to invite high-level representatives of the main international organizations (EU, UN, IFRC) as guest lecturers and participants in a panel of experts. The interaction between the participants will be stimulated through discussions and group work and an on-going simulation exercise.

KE2 and NKE HNS will do the detailed planning of the courses, in cooperation with NPCs. The Advance Training Courses will be conducted in English.

Suggested dates for the courses are as follows:

- ADT1 -first quarter on 2016
- ADT2 March 6-10, 2017 (dates TBC)
- ADT3 May 15-19, 2017 (dates TBC)

Activity B.2 Capacity building through table-top exercises on Host Nations Support (HNS)

Experience from recent calamities, e.g. the May 2014 floods in Serbia and in Bosnia & Herzegovina demonstrated that arrangements need to be prepared, and in hand, for the reception and support of incoming rescue teams from Europe and from countries outside Europe. Officials, who had previously attended the EU Civil Protection courses within the IPA programme, successfully coordinated the HNS in these two countries. Further, the 2005 Hurricane Katrina and the 2011 tsunami that hit Japan demonstrated that even some of the richest and most highly developed countries may be faced with the need of disaster assistance from abroad, hence with the need to plan for HNS arrangements.

HNS is not a task only for the national civil protection/disaster risk management authority. It is a multi-disciplinary effort involving such various authorities as Foreign Affairs, Customs and Border control, Police (escorting foreign teams to areas of deployment), Health (concerning recognition of medical qualifications of foreign doctors and nurses, and approving the import of pharmaceuticals), veterinary authorities (concerning arrival of search dogs from abroad), and possibly several others.

It is therefore proposed that HNS be included as a subject during all civil protection capacity building events under the Programme. In particular, it is proposed that 50% of the participants in the civil protection trainings especially in the BAT should come from authorities other than civil protection. Likewise, it is imperative that the Table Top Exercises (TTX) involve representatives of all relevant authorities in order to encourage a realistic experience of the need for cooperation and coordination. It should be ensured as far as possible that the experts trained in the courses are also involved in the TTXs.

It is the aim that HNS be seen as an integral part of disaster risk management planning and that the drafting of legislation/sub-legislation should facilitate approximation within the Partner Countries to the EU HNS Guidelines. The HNS NKE will play a vital role in ensuring that HNS is addressed across the spectrum of activities within the PPRD East 2, and will assist Partner Countries in developing/drafting the HNS legislation/sub-legislation. The adoption of thus developed legal documents is the responsibility of the key beneficiaries supported with relevant/dedicated Parliamentary committee.

▪ **Task B.2.1 Conduct of one HNS Table-Top exercise in each Partner Country**

The main vehicle to achieve the aims of task B.1.1 will be the conduct of a series of TTXs. Our initial proposal was to conduct two exercises for three countries each. On reconsideration, we consider to be more useful in the first instance to conduct a dedicated TTX in each of the Partner Countries (TTX1 a – f). We suggest the exercise should be conducted in the national 24/7 operational crisis/emergency management centre and should involve all national authorities with responsibilities in regard to disaster response and host nation support (civil protection, customs, police, military, health etc.). KE2 and NKE HNS will do the planning and conduct of the TTX, in close cooperation with the respective NPC. NKE Lessons Learnt will also attend the exercises, and the opportunity of the exercises will be taken to analyse how best to incorporate lessons learnt from the exercise into future plans and guidelines, and especially how to improve/develop SOP for national crisis/emergency management centre. It is foreseen that the conduct of each exercise will be done during 3 days, one day to set-up the exercise, one day to conduct the actual exercise, and one day for “wash-up” and to discuss lessons learnt.

As the Programme has received the request from the Civil Protection and Emergency Situation Service of the Ministry of Internal Affairs of Moldova presenting their urgent need to develop SOP for the functioning of the new crisis management centre, the proposed dates for TTX1a to be organised in Moldova are

- TTX1a September 22-24, 2015, Moldova

Draft SOP will be developed before the TTX1a and tested during the exercise.

Suggested dates for the remaining 5 table-top exercises have been proposed to Partner Countries as follows:

- TTX1b February 9-11, 2016
- TTX1c February 23-25, 2016
- TTX1d April 5 – 7, 2016
- TTX1e April 19-21, 2016
- TTX1f May 17-19, 2016.

▪ **Task B.2.2 Conduct of one multi-country HNS TTX**

After conducting the six single-country TTXs, and prior to the finalisation of plans for the large-scale field exercise, one Regional TTX (TTX2) will be conducted involving all six Partner Countries plus the ERCC and possibly operational centres in one or two states participating in the Union Civil Protection Mechanism. The DISTAFF for the exercise may be operating from DEMA HQ, or from another suitable venue, e.g. the ERCC (preferably). In each of the six Partner Countries, one NKE will as-

sist as team trainer and liaison to the overall exercise direction. Again, the thematic focus will be on HNS, including HNS for rescue services passing through a “third” country (e.g. rescue teams from Belarus passing through Ukraine or from Moldova passing again through Ukraine). The triggering disaster scenario could be a combination of natural and industrial hazards. The scenario is, however, of minor importance as the focus will be on coordination and communication, as this will be a test of communications and interoperability.

Suggested dates for the multi-country/regional TTX are July 11-12, 2017.

Activity B.3 Capacity building through full-scale field exercise

In preparation of the full-scale field exercise, an exercise planning team will be established in year 2. The team will include the KE2, an Exercise Director and experts with specific tasks relating to the exercise (logistics, exercise control, communications, security, evaluation, and HNS). Aiming to provide Partner Countries’ experts an opportunity to work with the experts from the Union CP Mechanism Participating States and thus to obtain the first-hand experience in preparing, organizing and conducting the full-scale field exercise, the Programme expects that the latter experts will be provided by the Partner Countries, and in particular the Partner Country hosting the exercise. Three planning conferences are foreseen with the participation of the exercise planning team and nominated exercise planners from the Partner Countries. The exercise planners will be invited to participate as observers at relevant EU Civil Protection exercises taking place during the course of the second half of 2015 – the first half of 2017. It should be a prerequisite that the planners have participated in at least the BAT training, preferably also in the OPM training course.

The exercise-planning phase will provide an opportunity to introduce the DEMA guidelines on exercise planning. Also the lessons learnt concept would be used already in the planning phase.

▪ Task B.3.1 Conduct of three planning conferences

At the first planning conference, the Partner Countries will indicate their desired level of participation, and the subject areas they are particularly keen to train. The conference will seek to define the objectives and desired results of the exercise. The Partner Countries will then, at the second conference, consider a draft exercise scenario and the corresponding budget. The final conference will finalise the arrangements, including the observers’ programme.

○ Subtask B.3.1.1 Conduct the Initial Planning Conference (IPC)

The initial planning conference (IPC) will be held, hosted by DEMA, on the suggested dates of February 14-16, 2017.

○ Subtask B.3.1.2 Conduct the Medium Term Planning Conference (MPC)

CMC Finland will host a medium term planning conference (MPC) on the suggested dates June 14-16, 2017. The MPC will seek to obtain commitment from the Partner Countries as to the teams they will make available for the exercise. Taking into account the overall budget for the exercise, the number of participants will be determined at the IPC, and wishes for training of specific competencies (USAR, Flood Rescue, hazardous materials) will be identified. In addition to the six Partner Countries, one or two EU CP Mechanism Participating States will be expected to participate, as will a representative of the ERCC.

At the MPC, final decisions will be made concerning the timing and the venue for the exercise, the scenario(s), the participating teams, and the procedures for the Exercise Control (EXCON) and the Directing Staff (DISTAFF). On this basis, a detailed scenario and a Master Scenario Events List

(MSEL) can be presented to the Commission for approval prior to the Final Planning Conference.

- Subtask B.3.1.3 Conduct the Final Planning Conference (FPC)

The Final Planning Conference (FPC) will take place six weeks before the conduct of the exercise. Suggested dates are September 5-7, 2017. This would be to complete all detailed arrangements.

- **Task B.3.2 Conduct of the Full-Scale Field Exercise**

A full-scale field exercise is planned to take place in the second half of 2017, suggested dates October 16-19, 2017, at a location to be designated⁴. All Partner Countries will be invited to participate with rescue teams, the specialties and composition of which will be determined through the conduct of the three planning conferences. In addition to teams from the Partner Countries, it is also proposed to invite teams, or groups of technical experts, from states participating in the Union Civil Protection Mechanism.

For the purpose of demonstration, it is proposed to establish an On-Site Operations Coordination Centre (OSOCC) together with a Local Emergency Management Authority (LEMA). In order to ensure the full activation of all participating teams, the incidents will be pre-scripted and teams allocated to specific tasks. This will mean that the decisions to be taken by the LEMA/OSOCC will have to be pre-scripted as well. Experience from previous EU CP exercises show that free play for the OSOCC can result in the non-allocation of tasks to some of the participating teams. However, as the LEMA/OSOCC interface will be tested through the TTXs, it is more important that the rescue teams experience a worthwhile participation in the field exercise.

It is expected that the OSOCC will include liaison officers from the Partner Countries working together with an EUCP Team, ERCC liaison officer, associated UN (UNDAC) experts, and the local authorities. Close communications will be established with the ERCC and the 24/7 operational centres in the Partner Countries.

Depending on the wishes of the Partner Countries, the scenario can include floods and landslides, rescue of people from collapsed buildings as a result of an earthquake or gas explosion, industrial accidents involving hazardous materials, and transportation accidents (rail or road).

It is expected that the exercise will run over four days (day 1: arrival of teams, establishment of camps and OSOCC; day 2: exercise activities; day 3: exercise activities, day 4: final activities, evaluations, presentation of certificates, preparations for departure, closing dinner). It is expected that each of the Partner Countries, and at least one Participating State of the EU CP Mechanism, participate with rescue teams of up to 24 persons each. It is expected that high-level observers from the Partner Countries and the EU Commission will be present, for which purpose an observers' programme will be prepared. The exercise will also attract the attention of national and international media.

During the exercise, team trainers will be following the activities of each of the participating rescue teams. In order to maximize the learning effectiveness and to evaluate whether the exercise objec-

⁴ So far, Belarus and Moldova have both offered to host the exercise.

tives are fully met the team trainers will do short and immediate After Action Reviews (AAR). At the end of the exercise (day 4) the team trainers will conduct a detailed debriefing (“hot wash-up”) of their respective teams.

▪ **Task B.3.3 Evaluations and Lessons Learnt**

Three weeks after the exercise, on the suggested dates of November 7-9, 2017, the evaluators, observers, team trainers and the leaders of each rescue team will participate in a conference to conduct an overall evaluation of the exercise and to identify best practices and lessons learnt. The Conference will address in-depth the possibilities of converting the LL into concrete recommendations for revision and possible amendment of existing plans, procedures, and, if necessary, legislation. The participation of the host nation representatives and the experts mobilized by the ERCC, as well as ERCC officials in the evaluation conference will be particularly important. This task will be conducted in conjunction with the Task B.1.2 Capacity Building through Lessons Learnt (LL) and Task A.3.2 Support for recommendation uptake.

This activity B will be implemented in the period March 2015 – September 2018.

3.4.4. Activity Area C

ERRA represents one of the main achievements of PPRD East Programme Phase 1, and as such, the PPRD East 2 will build heavily on such an asset. The demand from Partner Countries of deepening the knowledge on how to use and update the system aroused strong interest at the end of the Phase 1 and so we will further develop ERRA and determine the new functionalities of the system to support their needs.

Activity C.1 Further development of the ERRA

▪ **Task C.1.1 Further improvement of ERRA**

- Subtask C.1.1.1 Planning and organisation of Regional ERRA Workshop
- Subtask C.1.1.2 Development and implementation of ERRA upgrades (quantitative and qualitative)

▪ **Task C.1.2 Interoperability of ERRA**

- Subtask C.1.2.1 Planning and organisation of Regional ERRA Interoperability Training
- Subtask C.1.2.2 Enhancement of ERRA interoperability

Activity C.1 will be implemented in the period April 2015 – August 2018.

Activity C.2 Improving national disaster loss data collection and processing

▪ **Task C.2.1 Survey of existing methodologies, databases and tools**

- Subtask C.2.1.1 Short follow-up mission
- Subtask C.2.1.2 Preparation and organisation of Regional Workshop

▪ **Task C.2.2 Recommendations for establishing a system for the systematic collection of disaster loss data**

- Subtask C.2.2.1 Development of recommendations as a part of the updated Country Profiles
- Subtask C.2.2.2 Presentation of recommendations

Tasks C.2.1 and C.2.2 will be implemented in the period April – November 2015.

▪ **Task C.2.3 Support to interested countries for the implementation of a system for collection of disaster loss data**

The activity is dedicated to support all interested Partner Countries, in further implementing a system for collecting disaster loss data, according to the funds availability in the project. The support will be accomplished with the following actions: develop a tool-kit with each of the 6 Partner Countries as an operational methodology for assisting operators for the collection of data; training of operators on the use of the tool-kit in all 6 Partner Countries; and only in the case of interested Partner Countries and depending on funding availability, assist interested Partner Countries in the development of an action plan for the implementation of the system and to facilitate the implementation of the system.

- Subtask C.2.3.1 Development of a tool-kit

Within this subtask, a tool-kit in each of the 6 Partner Countries, to be used as an operational methodology for assisting operators for the collection of data, will be developed in close cooperation with the national experts - civil servants delegated by the key beneficiary and/or other relevant national authority. The tool-kit will support operators in the operational collection of data on losses. This will be realized on the base of the results of the review and country surveys, and will cover several sectors and will be multi-lingual. The tool kit will contain the operational guidelines and recommendation for collection of loss data in line with EU recommendations; it will also provide a uniform set of operational definitions for: hazard, effects and loss indicators, indication of source of data and methodologies for economic assessment of historical disasters. The tool kit will be complemented with a dedicated software module completely integrated into the ERRA system. The ERRA module will facilitate operators in their activity of data collection, archive and analysis. The module for data loss accounting and analysis on IT software will interface with data loss collection and analysis. This subtask will be implemented in the period December 2015 - August 2016.

- Subtask C.2.3.2 Training of operators to use tool-kit

Training of operators on the use of the tool-kit will be implemented with one intensive national training workshop (3 days) per Partner Country with participation of national and local institutions. Within the WS the participants will be thought on how to use the toolkit developed within the subtask C.2.3.1. Both data collectors and institutions actively involved in the data collection will participate. A participation of about 30 people per workshop is foreseen. The subtask will be implemented in the period September – December 2016.

- Subtask C.2.3.3 Facilitation of the implementation of the system

Based on the interest expressed by the Partner Country (and depending on funding availability) the assistance to the development of the national plan of action for the system implementation and facilitation for the system implementation will be provided to the interested Partner Country/ies. The facilitation of the implementation of a system for systematic collection of loss data will be accomplished by: organization of one intensive national training workshop (3 days) with participation of national and local institutions; support to the country specific historical data collection (two data collectors should be appointed by Partner Country); development of a final publication on the country risk profile; providing remote assistance to operators for the operational utilization of the system with the established procedure. This subtask will be implemented in the period January 2017 – June 2018.

- Subtask C.2.3.4 Organisation of the Regional Workshop for Result Dissemination

Regional workshop for result dissemination will be organized in July 2018.

Activity C.2 will be implemented in the period April 2015 – July 2018.

3.4.5. Activity Area D

Activity D.1 Review and Further development and implementation of the Communication Strategy

Effective communication is a vital element in preparing target groups for emergency situations. Therefore, PPRD East 2 is also about communicating: facilitating the circulation of information about disaster risk management, providing on demand information on specific aspects, raising the awareness of the population on specific risks and on how to address them, developing national capacities for risk communication and for communicating during emergencies.

PPRD East 2 Communication Strategy will be multi-level (e.g. addressing different layers of disaster risk management stakeholders: population, civil protection volunteers, civil protection professionals, parliamentarians, journalists, youth) multi-subject (in the sense that it will be able to reflect on one side the specific risk profile of each Partner Country and on the other side its specific priorities) and multi-media (various media will be combined in order to adopt best options for getting key messages through identified stakeholders depending on national cultural and social frameworks).

PPRD East 2 communication activities will be designed and implemented taking into account the overall strategy, the national priorities and contexts as well as the availability of resources.

- **Task D.1.1 Revision and update of the PPRD East Communication Strategy**

PPRD East Communication Strategy will be revised and updated to adopt the new multi-level, multi-stakeholder, multi-subject and multi-media approach and to incorporate national priorities indicated by Partner Countries during the follow-up assessment missions. Revised and updated PPRD East Communication Strategy will be presented in October-November 2015 as part of the presentation of the updated Country Profiles. Afterwards, every year, achieved results will be evaluated against expected ones, national priorities will be verified with Partner Countries and the Strategy will be revised accordingly along with planned actions for next year.

- **Task D.1.2 National awareness raising campaigns on disaster risk management**

and

- **Task D.1.3 National media campaigns on disaster risk management**

Task D.1.2 and Task D.1.3 will be merged. Support to the organisation of a national campaign on a thematic topic is one of the options that will be proposed to Partner Countries. According to the Partner Country's priority, the identified targets and the objectives (awareness raising, development of a national civil protection volunteers network, family or community preparedness) messages will be identified and a combination of media will be identified in close collaboration with national communication experts from the national civil protection/disaster risk management authorities and with journalists. Media will include traditional and new media. Focus will be put on younger generations. Proposed implementation period is December 2015 – November 2017.

- **Task D.1.4 Awareness raising in schools**

- Subtask D1.4.1 Assessment of existing awareness raising activities at school level in Partner Countries
- Subtask D.1.4.2 Development and implementation of school awareness raising

- **Task D.1.5 Continuation of initiated work with journalists**

- Subtask D1.5.1 Assessment of PPRD East Journalist Network

and

- Subtask D.1.5.2 Further development of the PPRD East 2 Journalist Network

PPRD East Phase 1 journalist network proved a good resource for developing Programme visibility actions. Also the training provided to journalists is considered one of the success stories of the first phase.

On the basis of the assessment of the PPRD East Journalist Network following activities will be planned:

- Expansion of the network with the involvement of other journalists and other national communication actors (bloggers)
- Further training can be planned on the following subjects: “including economic, technical and scientific information in risk management communication”, “raising awareness of exposed populations”, “involving politicians/parliamentarians in risk management communication”, “the role of media in the response to emergencies and coordination with the national civil protections”
- Involvement of the journalist network in the design (and possibly implementation) of national PPRD East 2 communication activities
- Further Involvement of journalists of the network in the Programme visibility actions (e.g. participation in workshops, meetings, conferences, exercises).

Activity D.2 Collaboration with the EU Delegations and coordination with other disaster risk management initiatives in Partner Countries

▪ Task D.2.1 Synergies with the other disaster risk management initiatives

Information dissemination and communication activities will be coordinated with other past and on-going disaster risk management initiatives in Partner Countries. Wherever possible complementarities and potential synergies will be identified and put in practice, duplication of efforts will be carefully avoided and the Programme will on one side built upon the results achieved and the lessons learned by other initiatives, and on the other side it will try to extend/replicate/adapt activities which already revealed successful.

For this an inventory of past and on-going disaster risk management initiatives in Partner Countries will be created including details on relevant information/communication activities and material and lists of contact persons. Discussions will be carried out all along Programme duration in view to identify and establish synergies.

This activity will be implemented in the period December 2014 – November 2018.

▪ Task D.2.2 Coordination with EU Delegations

Programme visibility actions at national level will be coordinated with the EUDs.

This activity will be implemented in the period December 2014 – November 2018.

3.4.6. Activity Area E

Activity E.1 Fostering volunteerism in disaster risk management

▪ Task E.1.1 Improving National Volunteer System

- Subtask E.1.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses
- Subtask E.1.1.2 Development of Action Plans

- Subtask E.1.1.3 Implementation of national Action Plans
- **Task E.1.2 Conduct national campaigns on the promotion of EU approach to volunteerism**
 - Subtask E.1.2.1 Develop national campaigns
 - Subtask E.1.2.2 Implement national campaigns

Developing national civil protection volunteer's networks will be one of the options proposed to Partner Countries for the implementation of national campaigns.

Modalities will be agreed with national civil protection authorities, yet it will be suggested to formulate a multi-annual promotion plan for the creation/development of national volunteer's networks according to good practices in the EU. Those plans are to include operational training of candidate volunteers, establishment of certified volunteers associations, establishment of linkages between national civil protection authorities and volunteers associations (for continued training, definition of activation procedures...), training of civil protection officers on mixed team (professional-volunteers) management, inclusion of volunteers associations in emergency plans.

PPRD East 2 will support national civil protection authorities in the development, and in the implementation, of those plans (depending of the budgetary availability). Campaigns will also aim to motivate citizens to join the volunteer's network.

Activity E.2 Ensuring Project Visibility

- **Task E.2.1 Develop and implement Visibility Plan**
 - Subtask E.2.1.1 Develop Visibility plan
 - Subtask E.2.1.2 Implement Visibility plan

Visibility and communication plan will include clear strategy for communication activities and the plan for ensuring visibility in compliance with the Communication and Visibility Manual for EU External Action for the whole duration of the Programme.

The Programme will build upon the visibility tools and dissemination channels developed during the previous phase. The PPRD East 2 Visibility Plan will include the production and dissemination of electronic newsletters, a press release for all Programme events, update and maintaining of the Programme web site, provide content to Capacity for development platform, development of the Programme mailing list, update and maintaining of the presence on social media, involvement of the Programme journalist network in the design and implementation of visibility actions, production and distribution of visibility material.

Visibility plan will be implemented in collaboration with the national civil protection authorities of the Partner Countries and with the support of National Programme Coordinators throughout the duration of the Programme.

Activity E.3 Programme Management

- **Task E.3.1 National Programme Coordinators meetings**

National Programme Coordinators meetings will take place usually once per year, immediately before the Steering Committee meetings, to discuss and negotiate technical and operational aspect of Programme implementation. However, ad-hoc meetings will be organised if needed.

- **Task E.3.2 Steering Committee meetings**

Steering Committee meetings will take place once per year, usually after the even progress report, in order to receive the report on the activities implemented and achievements accomplished during the previous implementation year, and to be presented with, and to endorse, the work plan for the forthcoming implementation year. Steering Committee meetings will be scheduled, if feasible, back-to-back with the EU Civil Protection Committee meetings, with an aim to facilitate and attract participation of the Member States at the PPRD East 2 SC meetings.

- **Task E.3.3 National Advisory Groups meetings**

National Advisory Group meetings will be held twice per year with an aim to inform and receive feedback on the PPRD East 2 planned activities and accomplished achievements from national civil protection and disaster risk management stakeholders. Governmental institutions, academic and scientific community, private sector, NGOs and CSOs, media and international organisations will be invited to participate.

- **Task E.3.4 Programme Reporting**

As prescribed by the ToR, progress reports containing short description of technical and financial progress including problems encountered, the planned work for the next 6 months accompanied by an invoice and the expenditure verification report, an analysis of the contribution of the project to the results, and one page annex per country, will be submitted to the EU, no later than 1 month, after the end of each 6-months implementation periods. A summary of the progress reports will be published on the website.

3.5. DETAILED FIRST YEAR PLAN OF ACTION

Plan of Action for the first 12 months of implementation, containing two reporting periods including the inception phase - reporting period #1 December 1, 2014 – May 31, 2015 and reporting period #2 June 1 – November 30, 2015 – is provided in Annex 4.

Focus of activities in the reporting period #1 will be on inception phase – setting up the regional office, mobilization of the team, kick-off meetings, development, approval and endorsement of the Work Plan, collection and analyses of data and information through brief initial fact-finding missions (February 2015) and through follow-up short assessment missions and desk-top analyses (April – June 2015), establishment of the Steering Committee and the appointment of the National Programme Coordinators (January 2015), organisation of the First PPRD East 2 Steering Committee meeting (March 24, 2015) preceded by the first National Programme Coordinators meeting (March 23, 2015), development of the visibility and communication plan (March - April 2015), organisation of the first round of National Advisory Group meetings (as a follow-up to the Steering Committee meeting – April 2015), participation at the EU CP Forum (May 6-7, 2015), organisation of Regional ERRAs Workshops (May and June 2015), work with the journalist network established during the Phase 1 and development of the PPRD East 2 Communication Strategy.

In the reporting period #2 focus will be on the update of Country Profiles - analyses of collected information, identification of gaps, development of recommendations and road maps for the institutionalisation of thematic topics, and finalisation of the updated Partner Countries' profiles (July-September 2015), organisation of all four BAT training courses and one national HNS TTX (Moldova, September 2015), organisation of the Regional Workshop on Disaster Loss Data (July 2015) and the Regional Workshop on Floods Directive (September 2015), observation of the EU CP field exercise (November 2015), organisation of the second round of NAG meetings (in October-November 2015), back-to-back with the presentation of the updated Country Profiles, and finalisation and endorsement of the PPRD East 2 Communication Strategy.

Specific activities are presented below.

3.5.1. Inception phase

Activity I Project Management and Administrative Tasks

Task I.I Mobilization of three Key Experts in December 2014 – March 2015

Task I.II Mobilization of consortium backstopping resources in December 2014

Task I.III Mobilization of Local Coordinators in the period December 2014 – March 2015

Task I.IV Mobilization of long-term non-key experts that will be assimilated to the Core Expert Team in the period December 2014 – February 2015

Task I.V Mobilization of Key Beneficiaries – national civil protection/disaster risk management authorities: establishment of the PPRD East 2 Steering Committee and nominations National Programme Coordinators in the period December 2014 – February 2015

Task I.VI Establishment of regional Programme office in Kyiv, Ukraine, dedicated programme office at DEMA premises in Denmark and of internal administrative rules and procedures in December 2014.

Activity II Consultation with Contracting Authority and Kick-off meeting

Task II.I Consultations with the Contracting Authority - EU Programme Manager - and other representatives of the European Commission, primarily with DG ECHO and DG NEAR, but also DG DEVCO, JRC and others will be undertaken and promoted throughout the whole PPRD East 2 implementation period – December 2014 – November 2018.

Task II.II Kick-off meetings with EU Programme Manager, DG ECHO and DG NEAR were held in period December 2014 – January 2015.

Activity III Design and Approval of the Work Plan and submission of the Inception Report

Task III.I Design of the first draft Work Plan in the period December 2014 – January 2015.

Task III.II Brief initial fact-finding missions to the Partner Countries have been undertaken in February 2015.

Task III.III Finalization of the Work Plan and Inception report and their submission to the EU in first half of March 2015.

3.5.2. Activity Area A

Activity A.1 Capacity Building for the Implementation of the EU Floods Directive and for addressing flood prevention

- **Task A.1.1 Update on EU Floods Directive adoption in ENPI East region**

- Subtask A.1.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses

The short missions of experts will allow the gathering of documentation and facilitate discussions with the relevant national stakeholders. The purpose and objective of this subtask is to work together with the national experts – civil servants in:

- Collecting existing documentation (both normative and technical) related to the flood risk management
- Initial drafting of national profiles on the status of development and adoption of flood risk management plans
- Initial identification of the gaps and areas of excellence in each Partner Country in the transposition of the EU Floods Directive within their national normative framework.

Main expected result is to develop the initial mapping of good practices and outstanding issues both from a national and regional perspective.

Proposed structure for short missions:

- Meeting(s) with the national stakeholders will be held with an aim of presenting the advantages offered by the EU Floods Directive implementation, the benefits of respective flood risk management planning, and the relevant EU MS experience
- Initial discussion and analyses of collected existing technical and normative documentation supporting the possible implementation of the EU Floods Directive.

This subtask will be implemented in the period April – June 2015.

- Subtask A.1.1.2 Preparation and organization of the Regional Workshop on Floods Directive

Regional workshop will be organized with the participation of all 6 Partner Countries to:

- Discuss state of the art on the approximation to the EU Floods Directive in Partner Countries;
- Analyse good practices and lessons learned in EU Member States and in Partner Countries in flood risk management;
- Present integrated approach on flood risk management with emphasis on trans-boundary rivers, also related to Activity C.1 Further development of ERRA, and
- Development of 6 Draft National Road Maps (starting point for the realization of Task A1.2 Trainings for strengthening of capacities needed for the implementation of EU Floods Directive), 2 Draft Sub-regional and 1 Draft Regional Road Map that identifies common issues to be tackled at regional level including the trans-boundary river catchments issues.

Proposed structure for the regional workshop is:

- Presentation of draft National Profiles defined during the short missions and follow-up analyses period;
- Presentation of good practices by selected EU MS expert(s) and discussion about the challenges in the ENPI East region as per experience of the respective EU MS;
- Round table discussion on integrated approach on flood risk management with emphasis on trans-boundary rivers;
- Parallel working sessions devoted to drafting 6 National Road Maps;
- Parallel semi-plenary working sessions devoted to initial drafting of 2 Sub-regional Road Maps, one for Belarus, Moldova and Ukraine and one for Armenia, Azerbaijan and Georgia.

These Sub-regional Road Maps will explicitly address issues common to the sub region with specific focus on trans-boundary issues in integrated flood management;

- Plenary working session devoted to initial drafting of 1 Regional Road Map.

Preparation for the Regional Workshop will be done in period July-September 2015. The Regional Workshop will be organized on September 15-17, 2015 (venue TBD). Four representatives per Partner Country (24 in total) will be invited to participate.

As part of the preparation process, the hydraulic modeling software Mike 11, used for modeling scenarios of dam breaks, improving the prevention, preparedness and response in specific flood caused by dam or embankments destruction, will be purchased, distributed and installed in Partner Countries. At the Training of modeling of dam break floods, organized during the PPRD East Phase 1, the borrowed license of Mike 11 was used, to avoid the immediate purchase of licenses and to be able to provide to the Partner Countries the full scope of training with all relevant functionalities, which would not be possible using a “free version”. During these two weeks of training, representatives from emergency departments and from other stakeholders (like academy of science, meteorological centers), have been trained on modeling of different scenarios of big flood waves caused by dam breaks, which is the main concern in the region and goes beyond the hydrologic modeling of water discharges and water levels in rivers. After the training Phase 1 has received requests from Partner Countries to obtain at least one license per country to start serious work with this modeling tool. Although the purchase of MIKE 11 was approved within the Phase 1 (Ares(2014)1882768), software was not purchased nor installed in Partner Countries.

- **Task A.1.2 Trainings for strengthening of capacities needed for the implementation of EU Floods Directive**
 - Subtask A.1.2.1 Drafting the Guidelines on Flood Risk Management

In parallel to the preparation of and as a follow-up to the Regional Workshop on Floods Directive organised under the Activity A1.1, the Guidelines on Flood Risk Management adapted from existing international leading institutions and programs will be prepared in order to be presented, discussed and redrafted to adapt them to the PPRD East environment at the National Flood Risk Management Workshops. This Subtask will be implemented in the period July – November 2015.

Activity A.3 Provision of support for the improvement of countries’ legislative framework and inter-institutional arrangements

- **Task A.3.1 Update of Country profiles**
 - Subtask A.3.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses

The short missions of experts will allow the gathering of documentation and facilitate discussions with the relevant national stakeholders. The purpose and objective of this subtask is to collect data, information and existing documentation (both normative and technical) related to the recommendations developed within the PPRD East Programme Phase 1 as well as thematic topics listed below with an aim to undertake fully knowledgeable and educated update of country profiles. Thematic topics that will be of particular interest are:

- industrial hazards and SEVESO Directive;
- data and information sharing and INSPIRE Directive;
- disaster risk management planning;

- disaster risk management communication;
- inclusion of DRR in public spending;
- Host Nation Support;
- lessons learned concept.

This subtask will be undertaken in the period April – June 2015.

- o Subtask A.3.1.2 Drafting the update of Country profiles

Following the collection and analyses of data, information and existing documentation, the updated Country profiles will be drafted in close cooperation with NPCs and delegated national experts – civil servants, to be presented to the Partner Countries. This subtask will be implemented in the period July – September 2015.

- o Subtask A.3.1.3 Presenting the updated Country profiles to Partner Countries

2-days National Workshops (with approximately up to 20 participants) will be organised with the following objectives:

- to present to the Partner Countries the updated Country profiles
- to negotiate next steps for the institutionalization of the “mandatory” thematic topics – flood management and approximation to the EU Flood Directive (in relation to the Task A.1.1 Update on EU Floods Directive adoption in ENPI East region), disaster risk assessment and ERRA (in relation to the Activity C.1 Further development of the ERRA), methodology for disaster loss data collection and processing (in relation to the Activity C.2 Improving national disaster loss data collection and processing), inclusion of DRR in public spending (analyses of mechanisms and recommendations for institutionalization), lessons learned (in relation to the Task B.1.2 Capacity Building through Lessons Learnt (LL)), and Host Nation Support (in relation to the Activity B.2 Capacity building through table-top exercises on Host Nation Support (HNS)), and
- to solicit from Partner Countries their interest by sharing information and committing necessary (human) resources to address and/or institutionalise “optional” thematic topics into their national CP/DRM system.

National Workshops will be organised in the period October - November 2015, back-to-back with the National Advisory Group meetings.

3.5.3. Activity Area B

Activity B.1 Capacity building through civil protection trainings and exchange of information, expertise and best practice regarding the EU Civil Protection Mechanism

▪ Task B.1.1 Strengthening Network of National Programme Coordinators and Operational 24/7 Contact Points

National Programme Coordinators are key and first contact points and permanent and active partners in the implementation of the Programme. As such, their role in the implementation of the civil protection capacity building activities is of the crucial importance. NPCs are seen as key partners especially in the preparation and selection of adequate trainees for the civil protection trainings, for the preparation and selection of multi-sectoral participants of TTXs and as a key link between the expert team and national exercise planners. The strengthening of the NPC network will be done through regular NPC meetings, but also through potential participation of these officials at the EU

Civil Protection Forum in Brussels in May 2015 (and again in 2017) in which connection it is hoped that a special visit to the ERCC will be arranged. Similarly, it is proposed to invite appropriate officials (NPCs and exercise planners - it should be a prerequisite that the planners have participated in at least a BAT training, preferably also an OPM training course) from Partner Countries to participate as observers at relevant EU Civil Protection exercises, including the flood exercise EU SEQUANA in France in October-November 2015, and similar exercises in the following years.

Finally, it is suggested that dedicated study tours/visits be arranged for relevant officials to meet with EU institutions and national operational centres in various States Participating in the Union Civil Protection Mechanism.

As for the operational 24/7 contact points – 35 national experts that have participated at the PPRD East Programme Phase 1 Basic and Operational Management Trainings – they will be invited to attend Advance Training Course as a continuation of their capacity development (Task B.1.3 Civil Protection Training Programme). This task will be implemented throughout the whole duration of the Programme – January 2015 – November 2018.

▪ **Task B.1.2 Capacity Building through Lessons Learnt (LL)**

The aspect of lessons learnt will be addressed in connection with the civil protection activities under Task B. This will cover a systematic, focused and coherent approach for gathering, analysing, disseminating and implementing lessons learned. The Lessons Learned NKE (a senior official from DEMA) in collaboration with other experts will participate in short missions to Partner Countries to obtain information and to discuss with relevant national stakeholders the status of lessons learned approach in their respective Partner Country (as part of the Subtask A.3.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses). He/she will participate in exercises and seminars, and will also organize a dedicated lessons learnt session(s) to discuss the LL methodology (which DEMA introduced to the Union Civil Protection Mechanism), and to explain that a lessons learnt document in itself is of no value unless it is used as a basis for review and possibly amendment of existing strategies, plans and directives. Special attention will be paid to address and implement recommendations developed during the regional field exercise (in relation to the Task B.3.3 Evaluations and Lessons Learnt). If Partner Countries express an interest, technical assistance will be provided to institutionalise lessons learned approach into national disaster risk management system by drafting relevant sub-legislation or similar. This task will be implemented in the period April 2015 – September 2018.

▪ **Task B.1.3 Civil Protection Training Programme**

○ Subtask B.1.3.1 Basic Training Courses

The four Basic Training Courses (BAT 1–4) will be conducted during 2015 at DEMA's Technical School in Tinglev, Southern Jutland (close to the border with Germany). The school provides excellent accommodation and classroom facilities as well as a practical training area, which can serve as a motivating backdrop for any disaster scenario used during the course. It is expected that DEMA will provide the course director while the trainers will be recruited from several countries participating in the Union Civil Protection Mechanism. The courses will include theoretical introduction to the Union Civil Protection Mechanism, international disaster relief coordination, HNS, humanitarian issues, cultural awareness, international deployment, and safety and security. As part of the course, a small role-playing exercise will be conducted. For each course 24 participants will be invited - 4 per Partner Country, in total 96. The courses will be conducted in English, but if required/needed, simultaneous interpretation into Russian will be provided. The schedule of training is:

- BAT 1 - June 15-19, 2015

- BAT 2 - August 31-September 4, 2015
- BAT 3 - November 9-13, 2015
- BAT 4 - November 30 – December 4, 2015.

Activity B.2 Capacity building through table-top exercises on Host Nations Support (HNS)

Initial assessment of the Partner Countries in regard to the application of Host Nations Support principles has been undertaken within the PPRD East Programme Phase 1 with the outcomes presented in the “Study on the provision of International Assistance and Host Nation Support”. As a follow-up, and within the Activity A.3 Provision of support for the improvement of countries’ legislative framework and inter-institutional arrangements Partner Countries will be provided with the technical assistance to institutionalise HNS principles into national civil protection regulatory system. Capacity building through Table Top Exercises (TTX) on Host Nations Support (HNS) is perceived as a crucial practical demonstration of the importance and significance of the inclusion of HNS into national disaster risk management system.

▪ Task B.2.1 Conduct of one HNS Table-Top exercise in each Partner Country

Based on the experience from PPRD East Programme Phase 1, it was found to be difficult to organize training or TTX in the actual operational centres, so the TTXs conducted were held in classrooms and almost exclusively involved officials from the civil protection organizations. The Expert Team has explained to the Partner Countries (during the brief fact-finding missions conducted in February 2015) that the full benefit of conducting the TTXs can only be achieved if they are held in the realistic premises and involve all concerned authorities. The thematic focus of the TTXs will be the Host Nation Support (HNS), and should therefore involve such authorities as Foreign Affairs, Border Control, Police, Military, Transport, Health and Veterinary Departments etc. The single-country TTXs will be directed by the KE2 and the NKE HNS, but will also be assisted by the Lessons Learned NKE. While it is recognized that the single-country exercises will not as such directly strengthen the network of operational contact points, it is nevertheless felt that such a network can only be efficient if the functional cooperation is well established and rehearsed in each country. While most TTX will only take place after the completion of the Basic and Operational Management training courses, one TTX is planned to take place on September 22-24, 2015, in Moldova with approximately 15 – 20 participants. Moldova has requested assistance in the development of SOPs for the newly installed crisis management centre, and this can best be done in connection with a TTX. If necessary, a brief training of the participants will be given prior to the TTX for the benefit of those who may not have attended BAT and OMT courses.

3.5.4. Activity Area C

Activity C.1 Further development of the ERRA

▪ Task C.1.1 Further improvement of ERRA

- Subtask C.1.1.1 Planning and organisation of Regional ERRA Workshop

In order to determine the new functionalities of the ERRA system, and to enlarge the stakeholder platform of ERRA, a Regional Workshop is planned to discuss, and agree, on the update of the ERRA. The Regional Workshop will be targeting both the institutions that actively participated to the first ERRA release, and the institutions that can be potential stakeholders of the system, as well as data providers/consumers. The scope is to review the actual functionalities of ERRA, discuss limitations of the current implementation, mainly in terms of data provision, and analyse and discuss the possible improvements in terms of data feeds and use cases for development. Possible synergies

with other open platforms will be presented and discussed. The idea is to describe the objective of the national roadmaps and to trace a common regional agenda for the ERRA to use in the PPRD East Region. Opportunities of dissemination of the ERRA system in the EU Member States will be discussed as well. Tentative timing for the Regional Workshop is May 19-21, 2015 (venue TBD). Four representatives per Partner Country (24 in total) will be invited to participate.

- Subtask C.1.1.2 Development and implementation of ERRA upgrades

As a follow-up to the Regional Workshop, a number of improvements will be discussed and negotiated with Partner Countries, and subsequently implemented, including the installation of ERRA on second server, making ERRA more “user friendly” and available to the public, extension of ERRA to additional hazards, etc. This subtask will include short-term missions to Partner Countries and capacity building events in the format of workshops and of the on-job trainings. This subtask will also include organisation and implementation of the ERRA training to ERCC and DG ECHO. This subtask will be implemented in the period June 2015 – August 2018.

- **Task C.1.2 Interoperability of ERRA**

- Subtask C.1.2.1 Planning and organisation of Regional ERRA Interoperability Training

Regional Training is planned with the aim of assessing regional Early Warning Systems with focus on sharing information and Standard Operating Procedures during the preparedness and emergency phase. Experts from the Joint Research Centre and the World Meteorological Organisation will be invited lecturers/trainers. Participants for civil protection/disaster risk management authorities and National Hydro-meteorological Services are expected to participate. Four representatives per Partner Country (24 in total) will be invited to participate. Regional Training is tentatively planned for May 26-28, 2015 (venue TBD).

- Subtask C.1.2.2 Enhancement of ERRA interoperability

Interoperability of ERRA will be enhanced in order to connect with an Early Warning Systems (EWS), in particular the ones developed at EU level (e.g. EFAS, EFFIS) and in Partner Countries. ERRA will be also connected with other EWS internationally recognized, such as the DEWETRA system in use in Italy and in several countries worldwide. In addition, the interoperability with existing standardized loss databases (e.g. Desinventar standards) will be also ensured. This subtask will include short-term missions to Partner Countries and capacity building events in the format of workshops and of the on-job trainings. This subtask will be implemented in the period July 2015 – August 2018.

Activity C.2 Improving national disaster loss data collection and processing

Based on the analysis carried out during PPRD East Programme Phase 1 on the civil protection legal and institutional framework, an extensive survey and review of country specific methodologies and tools for disaster loss accounting and economic loss estimation will be conducted. Each Partner Country will be analysed separately via interviews and surveys with the aims to assess: current legislative and institutional frameworks for disaster loss data collection; existing methodologies and tools used at the country level; availability of historical data, their temporal and spatial coverage and potential sources of information; and how disaster loss databases are used in the disaster risk management.

- **Task C.2.1 Survey of existing methodologies, databases and tools**

- Subtask C.2.1.1 Short follow-up mission

With regards to the disaster loss data, it was envisaged to present the topic of disaster loss data collection and processing at the first round of NAG meetings planned for April 2105, to be followed with initial collection of information from Partner Countries. Six short-term missions (5 days each) will be organized to collect additional data and information for gap identification and for the preparation of the recommendations for the improvement of data collection and processing and approximation to EU methodologies. During the short missions NKEs will meet with all national institutions involved in the loss data collection. This subtask will be implemented in the period April – June 2015.

- Subtask C.2.1.2 Preparation and organisation of Regional Workshop

As a follow up to initial data and information collection, a Regional Workshop on Disaster Loss Data Collection and Processing will be organised with the aim of presenting Partner Countries the issue of data standardization and sharing, current data loss initiatives at the European and international level, and the initial status of disaster loss data collection and processing in the ENPI East region. The proposed Regional Workshop will be also devoted to an introduction and to the preparation for the gaps identification and recommendations development for each Partner Country. Regional Workshop will be organised on July 7 - 9, 2015 (venue TBD). Four representatives per Partner Country (24 in total) will be invited to participate.

- **Task C.2.2 Recommendations for establishing a system for the systematic collection of disaster loss data**

- Subtask C.2.2.1 Development of recommendations as a part of the updated Country Profiles

Based on the data and information collected through short missions and as a follow-up to the Regional Workshop, gaps will be identified and recommendations for the approximation to EU methodologies, a description of selected good practices in Member and non-Member States and the National Action Plans (for each Partner Country) for the improvement of disaster loss data collection will be developed in close cooperation with the national expert – civil servant delegated for this activity. This subtask will be implemented in the period July – September 2015.

- Subtask C.2.2.2 Presentation of recommendations

Presentation of recommendations and National Action Plans for the improvement of disaster loss data collection will be conducted as part of the updated Country Profiles back-to-back to the second round of NAG meetings in the period October – November 2015.

3.5.5. Activity Area D

Activity D.1 Review and Further development and implementation of the Communication Strategy

- **Task D.1.1 Revision and update of the PPRD East Communication Strategy**

Based on the success of the implementation of the PPRD East Programme Phase 1 Communication Strategy, and taking into account all communication and public awareness products developed during the Phase 1, the Media/Communication NKE will undertake the assessment of the Phase 1 Communication Strategy in close cooperation with the key beneficiaries – Press Officers of the civil protection/disaster risk management authorities and the PPRD East Journalist Network – and, whenever relevant and possible, with EU Delegations. Other on-going projects and initiatives addressing civil protection/disaster risk management for raising awareness will be identified in Partner Countries with an aim to find synergies and complementarities.

New PPRD East Communication Strategy will be organised around three main pillars:

1. facilitating the circulation of existing information about disaster risk management and providing on demand information on specific disaster risk management aspects to interested stakeholders,
2. raising the awareness of the population on country specific risks and on how to address them,
3. developing national capacities for disaster risk communication and for communicating during emergencies.

PPRD East 2 Communication Strategy will be multi-level (e.g. addressing different layers of disaster risk management stakeholders: population, civil protection volunteers, civil protection professionals, parliamentarians, journalists, youth) multi-subject (in the sense that it will be able to reflect on one side the specific risk profile of each Partner Country and on the other side its specific priorities) and multi-media (various media will be combined in order to adopt best options for getting key messages through identified stakeholders depending on national cultural and social frameworks). It will also include a capacity-building component for journalists and communicators on disaster risk communication and on emergency communication as an important preparedness component.

PPRD East 2 Communication Strategy will have a regional component and will also incorporate national priorities indicated by Partner Countries during the first round of visits and will outline a proposed set of actions for declination and implementation in Partner Countries. The Communication Strategy will be discussed with the Partner Countries and priority actions will be identified, assessed, detailed and planned for implementation during first project year, taking into account availability of resources. The revision and the update will be conducted in the period April – September 2015, and the new PPRD East 2 Communication Strategy will be presented in October – November 2015 as a part of the presentation of the updated Country Profiles.

▪ **Task D.1.2 and D.1.3 National campaigns on disaster risk management**

Among proposed actions PPRD East 2 Communication Strategy will include provision of support to the organisation of national campaigns on a specific sector of disaster risk management identified with the country in question. According to the thematic priority, the identified targets and the objectives (awareness raising, development of a national civil protection volunteers network, family or community preparedness and similar) messages will be identified and a combination of media will be defined in collaboration with national communication experts from the national civil protection authorities and/or journalists in view of getting best communication results. Media will include traditional and new media. Focus will be mostly put on younger generations. Campaigns can be short-term or longer-term. For example PPRD East 2 can support Partner Country civil protection/disaster risk management authorities in the organisation and implementation of short-term information events in correspondence with the International Civil Defence Day (March 1), the International DRR Day (October 13) and national civil protection days. First round of national campaigns will be implemented in the period September 2015 – May 2016.

▪ **Task D.1.4 Awareness raising in schools**

- Subtask D1.4.1 Assessment of existing awareness raising activities at school level in Partner Countries including DIPECHO activities for the South Caucasus countries

Complementary to the Task D.1.1, the presence of the Red Cross and Red Crescent Societies in the schools in Partner Countries will be assessed, as well the presence of other disaster risk management initiatives (such as UNICEF, Save the Children and Oxfam) and the materials/brochures/booklets used either by the RC/RC Societies or by other initiatives to raise DRR awareness at the school level. The opinion and the endorsement of key beneficiaries will be solicited

on the modality how to most prudently PPRD East 2 should assist key beneficiaries to raise the awareness in schools. This subtask will be implemented in the period April – June 2015.

- Subtask D.1.4.2 Development and implementation of school awareness raising

Based on the undertaken assessment, raising the awareness in the schools will be developed in close cooperation with the key beneficiaries and in collaboration with RC/RC Societies and other initiatives present in Partner Countries, focusing on building on, and the dissemination of, existing material endorsed by key beneficiaries. This activity will be implemented in the period July 2015 – June 2018.

- **Task D.1.5 Continuation of initiated work with journalists**

- Subtask D1.5.1 Assessment of PPRD East Journalist Network

The assessment and update of the PPRD East Journalist Network will be undertaken in order to update the membership list and to explore with member journalists, interest in a continued collaboration with the PPRD East 2 and its possible terms. This activity will be undertaken in the period April – June 2015.

- Subtask D.1.5.2 Further development of the PPRD East 2 Journalist Network

On the basis of the assessment of the PPRD East Journalist Network following activities will be planned:

- Expansion of the network with the involvement of other journalists/editors (press, radio, television) and other national communication actors (bloggers)
- Agreement of terms and conditions for the cooperation between the Journalist Network and the PPRD East 2 Programme
- Further training can be planned on the following subjects: “including economic, technical and scientific information in risk management communication”, “raising awareness of exposed populations”, “how to communicate to decision makers on disaster risk management”, “the role of media in the response to emergencies and coordination with the national civil protections” (depending on the availability of funding)
- Involvement of the journalist network in the design (and possibly implementation) of national PPRD East 2 communication activities
- Further Involvement of journalists of the network in the Programme visibility actions (e.g. participation in workshops, seminars, meetings, trainings, exercises) and in providing media coverage on PPRD East 2 events organised in Partner Countries
- Support of the EUD will be sought for expanding the PPRD East 2 Journalist network.

This activity will be implemented in the period July 2015 – September 2018.

Activity D.2 Collaboration with the EU Delegations and coordination with other disaster risk management initiatives in Partner Countries

- **Task D.2.1 Synergies with the other disaster risk management initiatives**

Complementarities and potential synergies will be identified and put in practice with other disaster risk management initiatives and projects present in the region and in Partner Countries. DIPECHO and CBRN Centres of Excellence will be ones of those, but also UNDP, UNICEF, WB and EIB, as well as EU Member States bilateral cooperation. Expert Team will invest additional efforts in promoting interlinks with other EU funded civil protection/disaster risk management programmes currently being implemented in other regions, such as IPA CP, IPA Floods and PPRD South 2, and the ones

currently being formulated: new programme focusing on SEVESO, exchange of experts that will be extended to the neighbourhood, TAIEX, TWINNING etc.

The Programme will on one side build upon the results achieved and the lessons learned by other initiatives, and on the other side it will try to extend/replicate/adapt activities that already revealed successful. For this an inventory of past and on-going disaster risk management initiatives in the region and in Partner Countries will be created including details on relevant information/communication activities and material and lists of contact persons. Discussions will be carried out all along Programme duration in view to identify and establish synergies.

This activity will be implemented in the period February 2015 – September 2018.

3.5.6. Activity Area E

Activity E.1 Fostering volunteerism in disaster risk management

- **Task E.1.1 Improving National Volunteer System**

- Subtask E.1.1.1 Follow-up short assessment missions to Partner Countries and desktop analyses

The short missions of experts will allow the gathering of documentation and facilitate discussions with the relevant national stakeholders. The purpose and objective of this subtask is to collect data, information and existing documentation (both normative and technical) – mapping the needs related to the civil protection voluntaries system in Partner Countries. This subtask will be implemented in the period April – June 2015.

- Subtask E.1.1.2 Development of Action Plans

Based on the mapping done under the subtask E.1.1.1, PPRD East 2 will support Partner Countries in the formulation of a multi-annual National Action Plans/Road Maps for the creation/development of national volunteer's networks according to good practices in the EU. Those plans are to include operational training of candidate volunteers, establishment of certified volunteers associations, establishment of linkages between national civil protection authorities and volunteers associations (for continued training, definition of standard operating procedures for transport, accommodation and meals ...), training of civil protection officers on mixed team (professional-volunteers) management, inclusion of volunteers associations in emergency plans. National civil protection/disaster risk management authorities will be supported by the PPRD East 2 in the implementation of those plans. This subtask will be implemented in the period July 2015 – March 2016.

- **Task E.1.2 Conduct national campaigns on the promotion of EU approach to volunteerism**

- Subtask E.1.2.1 Develop national campaigns

Among proposed actions PPRD East 2 Communication Strategy will include provision of support to interested Partner Countries for the organisation of national campaigns to promote the set-up/development of a national civil protection volunteer's network. Based on the mapping done under the subtask E.1.1.1, national campaigns to promote EU approach to volunteerism but also addressing main gaps in the national civil protection system related to volunteerism will be developed in the period July – December 2015. Campaigns can also aim to motivate citizens to join existing/developing volunteer's networks.

Activity E.2 Ensuring Project Visibility

- **Task E.2.1 Develop and implement Visibility Plan**

- Subtask E.2.1.1 Develop Visibility plan

The Programme will build upon the visibility tools and dissemination channels developed during the previous Phase 1. The PPRD East 2 Visibility Plan will include the production and dissemination of electronic newsletters, provide content to Capacity for development platform, press releases for all Programme events, update and maintaining of the Programme web site, development of the Programme mailing list, update and maintaining of the presence on social media, involvement of the Programme journalist network in the design and implementation of visibility actions, production and distribution of visibility material. Project visibility and communication plan will be developed in the period March - April 2015.

- Subtask E.2.1.2 Implement Visibility plan

Visibility and communication plan developed within the subtask E.2.1.1 will be implemented in the period April 2015 – November 2018 in collaboration with the national civil protection authorities of the Partner Countries and with the support of Local Coordinators.

Activity E.3 Programme Management

- **Task E.3.1 National Programme Coordinators meetings**

The first NPC meeting is scheduled for March 23, 2015 in Kyiv, Ukraine.

- **Task E.3.2 Steering Committee meetings**

The first SC meeting is scheduled for March 24, 2015 in Kyiv, Ukraine.

- **Task E.3.3 National Advisory Groups meetings**

The first round of NAG meetings in Partner Countries is scheduled as follows:

- April 8, 2015 Ukraine,
- April 16, 2015 Belarus,
- April 21, 2015 Armenia,
- April 23, 2015 Moldova,
- April 28, 2015 Georgia and
- June 2, 2015 Azerbaijan.

The second NAG meetings are planned to take place in October – November 2015.

- **Task E.3.4 Programme Reporting**

The first Progress Report covering the implementation period #1 from December 1, 2014 – May 31, 2015 is due till June 30, 2015.

4. ACTIVITIES DURING INCEPTION PERIOD

4.1. KICK-OFF MEETINGS

The contract was signed on December 1, 2014 and the kick-off meeting was held in EUD Ukraine premises on December 10, 2014. The minutes of the meeting is attached in Annexes 5

Complementing kick-off meeting held on December 10, 2014, additional meetings were held on January 7, 2015 in Brussels with DG ECHO, DG NEAR and DG DEVCO.

The meetings' minutes are attached in Annexes 5.

4.2. OTHER MEETINGS

In addition to the meetings the Consortium had with the EU, brief fact-finding missions to all 6 Partner Countries have been undertaken by the Core Expert Team. Meetings were organised as introduction of the Core Expert Team to the key beneficiaries, EUD and other national stakeholders, and as an initial brief collection of information relevant for Programme implementation as well as the opportunity to receive the feedback from key beneficiaries on the previously disseminated first draft work plan.

The main types of meetings held were as follows:

- Meetings with key beneficiaries – national civil protection/disaster risk management authorities;
- Meetings with EU Delegations;
- Meetings with other national stakeholders relevant for the implementation of the Programme;
- Meetings with regional initiatives relevant for Programme implementation;
- Participation at the International DRR Conference, organised by the Ministry of Territorial Administration and Emergency Situations of the Republic of Armenia;
- Meetings with experts that could be potentially involved into the Programme implementation.

List of meetings held in each Partner Country is attached in Annex 8.

4.3. STEERING COMMITTEE ESTABLISHMENT

The PPRD East 2 Steering Committee will be chaired by the EUD Kyiv and will include:

- one experienced senior-level civil servant representative of Partner Countries' national civil protection/disaster risk management authority with the capacity to influence national policy development and to take strategic decision;
- the European Union (DG ECHO and DG NEAR), and
- the Consultant.

The PPRD East 2 Steering Committee meetings will be attended, by the invitation, also by representatives of the Participating Countries to the Union Civil Protection Mechanism, other national stakeholders, international organisations and media.

Steering Committee meetings will be organised back-to-back to the National Programme Coordinators' meeting. National Programme Coordinators are considered as national technical focal points, civil servants - representatives of the key beneficiaries, which facilitate the Programme implementation through regular exchanges and communication with the Expert Team. While the Steering Com-

mittee meetings are perceived as strategic decision-making meetings, the NPCs meetings are more of the technical and working character where expert and operational Project implementation issues are discussed and agreed upon.

Steering Committee members and National Programme Coordinators from all six Partner Countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine - have been nominated, thus the PPRD East 2 Steering Committee has been established. The list of Steering Committee members and the list of National programme Coordinators are attached in Annex 9.

The first Steering Committee meeting is scheduled to take place on March 24, 2015 in Kyiv, Ukraine. The first meeting of National Programme Coordinators is scheduled for March 23, 2015 also in Kyiv, Ukraine.

4.4. ADDITIONAL ACTIVITIES UNDERTAKEN

During the inception period the Programme regional office has been established by MWH in Kyiv, Ukraine and the dedicated Programme office has been established within the premises of Danish Emergency Management Agency in Copenhagen, Denmark.

Following the resignation of the Capacity Building Key Expert 3, the identification of the most suitable candidate for the vacant position has been undertaken.

Mobilization of 3 long-term non-key experts, with the crosscutting role, namely Communication and Media NKE, Host Nation Support NKE and Disaster Risk Prevention NKE has been concluded during the inception period. In addition, 4 out of 6 local coordinators (Armenia, Belarus, Moldova and Ukraine) has been mobilized during the inception period. Mobilization of the remaining 2 local coordinators (Azerbaijan and Georgia) is underway.

First draft work plan has been developed and submitted to the EU on January 28, 2015. Upon received acceptance, the first draft work plan has been shared with the key beneficiaries on February 1, 2015.

4.5. CHALLENGES

The main challenges already identified in the ToR, and further explored in the Technical Proposal, have also been reviewed during the Inception Period. The list below reiterates the most crucial challenges of relevance in the present stage and, which are fully taken into account in the planning of the Programme activities:

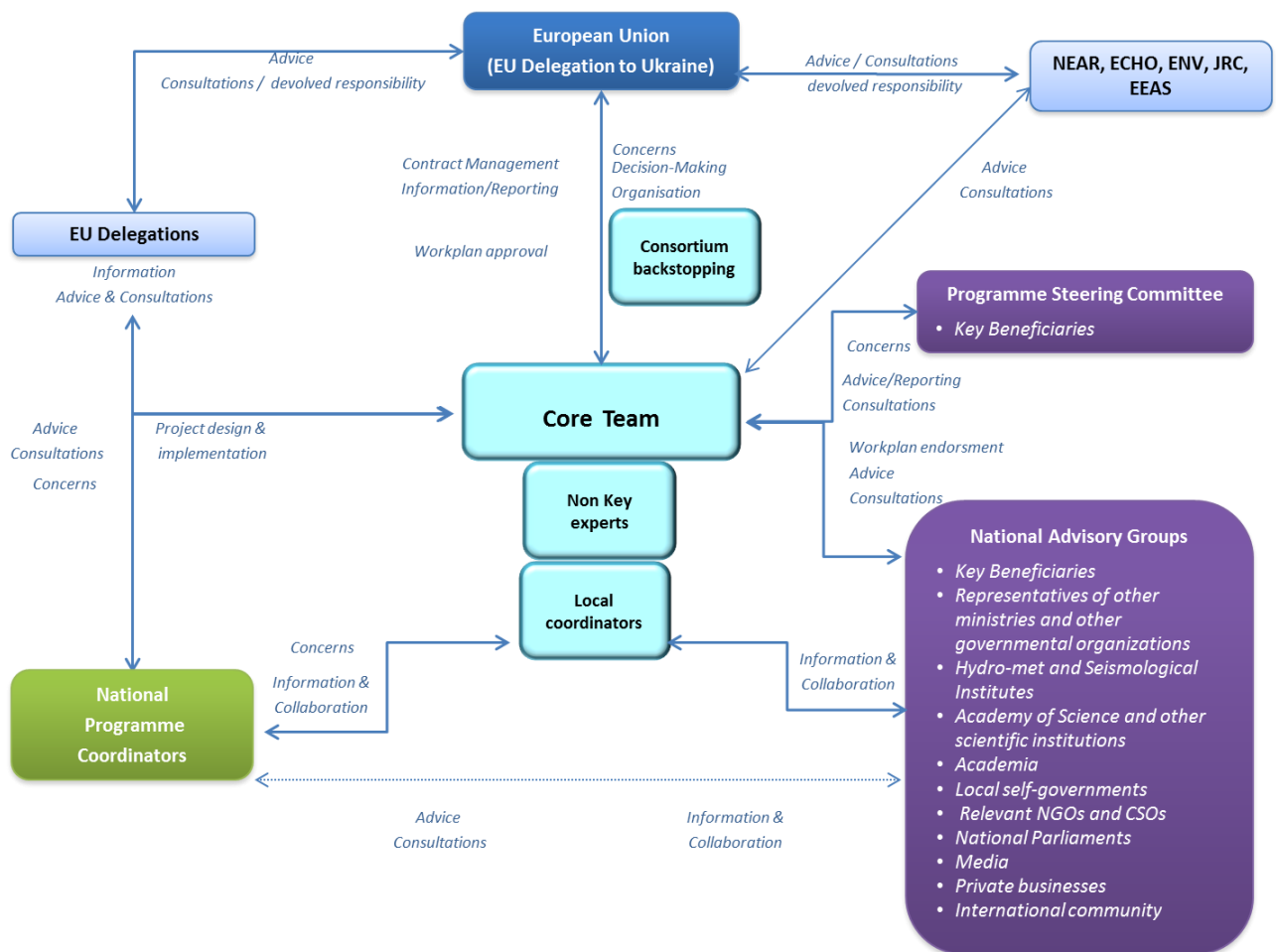
- Regional dimension of the Programme, but adjusted to address Partner Country specific needs and priorities;
- Distribution and efficient use of the available Programme budget;
- Avoidance and exclusion of any overlaps during the PPRD east 2 implementation with other donors' activities;
- Strict partners and stakeholders' commitment and close cooperation and coordination of implementation of the proposed and agreed activities;
- Close cooperation and coordination of all activities among the Partner Countries;
- EU Delegations in Partner Countries support;
- Overcoming the existing language barriers and the local conditions;
- Visa provision for the key and short-term experts in due time.

5. PROGRAMME PLANNING

5.1. PROGRAMME COORDINATION

Proposed Programme management structure is to facilitate and optimise the management of the multi-country and multi-disciplinary aspects of the Programme and the large number of resources and the time schedule.

The structure of the Programme management is shown below.



5.2. ORGANISATION OF THE TEAM

The Core Expert Team comprises of the 3 key experts: Mr. Sergej Anagnosti, Team Leader, Mr. Michael Elmquist, Senior Civil Protection Key Expert 2 and the Senior Capacity Building Key Expert 3 (under mobilization). In addition, the 3 long-term non-key experts, with the crosscutting role, have been assimilated to the Core Expert Team to provide regular inputs during the course of the Programme: Communication and Media NKE, Host Nation Support NKE and Disaster Risk Prevention NKE.

The professional backstopping team is based both in Brussels and Kyiv, as well as Copenhagen and is composed as follows:

- Mr. Henrik Høigaard, Project Director, Copenhagen
- Ms Anca Andreescu, Senior Project Manager, Brussels
- Ms Aïda Yassine, Project Manager, Brussels
- Ms Eva Viktoriyova, Project Assistant, Brussels
- Ms Galina Sidelkovska, Project Assistant/Office Manager, Kyiv

This Programme team will also draw on a pool NKEs to provide expertise in a variety of areas. To date the following non-key experts has been mobilised:

- Mr. Alessandro Caneloro, Communication and Media NKE,
- Mr. Phil Langdale, Host Nation Support NKE,
- Mr. Roberto Rudari, Disaster Risk Prevention NKE,
- Ms Karine Taslakyán, Armenia Local Coordinator,
- Mr. Andrew Pinigin, Belarus, Local Coordinator,
- Ms Iordanca-Rodica Iordanov, Moldova Local Coordinator, and
- Ms Olena Goryeva, Ukraine Local Coordinator.

Mobilisation of local coordinators in Azerbaijan and Georgia is underway.

ToRs for the mobilised NKEs are given in Annex 10.

5.3. PROGRAMME WORK-PLAN (TABLE OF ACTIVITIES)

According to the clarifications in the Section 3 of Inception Report, the proposed revised activities, time schedule and estimated number of working days are provided in Annex 11. An updated table with refined estimate and logs of NKE and Incidentals approvals will be attached to each interim progress report.

5.4. MANUAL OF PROCEDURES FOR INCIDENTALS BUDGET UTILISATION

A manual intending to provide the European Commission and the PPRD EAST 2 Backstopping team practical guidance on the procedures to be followed in the use of incidentals budget funds for the categories 1 and 3 listed in the ToRs of the PPRD EAST 2 programme is provided in Annex 12

5.5. MONITORING AND EVALUATION PLAN - INDICATORS

In Annex 13 can be found a proposal of a monitoring and evaluation plan for the Programme, including its corresponding list of indicators

ANNEXES

ANNEX 1 - RISK, ASSUMPTIONS AND MITIGATION ACTIONS

ANNEX 2 - DRAFT BASIC TRAINING COURSE AGENDA

ANNEX 3 - DRAFT OPERATIONAL MANAGEMENT TRAINING COURSE CURRICULUM

ANNEX 4 - DRAFT ADVANCE TRAINING COURSE CURRICULUM

ANNEX 5 - PPRD EAST 2_DETAILED FIRST YEAR PLAN OF ACTION

ANNEX 6 - KICK-OFF MEETING WITH EUD UKRAINE MINUTES

ANNEX 7 - KICK-OFF MEETINGS' WITH DG ECHO, DG NEAR AND DG DEVCO MINUTES

ANNEX 8 - LIST OF MEETINGS HELD IN PARTNER COUNTRIES

ANNEX 9 - THE LIST OF STEERING COMMITTEE MEMBERS AND THE LIST OF NATIONAL PROGRAMME COORDINATORS

ANNEX 10 - TORs FOR THE MOBILISED NKES

ANNEX 11 - WORKPLAN AND RESSOURCES PLANNING TOOL

ANNEX 12 - MANUAL OF PROCEDURES FOR INCIDENTALS BUDGET UTILISATION

ANNEX 13 - MONITORING AND EVALUATION PLAN - INDICATORS